

Camilo A. Manjarres

(b) (6)

PROFESSIONAL EXPERIENCE

Mayor's Office on Latino Affairs – Executive Office of Mayor Muriel Bowser

Washington, D.C.
March 2019 – Present

Director of Operations

- Facilitates the design, preparation, negotiation, and approval of MOLA's \$5.3 million budget per fiscal year
- Manages day to day operations for a team of 8 and organizes programming across the agency's Grants, Outreach, Communication, and Language Access Departments
- Supervises and executes over 30 activities across agency departments and the Latino Community Development Commission in coordination with every District government agency
- Oversees all external and internal stakeholder engagement and matters related to communications, accountability, quality customer care, compliance with District government guidelines, regulations, and investigations
- Supervises and monitors the disbursement of \$4.3 million per fiscal year through MOLA's grants program, and manages the agency's relationship with 86 different grant recipients

Mayor's Office of Scheduling & Advance – Executive Office of Mayor Muriel Bowser

Washington, D.C.
Aug 2018 – March 2019

Associate Director of Scheduling and Advance

- Managed and maintained entire Salesforce database for an average of 50 event and meeting requests per week, and prepared bi-weekly reports with recommendations for the Mayor
- Assisted the Director of Scheduling and Advance in planning Mayor's long-term schedule
- Assisted in executing the Mayor's daily schedule and managing day to day operations
- Coordinated with internal agency partners to provide surrogates on behalf of the Mayor

U.S. House of Representatives – Representative Michelle Lujan Grisham (NM-01)

Washington, D.C.
Dec 2017 – Aug 2018

Executive Assistant / Scheduler

- Managed and maintained the Member's short and long-term schedule in D.C. and in the district
- Liaised with other Members of Congress, constituents, and interest groups on behalf of the Member
- Coordinated the day to day logistical execution of the Member's schedule with staff and external parties
- Managed all communications and correspondence for the Member

U.S. House of Representatives – Delegate Eleanor Holmes Norton (DC-At Large)

Washington, D.C.
June 2016 – Dec 2017

Special Assistant

- Assisted with the Member's daily schedule to coordinate logistics, advancement, and execution of events
- Managed office's internship program supervising a team of 5 interns/semester and participated in special projects
- Counseled the Member and took constituent meetings on matters of foreign affairs and international human rights

Congressional Fellow

Jan 2016 – May 2016

- Provided briefing materials and assisted in scheduling and coordinating logistics for weekly district events
- Liaised between constituents and federal agencies to resolve grievances

The Washington Center for Internships and Academic Seminars

Washington, D.C.
Aug 2015 – Jul 2017

Mentor | Alumni in Residence

- Planned and executed 3 professional development events for 400+ students each semester
- Mentored and counseled students on professional and educational development
- Mediated student conduct issues and conflicts with entities within the program
- Oversaw wellbeing and accommodations for 60 students each semester

EDUCATION

Montclair State University, Montclair, New Jersey

May 2014

Bachelor of Arts in Political Science, on International Relations and Comparative Politics, minor in Public Administration

The Washington Center for Internships and Academic Seminars, Washington, D.C.

Aug 2013 - Dec 2013

Politics and Public Policy Academic Program – Certificate of Completion

- Trained in congressional affairs, legislative research, and professional leadership skills
- Promoted call to action Congressional lobbying project – "Immigration Reform Now"
- Course: U.S. Foreign Policy in the 21st Century: Dynamics of Change

SKILLS & CERTIFICATIONS

Fluent Spanish. Conversational Italian. Intranet Quorum (IQ). Salesforce. Spry. NGP VAN. Office Emergency Coordinator. CPR Certified.