

# Victoria Godinez

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## EDUCATION

**BACHELOR OF ARTS | POLITICAL SCIENCE | ST. EDWARD'S UNIVERSITY-AUSTIN, TX | DECEMBER 2016**

## PROFESSIONAL EXPERIENCE

**CHIEF OF STAFF | STATE REPRESENTATIVE ERIN ZWIENER | NOVEMBER 2020-PRESENT**

- Manage the member's calendar, email, personnel actions and office budget of \$15,250
- Monitor Representative Zwiener's social media accounts
- Carry out administrative duties such as sponsorship requests, ordering supplies, letters of support
- Train a staff of seven on office protocols and operating systems
- Create and maintain calendar to manage office day to day
- Check in with staff regularly on work plans and timelines
- Compose updates for newsletters, eblasts, stakeholder meetings, speaking engagements
- Respond to media inquires and open record requests
- Assist with casework and act as a liaison between agencies and constituents
- Primarily responsible for managing, tracking and helping pass the member's legislative package as well as monitoring and reviewing all legislation
- Facilitate dialogue among stakeholders on specific policy proposals, such as environmental, healthcare, and education policy
- Maintain legislative calendar to ensure legislative deadlines are met
- Oversee Member's committee assignments, Appropriations, Public Health, and House Administration, during legislative session

**COMMUNICATIONS ASSOCIATE | BIDEN FOR PRESIDENT | AUGUST 2020-NOVEMBER 2020**

- Directly reported to the communications director and carried out assigned tasks
- Oversaw spanish communications for the campaign, including spanish endorsements for candidates
- Supported the communications director in developing weekly communications goals and objectives
- Created a press contact list of over 100 contacts and established press relationships in media markets
- Drafted ICYMI on campaign press conferences, virtual events and relevant Joe Biden articles
- Assisted in developing phone scripts, press memos, talking points, media advisories, both in english and spanish
- Tracked relevant Joe Biden news articles in Texas to share with the national campaign
- Secured RSVPs and coordinated press for campaign related events
- Assisted with spanish press calls by offering campaign remarks and moderating Q&A sessions
- Provided campaign communication updates on behalf of the communications director

**COMMUNICATIONS AND OUTREACH DIRECTOR | STATE REPRESENTATIVE DIEGO BERNAL | OCTOBER 2019-AUGUST 2020**

- Managed the member's calendar, email, personnel actions and office budget of \$13,500
- Monitored all of Representative Bernal's social media accounts
- Carried out administrative duties such as sponsorship requests, ordering supplies, letters of support
- Trained interns on office protocol and operating systems
- Drafted bi-weekly E-Blast sent to constituents of District 123
- Responded to media inquires and open record requests
- Oversaw management of neighborhood associations, including maintaining positive relationships with leadership
- Assisted with casework and submit legislative inquiries to state agencies on behalf of constituents

- Planned and developed Fiesta Medal design and Fiesta Medal Food Drive Event

**COMMUNICATIONS COORDINATOR (86TH SESSION) | STATE SENATOR BEVERLY POWELL | JANUARY 2019-OCTOBER 2019**

- Developed correspondence, casework, and intern office protocols with Chief of Staff
- Trained capitol office interns on office protocol and operating systems
- Handled office correspondence, including drafting, editing and mailing of constituent responses
- Managed and created posts for social media platforms
- Drafted speaking points for Senator Powell
- Coordinated with Chief of Staff on media requests, statements, and press releases
- Oversaw the drafting and editing of our monthly legislative postcard

**COMMUNITY OUTREACH COORDINATOR | STATE REPRESENTATIVE JUSTIN RODRIGUEZ | JUNE 2017-JANUARY 2019**

- Developed and maintained positive relationships with neighborhood associations and key stakeholders
- Assisted with casework and submit legislative inquiries to state agencies on behalf of constituents
- Coordinated community gatherings and informational sessions for constituency of House District 125
- Trained district office interns on office protocol and operating systems
- Scheduled meetings and events for Representative Rodriguez

**LEGISLATIVE ASSISTANT (85TH SESSION) | STATE REPRESENTATIVE JUSTIN RODRIGUEZ | JANUARY 2017-MAY 2017**

- Researched and drafted policy memos for potential legislation
- Tracked legislation related to immigration, public safety, and education
- Prepared for and staffed Representative during committee hearings
- Met with key stakeholders and organizations to discuss their position on legislation
- Trained Capitol interns on office protocol and systems

**LEGISLATIVE INTERN | STATE REPRESENTATIVE CHRIS TURNER| JUNE 2016-DECEMBER 2016**

- Observed Representative's interactions with district constituents
- Drafted letters to constituents and input data into Correspondence Management System
- Helped with District event planning and attended events on behalf of Representative Turner
- Assisted with casework and submit legislative inquiries to state agencies on behalf of constituents

**SKILLS**

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| • Spanish fluency   | • Legislative Research | • Press Management |
| • Event Planning    | • Data Analysis        | • CMS/LMS/LDR      |
| • Budget Management | • Social Media         | • NGP              |
| • Scheduling        | • Staff Management     | • Mail Chimp       |
| • Office Operations | • Microsoft Office     |                    |