

ABDIEL RAZO

(b) (6)

EXPERIENCE

FALL 2020 TO PRESENT

DEPUTY DIRECTOR OF OPERATIONS

U.S. HOUSE OF REPRESENTATIVES, REPRESENTATIVE DEB HAALAND, NM-01

- Managing the front office
- Answering and triaging phone calls
- Coordinating and supervising the internship program
- Completing various writing and research assignments
- Working on special projects as assigned
- Answering constituent mail and e-mail in both form and individual responses in coordination with the legislative staff
- Documenting constituent opinions on issues communicated via telephone, including full name, address, and all relevant information as appropriate
- Together with the legislative staff acting as a liaison with constituents, interest groups, committee, and agency staffs in assigned issue areas
- Ensuring that requests for assistance are directed to the appropriate staff member in a timely manner
- Processing constituent mail
- Purchasing supplies for the office from the House Office Supply store as instructed by the Office Manager

2019 – 2020

COMMUNICATIONS ASSOCIATE/LEGAL ASSISTANT

NEW MEXICO IMMIGRANT LAW CENTER

- Created and Provided resources of immigration law and rights to the people of New Mexico
- Promoted the positive contributions of the diverse immigrant community in New Mexico and the U.S.
- Assisted in lobbying for pro-immigrant legislation
- Met with Grant and Data Managers, Volunteer Coordinators, and Program Coordinators monthly to determine programmatic highlights to be promoted
- Prepared and refined organizational drafts of newsletters
- Created content and scheduled posts for social media

FALL 2018

INTERN

U.S. HOUSE OF REPRESENTATIVES, REPRESENTATIVE MICHELLE LUJAN GRISHAM, NM-01

- Assisted in daily operations in the office, district wide projects and events.
- Engaged with constituents and agencies – local, state, and federal.
- Assisted with social media and communication projects
- Collected data for research projects
- Documented constituent calls
- Assisted in district meeting and events

EDUCATION

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MASTER OF ARTS IN POLITICAL SCIENCE, UNIVERSITY OF ILLINOIS SPRINGFIELD

- My studies at UIS focused on international institutions and law with respect to human rights, restorative justice, trade, and war, specifically in Latin America and the Middle East.

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BACHELOR OF ARTS IN HISTORY AND POLITICAL SCIENCE, UNIVERSITY OF NEW MEXICO

- At UNM I focused primarily on the critical issues of transitional justice, civil conflict, and international politics and law. Additionally, my studies also included schooling in historical research and methods of writing based on given sources and synthesizing for critical examination.

LANUAGE SKILLS

- Spanish – Fluent
- French – Elementary

SKILLS

- Microsoft Office Proficiency
- WordPress, SquareSpace/ Website Building
- Mailchimp Proficiency
- Canva Proficiency
- Public speaking
- Event Management