

### **Summary of Qualifications**

- Team worker, organized, active listener, adaptable
- Ability to meet deadlines in a fast-paced environment
- Skilled in computer operations: Microsoft Excel, PowerPoint, and Word
- Proficient in managing social channels such as TikTok, Instagram, and Twitter

### **Education**

University of La Verne, La Verne, California  
Bachelor of Science in Business Administration Minor in  
Sustainability Expected Graduation December 2021

### **Integrated Business Program**

Director of Sales

Credit Guard, La Verne, California February 2020- May 2020

- Developed and promoted weekly sales objectives
- Worked alongside our design teams to create compelling product offerings and drive speed to market.
- Created promotional advertisements for display on social media pages
- Successfully sold 200 units and donated profits of \$2,343.38 to charity House of Ruth in Pomona, CA

### **Work Experience**

Marketing Intern

Clearloop, Nashville,

Tennessee January

2021 -May 2021

- Created weekly graphic designs to post to social channels
- Organized creator marketing strategies
- Developed email marketing strategies for Clearloop Earth Day Campaign
- Created TikTok account and created brand strategy proposal
- Cultivated sustainability industry terms in accessible language

Office of Student Life Sustainability Committee Chair

University of La Verne, La Verne, California

August 2019- May 2020

- Responsible for the sustainability development of office space
- Developed and conducted various workshops surrounding sustainability themes within a university
- Coordinated with Clubs and Organizations committee chair to bring awareness of on-campus beautification initiatives
- Collaborated with Students Engaged in Environmental Discussion and Service organization to assess campus sustainability initiatives

### **Leadership Experience and Extracurricular Activities**

- Delta Sigma Pi- Chancellor 2020-2021, Vice President Professional Activities Spring 2020
- International Student Organization - Vice President of Strategic Management Spring 2020



## **Statement of interest for Student Commissioner on the City of Glendale Sustainability Commission**

Sustainability Commission c/o Management Services

613 E. Broadway, Suite 200

Glendale, CA 91206 Dear Mr. Jones,

I am writing to express my interest in the student commissioner for the City of Glendale's Sustainability commission. As a local resident of Glendale, I have followed closely the initiatives that the city has put in place to make Glendale a greener city.

Over the past few years I've had the experience to explore my minor sustainability serving at my University's Student Affairs department as the Sustainability committee chair and learned various ways in making an office space reduce their waste, digitize internal documents and conduct introductory sustainability workshops to internal teams. In addition, during my time at Clearloop Corporation as a part of the marketing team. Clearloop is an up and coming tech company on a mission to work with companies both big and small to expand access to clean energy to communities getting left behind. Based in Nashville, Tennessee, Clearloop amplifies the power of brands by turning individual everyday purchases into clean energy. While on their marketing team, I was able to tap into an audience with an accessible approach of making sustainability industry terms and make them less complicated to understand in a fun and engaging way through social media.

Through my studies at the University of La Verne, being able to explore what sustainability means in the context of communities was a common theme. I have gained a deeper understanding of conceptual and practical sustainability initiatives. Courses on development and energy issues combined with my professional experience have strengthened my knowledge of practices and initiatives for a more sustainable community.

In summary, being a Student Commissioner will give me an opportunity both to contribute my experience tackling sustainability within a university and in the private sector and enrich my perspective by taking on sustainability from a government perspective. I am eager for the challenges and opportunities as a student commissioner and contribute to my community. For these reasons, I hope you will look favorably upon my candidacy.

Kindly, Andrea Prado

Office of Student Life

University of  
La Verne

May 13, 2021

David Jones Management

Services

613 E. Broadway, Suite 200

Glendale, CA. 91206Dear

David Jones,

It is my pleasure to recommend Andrea Prado for the City of Glendale's Sustainability Commission. I came to know Andrea as a first year college student in her role as FrontDesk Coordinator. As her supervisor, I have witnessed Andrea balance multiple student leadership positions within Delta Sigma Pi, International Student Organization, and an internship with Clearloop Corporation. She succeeded in all these areas while also maintaining an overall 3.2 GPA.

