

# Cristina M. Villa

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## PROFESSIONAL EXPERIENCE

### **U.S. House of Representatives/U.S. House Natural Resources Committee:**

#### ***Congressman Raúl M. Grijalva (AZ-03)***

*Senior Executive Assistant*

*Scheduler*

*Staff Assistant*

Washington, D.C.

*Jan. 2015— Present*

*Dec. 2012— Dec.2014*

*Jun. 2012— Dec.2012*

- Legislative issue experience: arts/humanities, small business, and defense. Monitor and analyze legislative proposals to provide legislative recommendations benefitting the congressional district. Responsible for drafting Congressional Record statement(s), talking points, and reviewing/approving constituent correspondence under my portfolio.
- Serve as a liaison between the Member, other elected officials, and constituents/stakeholders in meetings, briefings, and special events.
- Collaborate with senior staff on both office teams to make recommendations for strategic meetings/events. Prepare weekly/daily briefing books with materials for the Member's advance for all activities.
- Plan, coordinate, and manage the Member's schedule and travel, domestic and abroad, between the congressional and committee offices. Maintain all logistics centralized in a detailed calendar.
- Intake, screen, process, track, and organize large volumes of appointment/event requests made to both the congressional/committee offices. Compile weekly reports for the Member's review and approval.
- Over six years of managerial experience. Interviewed, hired, and supervised office interns/fellows. Diverse and as representative of the district as possible, ranging from young professionals to mid-career. Totaling to an approximate 100 interns/fellows hosted, with five resulting in permanent hires under my leadership.

### **U.S. House of Representatives: *Congressman Raúl M. Grijalva (AZ-07)***

*Congressional Hispanic Caucus Institute (CHCI) Congressional Intern*

Washington, D.C.

*Feb. 2012 —May 2012*

- Aided legislative assistants with researching, tracking, managing, and assessing key issue areas; along with conducting legislative outreach to other Congressional Offices.
- Assisted with drafting constituent correspondence regarding a variety of legislative issues.
- Attended meetings/briefings, took notes, orally briefed legislative assistants, and wrote memo reports.
- Managed constituent calls and letter correspondence with I.Q software.

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## LEADERSHIP AND COMMUNITY SERVICE

**AmeriCorps**

*Arizona Public Allies*

**Congressional Joint Meeting with The Pope of The Holy See**

*U.S. House Speaker's Event Representative, Volunteer*

**Congressional Hispanic Staff Association (CHSA)**

*General Member*

**Truman National Security Institute**

*Congressional Security Scholar, Alumni*

## EDUCATION

**Bachelor of Science in Criminal Justice and Criminology**

Arizona State University (ASU) Tempe, AZ • *Honors: Cum Laude.*

**Certificate in China, Pakistan and Nuclear Weapons – The Security Challenges for the U.S.**

United States Institute of Peace (USIP) Washington, DC

**SKILLS: Languages:** English and Spanish (Native). **Technical:** iConstituent and Internet Quorum (I.Q.) software.