

LUIZ GUEVARA

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OBJECTIVE

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

- Computer literate: Proficient with Microsoft Windows and Office programs, Salesforce, & SPSS; ability to adopt new programs quickly
- Knowledge of office equipment: Photocopier, fax machine, multi-line phone, postage machines, etc...
- Strong analytical and writing skills
- High comfort level with grant management, budgeting, and financial management/development for nonprofit and government organizations
- Bilingual: Spanish/English

EDUCATION

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

EMPLOYMENT HISTORY

2007-2009	Neighborhood Parks Council	San Francisco, CA
	<i>Program Assistant/Interim Office Manager</i>	
	▪ 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	1st Global Capital Co.	Dallas, TX
	<i>Regulatory Resolutions Team Member</i>	
	▪ 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

- **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
