

# JORGE ZURITA-CORONADO

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## PROFESSIONAL EXPERIENCE

### Office of U.S. Senator Alex Padilla

Washington, DC

#### *Legislative Correspondent*

March 2021 – Present

- Manages portfolio of immigration, elections, voting rights, women's health access, LGBT rights, civil rights, judicial nominations, customs and Census for the Senator
- Provides timely correspondence to constituents on the Senator's work in these policy areas
- Crafts detailed memos informing the Senators of new developments in these policy areas
- Compiles recommendations for the Senator to introduce and cosponsor legislation, join *amicus briefs* to the Supreme Court, and to lead and join oversight letters to the White House and other federal agencies
- Represents the Senator in stakeholder meetings and effectively communicates his work and stances

### Office of U.S. Senator Amy Klobuchar

Washington, DC

#### *Staff Assistant*

August 2019 – March 2021

- Staffed the Senator at official votes, committee hearings, meetings with ambassadors, CEOs, constituents and key stakeholders
- Compiled daily brief binders for Senator which include vote recommendations, committee hearing briefs, schedule and other decision items
- Managed high volumes of correspondence including constituent requests, federal agency and foreign embassy correspondence, scheduling requests, and constituent assistant request with federal agencies
- Provided over two-hundred written responses daily to constituents on behalf of the Senator
- Assisted legislative aides, assistants, and counsel in conducting thorough research, constituent letter drafting, and tracking legislation

### Amy for America

Minneapolis, MN

#### *National Travel Desk Lead*

January 2020 – March 2020

- Managed all travel logistics and requests of senior advisors, advance team, and communications team to ensure campaign events were staffed with necessary personnel to engage voters throughout the country
- Coordinated scheduling and logistics of the Senator's campaign events

### The Pennsylvania State University

University Park, PA

#### *Special Assistant to the Vice President for Student Affairs*

June 2018 – August 2019

- Reported directly and advised the Vice President for Student Affairs on diversity, equity and off-campus student support
- Conducted research and assessment on cultural competency trainings to develop and implement a training for over 100,000 Penn State students
- Coordinated and implemented radio show interviews, roundtables, one-on-one meetings between the Vice President and various student leaders and organizations to increase communication and transparency
- Managed work meetings between Vice President and student leaders regarding issues such as Greek Life, Town and Gown relations and diversity and equity

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## EDUCATION

### The Pennsylvania State University

University Park, PA

#### *College of the Liberal Arts*

May 2018

Bachelor of Arts in Political Science

Minor in Sociology

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## LANGUAGES AND SKILLS

- Bilingual English & Spanish | Intranet Quorum | Microsoft Suite | Google Suite |

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## INVOLVEMENT

- Congressional Hispanic Staff Association | Penn State University Alumni Association |