

EDUCATION

University of California Los Angeles *GPA 3.84 magna cum laude*
Bachelor of Arts in History, Minor in Education

EXPERIENCE

Office of Los Angeles County LA Supervisor Holly J. Mitchell

Deputy of Constituent Engagement

March 2022-Present

- Manage constituent engagement and public relations for LA County's Second District coastal areas. Specifically, maintaining working relationships with constituents, appointed commissioners, district organizations, County Departments, and other government agencies to meet the needs of community and achieve mutual goals and objectives for the Supervisor.
- Exercise discretion in the handling of confidential and sensitive information used to make decisions which significantly impact County programs and constituents.
- Staff the Supervisor by providing policy analysis, policy recommendations, and other pivotal support in her role as a Director on the Los Angeles County Sanitation Districts.
- Address and manage crisis mitigation, such as the LA County unhoused crisis, wildlife coastal emergencies, and community health issues.
- Represent the Supervisor's positions and visions, as well as share relevant County resources and news, with impactful speeches and presentations by effectively articulating complex ideas and inspiring engagement on critical issues.
- Advocate for delivery of services to constituents, with maintained databases for tracking service requests, scheduled meetings to review stakeholder needs, and provide follow-up actions accordingly with County Departments.
- Founding team member contributing to the creation of Supervisor Mitchell's Racial Justice Learning Exchange by planning monthly events to empower community with skills and resources for promoting racial justice.
- Supported Supervisor Mitchell's Arts portfolio with in-depth policy analysis of creating equitable access to arts and regularly tracking priority issues with participating in events and related meetings.
- Lead Representative for the Supervisor in the South Bay Association of Chambers, to communicate County policies and address Chamber needs to policy deputies.

Environmental Justice, Transportation and Infrastructure Policy Team Staff Assistant

March 2021-March 2022

- Supported the Senior Deputy of Transportation and Infrastructure and Senior Deputy of Environmental Justice to ensure they are set up for success to staff Supervisor Holly J. Mitchell on events, policy matters, and issues facing the Second District of Los Angeles; requiring meticulous attention to detail, competent written and verbal communication skills, and the managing of fast-paced scheduling and meeting requests.
- Embraced teamwork as part of the office administrative team while coordinating and problem solving both office needs and constituent concerns. Specifically assigned to lead as the liaison to the Information Resource Management department, responsible for assisting with trouble shooting and procurement of technological equipment and services.
- Studied and explores current needs in equity issues as related to transportation, infrastructure, and environmental justice policy by prioritizing a community-based perspective with regular meetings and maintaining open lines of communication and relationship building with constituents and community-based organizations.
- Orchestrated two successful events, with a focus on equity, to help progress Supervisor Mitchell's vision, outreach, and engagement on key policy issues such as transportation, infrastructure, and oil drilling.
- Researched and prepared written analysis for policy agendas related to biweekly Los Angeles County Board of Supervisors meetings and the Los Angeles County Metropolitan Transportation Authority (Metro) monthly committee and board meetings.
- In a collaboration with Senior Deputies, orchestrated the hiring process and curated summer intern duties, seeing the project through by managing and supporting the summer intern's progress with daily check-in meetings and impeccable project tracking and management.

Miller Ink Office Manager/Executive Assistant

August 2019-January 2020

- Improved and oversaw continuous day-to-day functions of an expanding strategic communications firm by coordinating multiple projects and teams through leading regular staff meetings and providing expedited solutions to multifaceted issues. Including recruiting, hiring, on-boarding, training, and managing new competent interns and talented account executives, increasing number of staff by 50%.
- Led a team in rebranding the company by building a new website and creating new company materials for official business use. Demonstrated effective communications skills in delegating internal responsibilities and coordinating with external vendors.
- Established productivity and enhanced office operations by creating and incorporating standard protocols, sustainable programs, and developing instruction manuals new procedures to be followed.
- Coordinated systems for answering phones, handled mail, managed executive credit cards, and office inventory. Also fielded all communication and business correspondence from clients to direct them appropriately.
- Orchestrated two CEO's calendars, as well as staff schedules with impeccable attention to detail, resulting in increased productivity and a 30% increase in client base.
- Provided supplemental team support, including taking on various roles and client work; was responsible for designing weekly and monthly social media strategies and content specific to the client's voice and target audience; additionally, provided team support with journalism submissions and feedback when necessary.

UCLA Transfer Student Center Transfer Student Staff/Mentor Coordinator

September 2018-June 2019

- Maintained and monitored the high-volume resource center that serves and advocates for over 7,000 diverse transfer students at UCLA.
- Managed, developed, and coordinated the UCLA Transfer Mentor Program with over 65 transfer mentors and their 300 transfer mentees to foster community and success within the transfer community at UCLA.
- Planned and executed events for personal and professional development for students and mentors, with an emphasis on mental health and wellness.
- Co-Chair of Non-Traditional Students Network, an organization that served needs of students over 25 years old.

Mayor of Los Angeles, Eric Garcetti Summer Intern for Office of Public Engagement

June 2017-August 2017

- Instrumental team member responsible for protocol of public events as well as helping plan City improvement projects involving homelessness, sustainability, youth councils and social media teams.
- Created and researched a personal policy project aimed at reducing single use plastic, specifically plastic straws. This required working with multiple environmental and sustainability organizations to further help educate the public about how to create awareness and policies within the City of Los Angeles as well as City Hall.

Relevant Community Experience

Palms Neighborhood Council Area D Representative, Chair of Green Committee
2023

June 2019- June

- Elected for two consecutive terms to serve an estimated 10,000 constituents within Area D of Palms, as well as 40,000 stakeholders for the neighborhood of Palms, in the City of Los Angeles, by engaging the LA City Council for community improvement projects on behalf of constituents.
- Chaired the Green Committee requiring writing monthly agendas, running monthly meetings (according to the Brown Act and Robert's Rules), event planning, and keeping all committee members, volunteers, and projects organized and aligned.
- Spearheaded month-long community events and projects to make Palms sustainable by organizing neighborhood clean-ups, garden projects, kids' recycled art booths and developing a Green Business Sustainability program specific to Palms.
- As the appointed Palms NC Neighborhood Council Sustainability Alliance representative and liaison, lead discussions and presentations on how to work on many facets of expanding sustainability initiatives within the city of Los Angeles.
- As part of a three-person team, orchestrated and produced a partnership with the City of Los Angeles Sanitation Department to launch a program for Neighborhood Councils in expanding and revitalizing the City's current Green Business Program.
- Selected as part of a small elite team to advise and develop a toolkit for the Mayor's Office of Sustainability to implement and help advance Mayor Garcetti's Green New Deal.
- Appointed to represent the Palms Community as a member of the Reusable LA Coalition, to advocate for policy to reduce single-use waste in Los Angeles. Spearheaded, administered, and implemented a training program of over 100 volunteers to distribute surveys across the County. Researched and policy drafts for consideration of the City Council.
- Created and developed a Crisis Management Volunteer Program to organize community emergency relief efforts during Covid-19.