

# Marisa G. Aleguas

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## WORK EXPERIENCE:

**Office of U.S. Representative Mike Levin (CA-49) | Scheduler | Washington, D.C.** June 2021-Present

- Direct over 140 meeting requests per week from constituent and interest groups to the appropriate Legislative Staffer
- Coordinate travel logistics for meetings/events, including making reservations, booking flights, and arranging transportation
- Brief the Congressman weekly on potential upcoming speaking engagements, travel opportunities, and press events
- Collaborate on policy memos from the entire legislative portfolio, ranging from education policy to women's labor policy

**Democratic Party of Georgia | Field Organizer | Richmond County, Georgia** December 2020-January 2021

- Executed a volunteer Get-Out-The-Vote program to increase Democratic voter turnout by 4.4% across five precincts in my organizing turf compared to the 2020 general election
- Drafted a weekly newsletter for volunteers highlighting progress, upcoming events, and additional volunteer opportunities
- Managed 62 volunteers and 28 fellows to generate one of the largest voter contact operations in the state: completed 71 canvassing shifts and 17,607 calls to voters

**Biden-Harris Presidential Campaign | Field Organizer | Broward County, Florida** June 2020-November 2020

- Achieved an 11% increase in Democratic voter turnout compared to 2016 across 18 precincts
- Recruited and managed over 40 volunteers who completed 860 volunteer shifts and 6,790 phone calls
- Developed a series of virtual organizing events to engage the Caribbean-American, Latinx, Jewish, Women, and Youth constituency groups to scale up our direct voter contact program with Broward's diversity at top of mind
- Created a robust fellowship program that quickly escalated 11 fellows to volunteer leader roles; provided mentorship through bi-weekly speakers from various departments and a personal project component

**Duke Student Affairs Office | Administrative Assistant | Durham, North Carolina** August 2017-February 2020

- Vetted meeting requests, prepared daily briefings, and managed schedules for seven Duke administrators
- Welcomed visitors, answered phone inquiries, reserved meeting rooms on campus, and coordinated events for the office

**Duke Sanford School of Public Policy | Teaching Assistant | Durham, North Carolina** August 2019-December 2019

- Mentored 19 students on individual, semester-long research projects ranging from reforming gun safety laws on North Carolina college campuses to examining local gentrification through a racial equity lens
- Led a weekly 50-minute class in the Economic Research and Policy course focused on teaching effective policy writing

**Durham Early School | Teaching Assistant | Durham, North Carolina** August 2017-December 2019

- Strengthened cognitive and social skills among cohorts of 20-25 preschoolers per year by teaching daily literacy workshops and tracking monthly learning progress, allowing for immediate, individually-tailored supplemental help

**Procter & Gamble | Sales Intern | New York, New York** May 2019-August 2019

- Identified a \$1.3 million sales opportunity in one category of consumer goods by fixing annual contract value discrepancies
- Successfully pitched and sold 20 new P&G items across two categories to buyers

**Duke Engage and Global Vision International | Sustainability Intern | Phangnga, Thailand** May 2018-July 2018

- Engineered and implemented an on-site seaweed farm, creating a sustainable, low-cost food source at the Royal Sea Turtle Centre through DukeEngage, a program that empowers students to address critical environmental needs

## SKILLS & TRAINING:

- **Languages:** Fluent Spanish, Elementary French, Conversational Thai
- **Technical Skills:** NGP VAN, SQL, R, MURAL, Canva, Adobe Creative Suite, Excel, social media, WordPress
- **Training:** Organizing Corps 2020 | Weston, Florida: Participated in workshops on the fundamentals of organizing during a 5-day Virtual Bootcamp through Organizing Corps 2020, a DNC-sponsored effort led by veteran campaign staff

## EDUCATION:

**Duke University, Durham, NC** May 2020

Major: Bachelor of Arts in Public Policy Studies Certificate: Innovation and Entrepreneurship

GPA: 3.64

Relevant Coursework: Economy of the Public Sector, Microeconomic Policy Tools, Ethics of Policy Choice, Statistics, Private Wealth and Public Giving, Political Polarization, Principles of Astrophysics, AIDS & Emerging Diseases, Latinx Identities in the U.S.

**The University of Sydney, Sydney, Australia** July 2018-November 2018

Relevant Coursework: Global America, Sociology of Terror, Global Challenges: Food, Water, Climate