

Skyler Gallarzan

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Journalism, Communications, Writing, Administration, Marketing Assistant

HIGHLIGHTS

Professional

- *Attention to Detail*
- *Committed / Competent*
- *Team Oriented*
- *Advanced English Skills*
- *Adaptive to Environments*

Performance

- *College D1 Athlete*
- *Understand Business & Work*
- *Understand Winning*
- *Understand Data Analysis*
- *Understand Strategic Mgmt*

Personal

- *Empathetically inclined*
- *Problem Solver*
- *Competitive / Bold*
- *Independent*

SUMMARY

In addition to possessing a Bachelor's Degree in Journalism, I believe my skills are not limited to merely understanding the rules of storytelling and communication. I have proven to be an efficient learner in new environments and driven to execute my goals to the best of my abilities and in a timely manner. I most enjoy working within a team with similar passions and goals, and will commit to do their very best at the task at hand, whether that is in the Journalism field, or within hands-on projects.

As a former competitive Division 1 college athlete on the LMU Women's Rowing Team, I fully understand the hard work and dedication necessary to achieve victory. In addition to hours of training, as a coxswain, I regularly met with coaches to analyze data of the competition, we generated race plans from the information and set strategies to win. This experience helped me understand excellence, how to prepare for it while exposing me to next level pressures during the execution of game plans.

Despite the worldwide pandemic that devastated 2020, I wished to continue pursuing positions to explore my skills and find what I was truly passionate for. Interning at The My Hero Project, while it was remote, aided me in finding beauty in storytelling and heroic actions big or small, and allowed me to practice my skills in research, verifying information, and most importantly, diligence in my work during such uncertain times.

Covid-19 had also coincided and challenged me in my additional commitments of leading in YoungLife ministries and being on the Executive Board for my Undergraduate Filipino American Cultural Organization. Even with remote involvement, I enjoyed the challenge of increasing membership involvement and/or attendance to pre-pandemic numbers.

It is of utmost importance to me that I put my best foot forward in the workplace and come ready to perform. Growing up with my family's values, witnessing how my parents operated the family's small business and also being in an competitive athletic environment, my brothers and I were raised to work & commit to success, understand true competition & risk and value personal & professional relationships.

I look forward to bringing these skills, attitude and work ethic to HP Inc.

EDUCATION

LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, CA

Journalism BA, 2022

REDWOOD CHRISTIAN HS, San Lorenzo, CA

General Education, 2018

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WORK

Product Manager / Crew member

Trader Joe's

Castro Valley, CA

11/2022 - Present

- Manage, maintain, oversee, place orders and optimize one of TJ's most popular sections - frozen foods
- Data collection and analysis, along with vigilant awareness to trends of popular products to properly serve the needs of everyday customers

PROFESSIONAL EXPERIENCE

Journalism Intern

MY HERO PROJECT

Los Angeles, CA

2020-2021

- Produced online media stories that "celebrate the best of humanity"
- Researched, studied, fact checked, edited and published pieces that express the accomplishments of notable figures/heroes in history and throughout the world with a priority for accuracy

Writer

Loyola Marymount University

Los Angeles, CA

2018-2022

- Wrote, edited and published stories surrounding current world news and Asian American news in the form of online media articles
- Working knowledge of Adobe Premier, Adobe Audition, Microsoft Excel, Microsoft Word, Wordpress
- Able to foster diligent research methods and communication skills in working with peers, interviewees, etc.

Student Athlete (Coxswain)

LMU Division 1 Women's Rowing

Los Angeles, CA

2018-2021

Oakland Strokes Rowing Club

Oakland, CA

2013-2017

- Competed against West Coast Division 1 Teams
- Daily early morning pre-class workouts on the water and weight room sessions in the afternoon
- Position of Coxswain works amongst teammates in the boat to determine the most effective moves forward for the entire team

Executive Board Member

Isang Bansa, Loyola Marymount University

Los Angeles, CA

2018-2021

- IB is a cultural organization that promotes and preserves the Filipino and Filipino-American cultures through academic, cultural, philanthropic and social activities
- Served as the head of member recruitment and retention
- Executed in person and remote events during the Pandemic and later to foster and emphasize a culture exemplifying the pride of being Filipino
- Lead and managed IB's mentorship programs serving over 100+ members

Mentor/Counselor Volunteer

YoungLife Ministries

Los Angeles, CA

2019-2021

- Young Life is a Christian ministry that reaches out to middle school, high school, and college students in all 50 of the United States and in more than 100 countries around the world
- Collaborated with a team in organizing weekly events and interactive activities for high school students
- Served, engaged, encouraged constructive conversations with students about pursuits and beliefs