

ANGEL MUNOZ

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PROFESSIONAL EXPERIENCE

Visitor Services Associate

South Coast Botanic Garden, Palos Verdes, CA

Jan. 2025 – Present

- Consistently exceeds paid membership sales quotas, reaching upwards of 500 per month.
- Supported fundraising operations responsible for generating hundreds of thousands of dollars in donations for our NPO every year.
- Communicated complex botanical and ecological information to diverse audiences, translating scientific garden data into accessible educational content for hundreds of daily visitors.
- Maintains accurate, high-volume admissions records, membership transactions, and POS systems, supporting consistent operational reporting.
- Assisted with planning for seasonal educational programs, guided tours, and public science events, managing concurrent scheduling and resource allocation.

Inventory & Operations Associate

World Market, Torrance, CA

Aug. 2024 – Jan. 2025

- Applied rigorous organizational protocols for inventory accuracy, product compliance, and systematic workflow management in a high-throughput retail environment.
- Applied backstocking, inventory receiving, and tracking procedures with accuracy and organization.

Supply Chain & Inventory Associate

Amazon, Torrance, CA

May 2021 – Nov. 2021

- Maintained precise records of inventory transactions to ensure accurate reporting.
- Identified process inefficiencies and collaborated with cross-functional teams to implement corrective actions, demonstrating analytical problem-solving and regulatory compliance.
- Conducted systematic audits of supply chain operations, enforcing adherence to operational standards and quality control procedures.

Youth Program Coordination Intern

City of Carson, Carson, CA

Jun. 2017 – Aug. 2018

- Designed and facilitated structured educational programming and team-building activities for youth cohorts, developing skills educational content development and performance measurement.
- Organized community events and managed logistics, demonstrating initiative, program planning, and interdepartmental communication in a public-sector environment.

EDUCATION

Bachelor of Science, Environmental Studies

Jun. 2024

University of California, Santa Cruz, Santa Cruz, CA

- **Concentrations:** Conservation Science, Environmental Policy, Political Economy
- **Study Abroad:** Italian Language and Culture, Florence, Italy (Summer 2023)

SKILLS

Core Competencies: Problem-solving, quality assessment, cross-functional collaboration, and project coordination

Data & Analysis: Quantitative data analysis, data visualization, scientific writing, inventory and records management

Software & Tools: Data Analysis, Microsoft Excel, data management systems, inventory tracking, POS platforms

Technical Methods: Environmental sampling and field data collection, laboratory safety and SOPs, biotech equipment operation and maintenance.