

# LUIZ GUEVARA

919 S VAN NESS AVE • SAN FRANCISCO, CA 94110  
PHONE (415) 203-4707 • E-MAIL ERNESTOGUEVARA84@HOTMAIL.COM

## OBJECTIVE

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To obtain a career-oriented position with a progressive, community based, nonprofit or philanthropic organization that can benefit from my strong analytical skills and enthusiasm.

## SKILLS

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- Proficient with SPSS, Microsoft Excel, MS Windows, Office programs, and Salesforce; ability to adopt new programs and databases quickly.
- Experience conducting literature reviews, developing interview and survey protocols, coding, cleaning, and preparing data for analysis, developing code books, merging data from different sources and files.
- Knowledge of descriptive and inferential statistics, including experience with hypothesis testing using 1-sample t-test of the mean, 2-sample t-test, 1 sample z-test of the proportion, ANOVA, Chi Square, and Goodness of fit test.
- Strong professional writing skills and knowledge of APA and MLA citation formats.
- Knowledge of office equipment - photocopiers, fax-machines, multi-line phone systems, postage machines, PCs and Macs.
- High comfort level with grant management, budgeting, financial management and development for nonprofit and government organizations
- Bilingual: Spanish/English

## EDUCATION

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2007 – Present	<b>San Francisco State University</b>	San Francisco, CA
	<b><i>Masters Degree in Public Administration</i></b>	
	▪ Emphasis in Non Profit Administration/Management	
2001-2004	<b>Humboldt State University</b>	Arcata, CA
	<b><i>Bachelor of Arts in Political Science</i></b>	

## EMPLOYMENT HISTORY

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2007-2009	<b>Neighborhood Parks Council</b>	San Francisco, CA
	<b><i>Program Assistant/Interim Office Manager</i></b>	
	▪ Organized, implemented, and maintained a tracking system for grant, donation, and contact information for 23 fiscally sponsored groups. The groups ranged from small neighborhood associations raising a few thousand dollars for a new water fountain, to a group with a \$250K annual operating budget that taught inner city youth how to garden and grow their own food in an urban setting. Along with my direct supervisor, I was the key person in assisting these community-based groups with grant writing, requests for funding applications, donation solicitations, event planning and coordination, and community organizing.	
	▪ Further responsibilities included drafting and mailing donation acknowledgement letters, maintaining database, attending community meetings and events, coordinating liability insurance and proper permits for events, ordering supplies and maintaining office equipment, answering phones, coordinating and attending volunteer workdays, also interviewed, hired, and trained new employees	
	▪ Occasionally wrote articles for monthly electronic newsletter, and assisted with development and grant writing for the organization as a whole.	
2006 - 2007	<b>1st Global Capital Co.</b>	Dallas, TX
	<b><i>Regulatory Resolutions Team Member</i></b>	

- Data entry and clerical work for New Accounts, Regulatory Principal, Advisory, and Regulatory Resolution Departments.
- Responsible for maintaining and updating the company's address database, and training new employees.

2005 - 2006

**North Country Clinic**

Arcata, CA

***Medical Receptionist***

- Our clinic's status as a non-profit organization required that I develop a constantly evolving knowledge of government programs and grants that would help cover our low-income patient's clinical visits.
- Assisted all patients with paperwork, and translated for Hispanic patients during check in, and occasionally during their visit with the physicians.
- Basic office skills, including but not limited to; answering 50-75 calls a day, taking messages, data entry, making and canceling appointments, customer service, training new employees.

2004 - 2005

**Payless Shoe Source Inc.**

Eureka, CA

***Assistant Manager***

- Supervised store associates during the manager's absence, and ensured that our store ran in an efficient and effective manner.

**VOLUNTEER EXPERIENCE**

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- **2007-08 Sentinel Fair Housing:** Translated for Latin American clients during fair housing/foreclosure workshops
  - **2003-2004 North Coast Education Summit:** Assisted with the organizing of a three-day summit with 900-1000 participants and presenters that provided workshops for teachers K-12 in the Northern California region.
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**REFERENCES AVAILABLE UPON REQUEST**

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