

Karla D. Manzanares

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Education

California State University of Long Beach

Public Relations Major • Women, Gender and Sexuality Studies Minor

Long Beach, CA

05/2026

- Completed Coursework in Journalism, Public Relations and Women, Gender and Sexuality
- Completed two service learning projects for nonprofits in the Long Beach area
- Wrote for ENYE- CSULB's bilingual magazine

Experience

City of Long Beach- Department of Health and Human Services

Public Affairs Office Intern

Long Beach, CA

01/26 – Present

- Support communications initiatives focused on public information and community outreach
- Develop and maintain a comprehensive media directory to strengthen engagement with local media outlets and stakeholders
- Conduct ongoing media tracking to monitor coverage, identify trends, and inform internal reports and strategy
- Create digital assets to support public awareness campaigns for internal and external initiatives
- Assist with scheduling and publishing social media content to ensure timely, consistent communication

Metropolis

Bookkeeper

Long Beach, CA

08/22 – Present

- Manage account receivables and account payable
- Manage keycard changes for over 50 tenants

Feline Good Social Club

Public Relations Volunteer

Long Beach, CA

09/24 – 01/25

- Wrote press material and promotional copy for nonprofit outreach initiatives
- Supported development of marketing content for a community fundraiser, including messaging strategy and audience

LBUSD Nutrition Services

Administrative Assistant Intern

Long Beach, CA

06/21 – 09/21

- Organized employee data for over 94 different schools (elementary, middle and high schools)
- Supported administrative operations for district-wide nutrition programs
- Assisted with organizing and analyzing nutrition-related data for public education programs

Skills & Interests

Technical: Canva, Microsoft Office Suite: Word, Excel, PowerPoint, Spreadsheets / Data Tracking, Social Media Content Scheduling & Management Tools, Public Relations & Community Outreach, Event Support & Coordination

Language: English and Spanish

