

# JUSTIN L. RAMIREZ, ESQ.

(b)(6)

## EXPERIENCE

**Office of Mayor Robert Garcia**, Long Beach, CA January 2017- Present  
*Deputy Chief of Staff*

- Advise the Mayor on multiple policy areas: Sustainability, Transportation, COVID-19 response, and directly staffing at Los Angeles Metro Transportation Authority and the Port of Long Beach.
- Manage City Council meetings, legislative department staff (30 employees) and budgets, and compliance with reporting statutes.
- Develop, write, and direct legislation.

**Nevada State Democratic Party**, Las Vegas, NV July 2016- Nov. 2016  
*Deputy Director- Voter Protection*

- As a part of Hillary for America and the Democratic National Committee, developed statewide voter protection program to ensure that all voters would have safe and fair access at polling places, are educated about their voting rights and enabled to exercise those rights.
- Recruited, trained and deployed 1900+ attorneys.
- Advised state-wide, local and national campaigns on Nevada election law, assisting on communication efforts, voter registration drives and campaign literature.
- Co-managed Voter Protection State Boiler Room. Returned in 2018 and 2020 as volunteer advisor.

**Lee Andrews Group**, Los Angeles, CA Aug. 2014- March 2016  
*Director of Business Development/Public Affairs Specialist*

- Lead on finding new projects and clients, ranging from major commercial developments to infrastructure and manufacturing, for firm to pursue and developing the proposals, conducting research and drafting contracts.
- Developed strategic action plans for communication and public relations for clients.
- Guided clients on public and government affairs related to their projects and proposals, including interacting with the community/stakeholder groups, planning events, and consulting on policy, elected officials and their staffs.

**Campaign to Elect Robert Garcia Mayor**, Long Beach, CA Jan. 2014- June 2014  
*Deputy Campaign Manager*

- Recruited, interviewed, and trained over 60 college students.
- Advised on campaign voter protection and election law issues.
- Assisted in gaining endorsements, updating website, drafting and sending email blasts, building voter lists, reviewing direct mail pieces, fundraising and voter turnout.
- Worked on re-elect campaign and multiple winning ballot initiatives through 2020.

**Multiple Law Firms, Los Angeles & Bay Area, CA** Multiple periods from 2010-2016  
*Contract E-Discovery Attorney*

- Performed legal services on bio-technology/energy, high-tech intellectual property, health care insurance fraud and pharmaceutical cases.
- Conducted research and wrote memos on legal issues ranging from lobbying to attorney-client privilege.

**Long Beach City College, International Student Program, Long Beach, CA** 2009  
*Interim-Director/Immigration Counselor*

- Advised current and prospective students regarding U.S. immigration, F-1/M-1 visa issues, employment authorization process, and issued over 100 I-20s.
- Supervised staff members of different departments, including academic, admission, and career advisors.
- Developed budget and devised marketing plan that increased applications from abroad.

**United States Peace Corps, Bulgaria** 2002–2004  
*Youth Education and Development Volunteer*

- Taught high school student English as a foreign language and trained 100 new volunteers in job skills.
- Executive director of national youth leadership camp, requiring recruitment, fund development, budgeting, grant writing and team training.

#### EDUCATION

**Whittier College, School of Law** *J.D.*, May 2008

**California State University, Long Beach** *B.A. in Political Science*, May 2002