

Contact

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Top Skills

Political Campaigns
Politics
Social Media

Languages

Spanish (Native or Bilingual)
English (Native or Bilingual)

Honors-Awards

Distinguished Recognition Award

Alejandro Renteria

Legislative Director at United States Senate
Washington, District of Columbia, United States

Experience

United States Senate
Legislative Director
July 2023 - Present (4 months)

U.S. Small Business Administration
Deputy Associate Administrator of Congressional and Legislative Affairs
July 2021 - July 2023 (2 years 1 month)

- Help lead the U.S. Small Business Administration's congressional and legislative activity.
- Plan and coordinate with the Small Business Committees on hearings related to SBA's programs and its funding.
- Responsible for assisting Congressional offices with small business inquiries, including legislation, constituent casework, and the agency's programs.

United States Senate
Policy Advisor
April 2019 - July 2021 (2 years 4 months)

- Plan and execute the legislative priorities for the Senator, including her work on the U.S. Senate Small Business and Entrepreneurship Committee, immigration work on the Homeland Security and Governmental Affairs Committee, and trade work on the Senate Commerce Subcommittee on Tourism, Trade, and Export Promotion.
- Manage a legislative portfolio that includes small business, banking, tax, trade, and immigration.

U.S. House of Representatives
2 years 3 months

Legislative Director - Office of Congresswoman Lauren Underwood
January 2019 - March 2019 (3 months)
United States House of Representatives

- Plan and execute the legislative priorities for the Congresswoman, including her work on the Homeland Security Committee and Veterans Affairs Committee.

- Manage a legislative team and handle a legislative portfolio that includes judiciary, immigration, homeland and cybersecurity, defense, elections, foreign affairs, appropriations, Indian Affairs, trade, and artificial intelligence.

Legislative Director - Office of Congressman J. Luis Correa

January 2017 - January 2019 (2 years 1 month)

Washington D.C. Metro Area

- Plan and execute the legislative priorities for the Congressman, including his work on the Homeland Security Committee and Veterans Affairs Committee.
- Manage a legislative team and handle a legislative portfolio that includes judiciary, immigration, homeland and cyber security, foreign affairs, appropriations and financial services, telecommunications and technology, and welfare, among other issues.

Harvard Kennedy School

PSA - Harvard Advanced Negotiation Program

January 2019 - January 2019 (1 month)

- Harvard Kennedy School instructors in collaboration with Partnership for a Secure America focused on advanced negotiation strategy and techniques to provide strong fundamentals for the development of effective public policy.

Stennis Center for Public Service

Stennis Fellow

January 2018 - January 2019 (1 year 1 month)

Washington D.C. Metro Area

- The Emerging Leaders Program provides guidance from veteran congressional staff to emerging leaders who have demonstrated significant leadership in public service.

Harvard Kennedy School

PSA-Harvard Negotiation Fundamentals Program

August 2018 - August 2018 (1 month)

Washington D.C. Metro Area

- Harvard Kennedy School instructors in collaboration with Partnership for a Secure America will focused on legislative negotiation simulations to provide negotiating fundamentals for the development of public policy.

The Wilson Center

Congressional Cybersecurity Lab

June 2018 - July 2018 (2 months)

Washington D.C. Metro Area

- The cybersecurity lab focused on cyber threats worldwide and the importance of implementing cybersecurity protocols and policies.

Partnership for a Secure America

Congressional Fellow

March 2018 - July 2018 (5 months)

Washington D.C. Metro Area

- Partnership for a Secure America (PSA) Congressional Partnership Program advances bipartisanship on today's critical national security and foreign policy challenges.

The Wilson Center

Wilson Foreign Policy Fellowship

April 2017 - May 2017 (2 months)

Washington D.C. Metro Area

- Studied the United States Congress in foreign policy, international and domestic terrorism, nuclear non proliferation, U.S.-China relations, U.S.-Russia relations, and the implications of climate change.

United States Senate

3 years 5 months

Legislative Aide - Office of Senate Democratic Leader Harry Reid

November 2015 - January 2017 (1 year 3 months)

Washington D.C. Metro Area

- Support the development of small business and immigration and judicial policy initiatives, including cyber security and surveillance, privacy, telecommunications, intellectual property, ethics and constitutional issues, and crime.
- Prepare weekly committee and U.S. Supreme Court briefings for the Senator and Chief Counsel.
- Help organize immigration briefings on legislative and political developments for the Democratic caucus.
- Coordinated with staff from Senate Democratic offices to file an amicus brief to the U.S. Supreme Court supporting the Obama Administration's executive actions in the United States v. Texas case.
- Liaise with federal agencies and other stakeholders to develop policy ideas and strategy for legislation.
- Research, analyze, and prepare resources for the Democratic caucus, including news clips, letters of support from advocacy groups, and informative reports regarding pending legislation.

