**PROFESSIONAL EXPERIENCE**

**Office of Representative Juan Vargas - Intern Washington D.C**

Congressional Hispanic Caucus Institute - Congressional Intern August 2022 – November 2022

* Compiled weekly press clips together to distribute to 30+ staff at the office
* Provided Constituent Services to the people of district 52 of CA
* Sat in on 8 meetings on behalf of Congressman Juan Vargas

**National Association for the Advancement of Colored People - San Diego Branch Remote**

Legal Redress Committee (Externship) December 2019 – April 2023

* Called complainants asking for DCFs, court documents, etc.
* Composed legal memorandum concerning outstanding cases that are sent to NAACP
* Interviewed complainants to address legal issues in our community

**F.A.N.C.Y (Focused And Naturally Confident Youth) Remote**

Event Planner (Externship) April 2021 – May 2021

* Created Presentation about the College Process to first-generation students
* Coordinated Expo with 65+ youth attendees
* Created promotional Video for 1,500 followers to increase the outcome of attendees

**LEADERSHIP/VOLUNTEER EXPERIENCE**

**Campaign Intern Carlsbad, San Diego**

Intern June 2023 - January 2024

* Educated the public on current political issues, events, and campaigns
* Recruited, trained, and coordinated new canvasser who were joining the team
* Worked closely with other canvassers, participated in weekly training and translated calls from spanish speaking constituents

**Congressional Hispanic Caucus Institute Washington D.C**

Congressional Internship August 2022 – November 2022

* Selected as one of 24 members for their Fall 2022 Congressional internship cohort
* Participated in weekly training on leadership and a George Washington University Seminar
* Completed over 15 hours of community service

**National Association for the Advancement of Colored People - San Diego Branch Remote** Host of the Legal Redress Committee March 2023 - April 2023

* Coordinated 7+ members for the Spring 2023 cohort in the absence of the program coordinator
* Trained members on how to create legal memorandums and how to complete data entry/ data management
* Maintained student progress and attendance records, and provided appropriate feedback on work.
* Held regularly scheduled ofﬁce hours to advise and assist 7+ students.

**Junior Civitan Oceanside, San Diego** President September 2019 - June 2021

* Coordinated 11+ volunteer events for a club of 30+ Student to increase volunteer hours
* Contacted Local Organizations for Volunteer opportunities
* Coordinated meetings twice a week to inform club members about volunteer events

**EDUCATION**

**University of California - San Diego La Jolla, California**

Bachelor of the Social Science in Political Science, Minor in Sociology Expected Graduation: June 2025

**ADDITIONAL SKILLS**

| * Bilingual Speaker * Data Entry and Data Management on Air Table - Intermediate | * C.E.R.T (Community Emergency Response Team) * Creating Memorandums - Intermediate * SPSS Statistics - Beginner |
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