Overall, Andrea has a go-getter personality with great analytical skills. During her second year working in the Office of Student Life, she oversaw the sustainability committee. She expressed an interest in this area from its creation in Fall 2019. She quickly began exploring various ways that the office could be sustainability friendly. We hosts various events that produce a lot of waste; and prior to the pandemic, we had an uncontrolled habit of printing large amounts of flyers and other documents. She created digital folders to help us store documents to prevent us from printing unnecessary sheets. She also hosted various trainings for our staff where she addressed our office challenges, such as our daily waste, energy usage, digitizing documents, and developing solutions as a team. Other trainings included topics on constant consumption and instant gratification, and conscious consumerism. Andrea has helped the team develop awareness and motivated change. I often find myself thinking of the impact I make with my diet, travel, housing arrangements and how that may negatively impact earth.

While her passion a greener and healthier earth is unquestionable, I have also witnessed grow as a student and young professional. Her dedication and work ethic made her a strong candidate to apply for a promotion as a Front Desk Manager. Since Fall 2020, she has held

this title. Currently, she supervises five Front Desk Coordinators. Within this new role, she oversees monthly staff and individual meetings, hosts trainings on professional development, and completes other office administrative responsibilities. While she may have new responsibilities for the office, she has not forgotten of her first committee.

Today, she works with the current individual who oversees the sustainability committee to continue informing us of the ways we can continue caring for mother nature.

Andrea has proven herself to have the perseverance, initiative, and intellectual ability to be a strong candidate for your Sustainability Commission. If I can further assist you, or provide more information about the applicant, please contact me at [jbarragan@laverne.edu](mailto:jbarragan@laverne.edu) or (909)448-4467.



Jazmin Alvarez Barragan  
*Student Life Operations Coordinator*

13 May 2021

Dear Mr. Jones,

I'm writing on behalf of Andrea Prado--a thoughtful student, a hard worker, and a kind teammate, to encourage you to accept her as a Student Commissioner on the City of Glendale's Sustainability Committee. I met Andrea late last year when she applied to our climate tech startup's internship program. As a junior in college, she was much more composed and mature than all of the other graduate-level students we interviewed, a quality that proved to be instrumental as a fully remote intern.

Andrea grew quickly into her internship responsibilities early in the year, becoming a key part of our brand voice as we geared up and executed against our biggest Earth Day campaign ever. Andrea made it her mission to connect with like-minded social media influencers who could help promote our company and share in how individuals can influence companies to decarbonize our electricity grid. All of that work came to fruition as we opened our platform to individuals to be able to claim their very own solar panel to celebrate Earth Day.

While our leadership team was figuring out how to respond to the pandemic and the changing realities of the business, Andrea took the initiative to figure out ways to grow our digital presence. She worked with another intern to create a digital community that championed what we were trying to do--get companies to invest in building more solar projects to clean up the grid and expand access to clean energy across the U.S. This creativity and quick thinking helped us show that we were open for business as more people spent time online working remotely. When it could have been easy to treat the experience as a distant and remote task, Andrea instead became an integral part of the team, helping the company stay organized and growing. Andrea's positive and can-do attitude is just the kind of people we need to beat the climate crisis.

There will be lots of stories about our collective resilience in the face of adversity over the past year and Andrea is certainly a great example of it. For us to be able to count on a young college student to help us keep moving our startup forward in the new normal, was a great relief, but also an illustration of the kind of smart and dedicated person Andrea is. We are thrilled to have had Andrea on our team and know that your program would be lucky to have her as one of your students. The world could use a few more kind-hearted and scrappy sustainability professionals that stick it out when things are hard and stand up for what they believe in. I sincerely hope that you will give Andrea the opportunity to continue to grow her skills and keep making us proud.

Sincerely,



Laura Zapata  
Clearloop CEO & Co-Founder