

EDUCATION

University of California, Berkeley

May 2019

B.A., Political Science

GPA: 3.83 | Chancellor's Citation for Academic Excellence

RELEVANT EXPERIENCE

Berkeley Rent Stabilization Board, Berkeley, CA

Oct 2018- Present

Legislative Assistant

- Wrote four pieces of legislation adopted by Rent Stabilization Board, including an ordinance barring housing discrimination against individuals with felony convictions.
- Coordinated housing policy between the Rent Stabilization Board and the University of California, Berkeley, including liaising with university Housing Services and Student Affairs administration.

Foreign Service Institute, Washington DC

May 2019 - Aug 2019

Intern, Latin American Area Studies Division

- Researched and drafted substantive and policy-relevant pieces for use in curriculum of division's training.
- Assembled briefing books for foreign service professionals and expanded Latin America-related reading lists and bibliographies.
- Attended and reported on government briefings, academic conferences, think tank seminars in the Washington D.C. metro area.

UC Berkeley Department of Political Science

Sep 2018 - May 2019

Research Assistant to PhD Candidate

- Collected personal, professional and political biographical information on all past Federal Reserve Bank boards of directors using LexisNexis, company profiles, news articles, and other sources.
- Analyzed and coded hundreds of records and data points using Excel.

Campaign for Ballot Measures O and P, Berkeley, CA

Sept 2018 - Nov 2018

Director of Staffing and Operations

- Instrumental in raising \$135 million to invest in affordable housing by mobilizing 14 local organizations to support fundraising efforts.
- Scheduled and trained over 100 volunteers in phone banking and door-to-door solicitations for support.

OTHER EXPERIENCE

Soup 'n Stuff, San Diego

Summers 2017, 2018

Customer Service Associate/Deli Assistant

- Prepared salads, soups and sandwiches in fast-paced downtown deli.
- Provided excellent customer service and attention to each customer's special requests and needs.

Habitat for Humanity, San Diego

Summers 2017, 2018

Volunteer Crew Member

- Collaborated with teams of 20-30 volunteers in constructing homes for disadvantaged families.

SKILLS

Languages: Fluent in Spanish

Technical: Programming languages: Python, SQL, C, and MATLAB