- Track legislation, hearings, current events, and brief the Senator and senior staff as necessary.

Legislative Correspondent - Office of Majority Leader Harry Reid
March 2014 - October 2015 (1 year 8 months)

Washington D.C. Metro Area

- Drafted talking points for the Senator, including on the housing market in Nevada, and drafted newsletters to communicate U.S. Housing and Urban Development grant opportunities to Nevadans.
- Ensured that Nevadans received timely, comprehensive responses to correspondence on agriculture, business, communications, congressional affairs, constitutional issues, crime, cyber security and surveillance, ethics, gaming, Hispanic outreach, housing, immigration, Indian affairs, intellectual property, judiciary, nutrition, postal service, privacy, science, technology, trade, and welfare.
- Authored briefing memos, Congressional Record statements, and program book letters
- Conduct constituent and stakeholder outreach, manage constituent casework, and collaborate with agencies and Senate offices to resolve constituent matters.
- Provided bilingual support to constituents; translate official documents and develop bilingual information on government resources and services.

Staff Assistant - Office of Senate Majority Leader Harry Reid
September 2013 - March 2014 (7 months)

Washington D.C. Metro Area

- Staffed the Senate Majority Leadership Office as Special Assistant to Senator and Chief of Staff.
- Answered 80-250 phone calls per day including constituents from outside of the state, greeted visitors, scheduled appointments, reserved rooms for meetings, delivered office mail, handled flag requests, and gave Capitol tours.

Congressional Hispanic Staff Association

Treasurer

November 2015 - January 2017 (1 year 3 months)

Washington D.C. Metro Area

- Represent the interests of more than 150 staff members by executing professional development workshops and organizing activities to promote career opportunities for Hispanics and other minorities on Capitol Hill.
- Track spending accounts, collect membership dues, manage a \$5,000+ budget

- Work closely with the Senate Diversity Initiative to promote diversity in government
- Co-founded the CHSA running club to coach and train members on leading healthy lifestyles

U.S. Senatorial Campaign for Catherine Cortez Masto

Volunteer

October 2016 - November 2016 (2 months)

- Ensured message consistency by briefing campaign surrogates on Cortez Masto's message and policy platform.
- Communicated Cortez Masto's record on policy to Latino voters by drafting an op-ed for Hispanic media, helped set up rallies throughout Las Vegas, and tabled events at UNLV for early voting.
- Engaged Latino voters by phone banking, garnered support for Cortez Masto and other Democrats by canvassing Las Vegas neighborhoods, and recruited additional volunteers to phone bank and canvass.

Nevada State Democratic Party

Precinct Chair and Pod Leader

February 2016 - February 2016 (1 month)

- Led a caucus precinct of 90+ constituents and provided guidance and technical support to other precinct chairs throughout Las Vegas
- Provided instruction and bilingual support over the phone and at the caucus site

U.S. House Representative Juan Vargas

Policy Intern

June 2013 - September 2013 (4 months)

Washington, D.C.

- Conducted research and policy analysis on labor and agriculture issues
- Handled phone inquiries, greeted visitors, sorted mail, handled Capitol flag requests
- Collected data regarding the Congress Member's time allocation for meetings and events

City of Chula Vista

Aide for Councilman Rudy Ramirez

May 2012 - June 2013 (1 year 2 months)

City of Chula Vista

- Drafted memos, press releases, constituent correspondence; answered phones, greeted visitors
- Developed and implemented community programs; supervised and trained volunteers and interns
- Scheduled meetings with constituents, city staff, and public officials; briefed the Councilmember
- Planned community events both locally and internationally to promote cross border relations with Mexico; executed improvement projects in low-income neighborhoods
- Led educational and mentoring workshops (English and Spanish) in community colleges and under served elementary, middle, and high schools with low graduation rates

California State Assembly District Campaign

Director of Communications

March 2012 - June 2012 (4 months)

Chula Vista, California

- Answered campaign correspondence, drafted newsletters, followed-up on campaign contributions, managed volunteers, replied to political questionnaires, researched voter information using the Political Data Inc. (PDI) database.
- Assisted with the campaign strategy development; managed and updated the campaign's social media networks (Facebook, Twitter, and YouTube).

San Diego Superior Court

Intern

August 2008 - July 2011 (3 years)

San Diego, California

- Provided prosecutors and public defenders with information about their client's criminal records
- Assisted the public with court case information and served as a Spanish translator
- Handled confidential documents to judges and clerks; directed individuals to the proper departments

Political Science Honor Society

President

August 2009 - May 2010 (10 months)

Education

San Diego State University

B.A. International Business, B.A. Political Science, Honors Minor in
Interdisciplinary Studies

University of Oxford

Programme Certificate, Politics and International Relations