

# DANIELLE RAIGOZA

DESIGNER

## CONTACT

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Baldwin Park, CA

## EDUCATION

2019 - 2023  
BSLA LANDSCAPE ARCHITECTURE  
Cal Poly Pomona

2015 - 2019  
HIGH SCHOOL DIPLOMA  
Edgewood Highschool

2018 - 2019  
RYMAN ARTS  
Otis College of Art and Design

## EXPERTISE

Landscape Design  
Concept Design  
Graphic Design  
Art Mural Directing

## PROGRAMS

Photoshop  
Indesign  
Illustrator  
AutoCAD  
Rhino 3D

## EXPERIENCE

August 2023- Present  
ADMINISTRATIVE ASSISTANT INTERN  
City of Arcadia - Arcadia, CA

- Gather, gather, characterize, arrange, analyze, interpret, and present information and data regarding the topic and topics being studied.
- Contribute to the organization of information and resources for the department budget, including the creation of budget documents and the preparation of revisions and computations.

February 2022 - May 2023  
GRAPHIC DESIGNER /OFFICE ASSISTANT  
California Polytechnic State University Pomona - Pomona, CA

- Redesigned Bronco Scholars Summer Program brochere and social media posts.
- When not assigned graphic work performed administrative duties including stock and inventory management.

## VOLUNTEER WORK

June 2023 - Present  
HORTICULTURE VOLUNTEER  
California State University Fullerton Aboretum - Fullerton, CA

- Identifies plants and practices environmentally sustainble gardening.
- Helps in the propagation department including assistning in plant cuttings, transferring to gallons and watering the nursery.

July 2023 - Present  
PLANT INVENTORY VOLUNTEER  
Descanso Gardens - La Cañada Flintridge, CA

- Under direct supervision assists Plant Inventory supervisor in using computer aided softerware including GIS and Iris BG
- Additionally, focused on the Lilac garden with pruning and working closely with Horticulturists

July 2023 - Present  
GARDEN VOLUNTEER  
Los Angeles County Arboretum- Arcadia, CA

- Works with Horitculture Supervisor in pruning trees, weeding, and general pruning of local plants.