

Isabel Kurtovich

(b)(6)

EXPERIENCE

Senator Alex Padilla, Washington D.C.

January 2022 Present

Staff Assistant

- Constituent services: answering phone calls, tracking opinions, and intaking casework
- Administrative tasks: batching emails, editing interns' memos, and drafting constituent letters

Senator Alex Padilla, Washington D.C.

September 2021-December 2021

Intern

- Administrative tasks: tracking constituents' opinions, batching emails
- Attended briefings and composed informational memos for staffers

Congressman Ted Deutch's Legislative Office

June-July 2021

Intern

- Constituent Correspondence: answering phone calls and writing response letters
- Composed legislative and meeting briefings

Global Diplomats "MUN Morocco"/International Council of Diplomacy

September-December 2019

Communications Intern

- Coordinated social media and photography for conferences: UIR Model Arab League 2019, EMIMUN 2019
- Conducted research and proposed ideas for future conferences

House of Representatives Foreign Affairs Committee

August 2019

Intern

- Worked on constituent services: handled constituent calls and mail
- Conducted research for staff travel

Congressman Ted Lieu's District Office

September-December 2018

Intern

- Worked on constituent services: answered and responded to constituent calls
- Assisted in event preparation and hosting
- Drafted and prepared issue briefing memos and scribed conference meetings for staff reference

The Meridian International Center, DC

June-August 2018

Intern

- Maintained social media accounts
- Conducted research and curated booklets for artists going on international travel

EDUCATION

UCLA

Los Angeles, CA

Bachelor of Arts in International Development Studies and Arabic Studies GPA: 3.68

March 2021

- Model United Nations: *Vice-Chair for Crisis Committees*: Bruin MUN 2018, 2020, LAMUN 2019

- Oral Proficiency Index Score- Arabic: Intermediate Mid

December 2019

SKILLS

Hard skills: IQ, Microsoft Office, PowerPoint, Excel, Jamovi, Digital Design: Canva

Soft skills: Research, Social Media, Public Speaking, Active Listening, Customer Service, Organization, Multi-tasking