

DUSTIN VALDEZ
Applied AI Consultant & Systems Strategist
Los Angeles, CA | dustinvaldez10@gmail.com

Dedicated and versatile professional with 10+ years of experience spanning nonprofit strategy, education, urban farming, and logistics. Expert in modular automation, AI-driven workflow design, and mission-aligned systems that empower communities and streamline impact.

SKILLS

Project Management

Strategic Planning
Budget Management
Program Design

AI & Technology

AI Workflow Design
Process Automation
Data Analysis

Community Development

Community Building
Youth Mentorship
Education Design

CORE COMPETENCIES

Cross-functional Team Leadership
Grant Writing & Fundraising
Impact Assessment
Stakeholder Engagement
Workflow Optimization
Social Justice Advocacy

Technical Skills

TECHNICAL SKILLS

Microsoft Office Suite
Google Workspace
Salesforce
Zapier
ChatGPT & AI Tools
Canva
Adobe Photoshop
Procreate
EDI Systems

LANGUAGES

Spanish
French

ACTIVITIES

UC Master Gardener
Community Advocacy
Housing Justice Volunteer

EMPLOYMENT

Applied AI Consultant, Independent

Los Angeles, CA | 2024 – Present

Design and deploy AI-driven solutions to automate operations and enhance organizational efficiency for nonprofits and community organizations with limited resources.

- Design modular AI workflows using free-tier tools (Zapier, ChatGPT, Canva), reducing manual workload by up to 80%
- Build AI agents for email automation, social media content generation, and donor engagement
- Create strategic deliverables including insight reports, workflow diagrams, and prompt banks for advocacy teams
- Develop zero-cost AI prototypes replacing expensive services for budget-constrained organizations
- Synthesize data-driven insights and emotionally attuned narratives to enhance storytelling and decision-making

Projects Coordinator, Housing Narrative Lab

Los Angeles, CA | 2023 – Present

Lead cross-functional teams executing housing social justice initiatives through strategic project management and data-driven impact assessment.

- Coordinate cross-functional teams to execute housing social justice projects with strategic development
- Develop and implement project plans, budgets, and timelines ensuring efficient resource allocation
- Conduct qualitative and quantitative research programs to assess project impact
- Plan and execute evergreen conferences on housing social justice and supportive housing narratives

Garden President & Educator, Fountain Community Garden

Los Angeles, CA | 2021 – Present

Manage community garden operations while developing educational programming to promote equitable garden access for underserved populations.

- Manage daily operations ensuring safe and inclusive environment promoting community well-being
- Collaborate with businesses, NPOs, and UC Master Gardener Program to develop and lead workshops
- Teach introductory gardening principles to historically underserved populations
- Develop educational modules adaptable for virtual and in-person settings
- Identify and secure corporate grant opportunities to fund community garden projects

Logistics Coordinator, Kate Somerville

Beverly Hills, CA | 2018 – 2021

- Managed day-to-day operations and resolved challenges using organizational skills and strategic planning
- Tracked and reconciled inventory across multiple locations ensuring resource availability and fiscal transparency
- Oversaw Amazon.com business unit maintaining inventory levels for uninterrupted customer service

Production Manager, The Giving Keys

Los Angeles, CA | 2017 – 2018

- Managed warehouse operations and daily order intake through organizational and workflow optimization
- Reconciled inventory maintaining accurate financial and transactional records
- Reduced shipping costs through strategic analysis and vendor negotiations

Mentor & Coach, Stoked

Los Angeles, CA | 2016 – 2017

- Led cohorts of high school youth through afterschool programs fostering community development
- Developed relationships with students and participants to expand community partnerships
- Created lesson plans and collected program data to track educational impact

Media Strategist, Initiative

Los Angeles, CA & New York, NY | 2013 – 2016

- Created advertising campaigns and managed budgets for financial oversight
- Developed relationships with media partners to build strategic company partnerships
- Executed national campaigns across multiple brands using multi-faceted approaches

EDUCATION

Master Gardener Certificate, University of California

Bachelor of Science in Advertising, San Jose State University

IBM Certification in Prompt Engineering, AI Workflow Design, Generative AI Tools, Responsible AI, NLP, Machine Learning Foundations, AI for Nonprofits, AI in Education, AI Strategy & Ethics