

Christopher Garcia

(b)(6)

PROFESSIONAL EXPERIENCE

- The White House – President Joseph R. Biden Washington, DC
Senior Legislative Affairs Advisor – Office of Legislative Affairs January 2021 Present
- Serve as the U.S. House of Representative Specialist and liaison at my staff level
 - Meet with Members, Chief of Staff's, and Legislative Staff on the President's Legislative priorities
 - Draft all memos, call-sheets, and briefings for the President, First Lady, and various White House Senior Principals whenever a member of the House of Representatives is involved with events
 - Have a general knowledge of all 435 House Members Legislative priorities and personalities on behalf of the White House and offer advisement and candor to the President and White House staff
 - Track all House Congressional correspondence addressed to the President and ensure it is acknowledged and or sent to proper agency for appropriate response
- Biden-Harris Presidential Transition Team Washington, DC
Special Assistant - U.S. Senate Confirmed Nominations October 2020 January 2021
- Coordinate and organize the day-to-day for the Deputy Director & Director of Nominations Team
 - Perform research and compose briefing memos on potential Presidential Cabinet Nominees
 - Brief the Senior Staff and compose slates of various candidates and pitch the candidates to Senior Staff
 - Work close with all policy clusters, and ensure a generalized knowledge in all Legislative portfolios
 - Compose quick turnaround PowerPoint slide presentations on filling the Presidential cabinet, and ensure a high level of discretion while dealing with sensitive information and various Members of Congress
- U.S. House of Representatives Debra Haaland (NM-1) Washington, DC
Director of Operations December 2018 October 2020
- Coordinate and organize D.C./D.O. (short term and long term) Congressman meeting requests
 - Perform all HR functions for New Mexico Congressional District 1 staff
 - Brief the Congressman on National travel and serve as point of contact with event staff
 - Work close with all staff departments regarding scheduling and ensure effective flow of communication
 - Serve as the Executive Assistant to the Member and coordinate her day-to-day accordingly
- U.S. Senator Amy Klobuchar Washington, DC
Staff Assistant/Assistant to the Chief of Staff June 2017 November 2018
- Coordinate and organize long term constituent scheduling requests for legislative staff
 - Mange, organize, and execute heavy volume White House and Capitol tour requests from 5.5 million Minnesota constituents as Tour Coordinator
 - Aid the Legislative Staff in building a comprehensive portfolio in Election Law and Cybersecurity
 - Serve as Intern Coordinator and scheduling assistant to the Chief of Staff
 - Manage high volume telephone constituent correspondence and greet visitors in the front office
 - Aid the staff with meeting room requests, scheduling, and provide full administrative support
- U.S. Senator Thomas R. Carper Washington, DC
Legislative Intern February 2017 – May 2017
- Composed and responded to constituent letters and managed high volume outreach correspondence
 - Conducted, organized, and scheduled U.S. Capitol Tour requests for Delaware constituents
 - Aid the Legislative Staff in building a comprehensive & diverse portfolio in Judiciary, Immigration, and Economic policy, with a specialization in Healthcare policy
 - Attended briefings for Legislative Staff and composed memoranda summarizing materials
 - Managed high volume telephone correspondence and greeted visitors in the front office
 - Aid the Press and Communications team with talking points, social media, and media narratives
- U.S. House Representative Pete Gallego for Congress San Antonio, TX