

WORK EXPERIENCE

The John F. Kennedy Center for the Performing Arts

Manager, Government Relations & Protocol - January 2020 – Present (Washington, D.C.)

Coordinator, Government Relations & Protocol - October 2016 – December 2019 (Washington, D.C.)

Develop and manage external outreach and advocacy for the Center's mission and goals with the White House, Executive Agencies, congressional offices, foreign governments and their embassies, the D.C. diplomatic corps, and other national and community leaders. Manage, coordinate and assist with internal governance of the Center's Board of Trustees, OMB, Community Advisory Board, Latino Advisory Council, and other department-driven meetings and events.

- Expertise in coordination, communication, outreach and logistics for both inward-facing events and external-facing major events including three annual Board of Trustee meetings and The Kennedy Center Honors
- Liaison between Congress, the Administration, OMB and Dept. of Education on interest pertaining to the Center
- Experienced with complex matters of domestic and international protocol and security related to the U.S. President, Cabinet members, foreign dignitaries, C-suite executives, and celebrities
- Highly-effective in project management, communication and working with cross-functional teams
- Member of Center-wide team tasked with creation and development of new Department of Archives
- Supervise the department's interns, fellows, volunteers and assistants

U.S. Representative Xavier Becerra (CA-34), Chairman of the Democratic Caucus

Executive Assistant/Office Manager - December 2011 – October 2016 (Washington, D.C.)

Oversaw and managed all aspects of the daily and long-term schedule, including all national & international travel arrangements for a well-established and dynamic Member of Congress. Served as a communications hub between the Member's personal, leadership, district, and fundraising offices in Washington, D.C. and Los Angeles. Developed strong working relationships with leadership offices, committees, caucuses, outside organizations and constituents to ensure a smooth intersection between the Member's schedule and his participation in meetings and events.

- Highly skilled in dynamics of a fast-paced environment requiring exceptional organization, problem-solving, prioritization and conflict resolution skills
- Organized office operations and procedures, assisted in maintaining office budget and reviewed office inventory
- Assisted the Chief of Staff in planning and executing special events for new and returning Members as well as visiting dignitaries
- Recruited, trained, supervised and evaluated front office staff including Staff and Scheduling Assistants, and interns

Scheduling Assistant - July 2010 – December 2011 (Washington, D.C.)

Assisted Executive Assistant in managing and tracking scheduling requests and Member travel. Assisted in general administrative duties including greeting visitors, answering phones, and sorting mail.

Barclays Bank/Anywhere English

English Instructor September 2007 – June 2008 (Madrid and Barcelona, Spain)

Taught weekly/bi-weekly business English classes to senior employees of Barclays Bank. Lessons were focused on vocabulary, grammar, conversation practice, and listening comprehension exercises relevant to current events. Taught private English classes to students ranging from age 5 to 30. Lessons varied depending on the students' needs, from basic vocabulary to preparation of English certification exams for school or employment.

- Created daily and weekly lesson plans specifically designed for each student and class
- Provided detailed evaluations for each student at the end of their terms

Dashew Center for International Students & Scholars at the University of California, Los Angeles

Program Coordinator - April 2005 – July 2007 (Los Angeles, CA)

Coordinated and executed programs to assist UCLA's 5000+ international students, scholars and their families with transitioning to their new academic environment. Established relationships and collaborated with various university and non-university institutions when planning and implementing programs and events. Managed program budgets, conducted evaluations and surveys, and presented progress reports to the Board of Directors.

- Recruited, trained and supervised 10 interns and staff as well as over 200 volunteers

EDUCATION

TESOL Certificate, EuroTEFL Teacher Training, August 2007

Barcelona, Spain

Language Studies – Spanish and French, December 2004

University of California, Santa Cruz, California

LEADERSHIP AND COMMUNICATION SKILLS

- Proficient computer skills including operating systems for Windows and Mac and related software such as Microsoft Office Suite (Word, Excel, Powerpoint, Access), Tessitura, Zoom, Digital Board Portals
- Bilingual in English and Spanish
- Memberships & Volunteer Work: UCSC Alumni Association & Women for Women, International