

Esmeralda Orozco

(b)(6)

Work Experience

Biden-Harris Transition

Remote

Personnel Assistant

November 2020 – January 2021

- Responsible for handling interview logistics for all day-one Political Appointee candidates for the Office of Management and Budget, the Office of Personnel Management, and the General Services Administration
- Strategically scheduled interviews for internal staff and volunteers, considering varying factors including fields of expertise and managing over 4 calendars in addition to candidates' availability

Biden for President

Philadelphia, PA Headquarters / Remote

Surrogate Scheduling Coordinator

August 2020 - November 2020

- Managed incoming surrogates requests from Midwest and West state teams, as well as external organizations
- Corresponded with over 100 elected officials and celebrity surrogates and their teams to schedule strategic campaign events
- Led trip calls for 20 in-person trips, planning between state staff, advance, and surrogate teams
- Collected all briefing materials from event logistics, talking points, and digital and graphic content for each event serving as primary liaison between senior state staff and the surrogate's team

Hiring Operations Manager

June 2020 - August 2020

- Collaborated with Budget and Leadership teams on staff scaling in preparation for the General Election
- Managed all hiring operations processes for over 300 new hires in a 3-month rapid hiring period
- Spearheaded the summer and fall virtual internship programs with 30+ participants per session
- Recruited over 300 internship candidates to interview for competitive positions, managed onboarding procedures, and planned workshops for educational and career development purposes

Operations and Hiring Coordinator

August 2019 - June 2020

- Ran audits for data integrity to ensure all personnel systems reflected changes (new hires, salary/title changes...)
- Supported the bi-weekly payroll functions for contractors and interns across the campaign averaging 30K per pay run
- Developed the national fellows program building processes, managing recruitment for 20 departments, and monitoring over 30 fellows' attendance and performance
- Directed transition of the in-person fellowship program to a virtual setting in the development of COVID-19, integrating virtual learning sessions and workshops to ensure fellows' engagement and professional development

Office of Congressman Gil Cisneros

Fullerton, CA

Staff Assistant

January 2019-August 2019

- Collected meeting and event logistics for staff and drafted district memorandums for the Congressman
- Ran front office duties, being the first point of contact for constituents and other visitors
- Acted as liaison between constituents and federal agencies for immigration and veteran concerns
- Wrote letters on behalf of the Congressman for constituents, federal agencies, commendations requests etc.

Internship Experience

Cisneros for Congress Campaign

Brea, CA

Field Office Intern

July 2018 - November 2018

- Led the yard sign program, managing volunteer drop-off drivers and sign requests from residents in 3 counties
- Contributed to the planning and organization of community and volunteer based events of over 100 volunteers
- Organized volunteer recruitment and provided voter database training to over 15 canvassers per session

Office of Senator Kamala D. Harris

Washington, D.C.

General and Scheduling Intern

January 2018 - May 2018

- Supported management of the meeting request database for the Senator and assisted in corresponding to meeting requests
- Arranged daily memorandums/scheduling binders for the Senator and senior staff
- Administered front office duties by preparing meetings, greeting visitors, and responding to constituent calls

Education

California State University, Fullerton Bachelor of Arts, Political Science

May 2019