

Contact

www.linkedin.com/in/victoria-murrieta (LinkedIn)

Top Skills

Time Management
Advertising
Leadership

Languages

Italian (Full Professional)
French (Professional Working)
English (Native or Bilingual)
Spanish (Native or Bilingual)
Turkish (Professional Working)

Honors-Awards

Gilman Scholarship Awardee
TCA Study Abroad Scholarship Awardee
Dean's List - College of Arts and Letters
Foreign Language and Area Studies (FLAS) Fellowship

Victoria M.

Border and Immigration Policy Advisor at the Department of Homeland Security
Washington DC-Baltimore Area

Experience

U.S. Department of Homeland Security
Policy Advisor, Border and Immigration Policy
May 2023 - Present (4 months)
Washington, District of Columbia, United States

USCIS
Special Assistant to the Director
March 2022 - May 2023 (1 year 3 months)
Washington DC

U.S. House of Representatives
2 years

Legislative Assistant
October 2021 - March 2022 (6 months)
Office of Congressman Juan Vargas (CA-51)

Legislative Issues:

- Foreign Affairs (Western Hemisphere)
- Armed Services, Defense, Veterans' Issues
- Healthcare, Seniors, Women's Issues, Children & Family
- Environmental Resources, Animal Welfare
- Energy, Climate, Agriculture
- Religion

Legislative Correspondent
June 2021 - February 2022 (9 months)
Office of Congressman Juan Vargas (CA-51)
As a Legislative Correspondent, I was responsible for organizing and managing an active mail program, drafting responses to constituent correspondence, conducting legislative research, and performing other administrative duties.

Scheduler
April 2020 - November 2021 (1 year 8 months)
Office of Congressman Juan Vargas (CA-51)

As a Scheduler and Executive Assistant, I was responsible for:

- Managing the Congressman's calendar, meetings, conferences, teleconferences, interviews, and travel.
- Serving as the primary point of contact for constituents, elected officials, nonprofits, and advocacy organizations.
- Providing logistical and legislative support for participation in the Foreign Affairs and Financial Services Committees.

U.S. House of Representatives

Graduate Congressional Intern

September 2019 - December 2019 (4 months)

Washington, District of Columbia, United States

Office of Congressman Juan Vargas (CA-51)

Smithsonian Institution

Project Management Intern at the Office of International Relations and Global Projects

March 2019 - August 2019 (6 months)

Washington D.C. Metro Area

The Office of International Relations and Global Projects serves as the central point for Institution-wide advice, insight, analysis, and coordination of all international activities of the Smithsonian. It supports the global projects of the Smithsonian in science and conservation, culture and the arts, and public engagement across 140 countries. Furthermore, OIR serves as the Smithsonian's liaison with the U.S. Department of State, USAID, foreign governments, international organizations, non-profits and private entities.

As a Project Management Intern, I was responsible for:

- Working closely with the management team of "My Armenia". a project of USAID and the Smithsonian focused on strengthening cultural heritage sustainability through community-based tourism development.
- Updating the status and progress of ongoing projects, their finances and quarterly reports.
- Assisting with logistics, programming, communications, and support for incoming international delegations, visitors and scholars.
- Observed and participated in cooperative meetings with Smithsonian museums, the U.S. Department of State, foreign government officials and private partners.

- Supporting the day-to-day activities of the Project Management other members of the OIR team.

Secretariat of the Interior/Secretaria de Gobernación
Advisor and Deputy Director of Political Analysis and International
Affairs, Legal Affairs Unit
August 2016 - July 2018 (2 years)
Mexico City Area, Mexico

The Mexican Secretariat of the Interior is the public ministry charged with the country's domestic affairs such as governance, national security, and migration, among others. It also represents the executive when presenting bills to Congress.

As Deputy Director of Political Analysis and International Affairs of the Legal Affairs Unit, my duties included:

- Coordinating relations between the Ministry and intergovernmental organizations such as the OECD and the European Union to promote the best practices for access to justice, legal literacy, and institutional trust.
- Assisting the Legislative Liaison Office by writing preliminary drafts, projects, and law initiatives to be presented to Congress.
- Composing speeches and discussion lines for the Secretary of the Interior and the Secretariat's General Attorney regarding justice, legal procedures and international standards.

Grupo Tradeco
Legal Translator
October 2015 - September 2016 (1 year)
Mexico City Area, Mexico

Legal Department

- Translated and composed official legal documents.
- Coordinated and communicated with foreign offices for international cases.

Embassy of Mexico in France
Summer Intern
April 2015 - June 2015 (3 months)
Paris, France

Human Rights and Multilateral Affairs

- Assisted in the response to Human Rights cases concerning the Mexican and French populations.

- Investigated and analyzed cooperation factors of the bilateral relations between Mexico and France.
- Provided administrative support to the Ambassador and Ministers.

Bahcesehir University

Research Assistant

August 2013 - January 2014 (6 months)

Istanbul, Turkey

American Studies Center

- Evaluated and synthesized current issues regarding US-Turkey relations.
- Organized findings in comprehensive weekly reports.

Education

Georgetown University

Master of Science - MS, Foreign Service · (2018 - 2020)

San Diego State University-California State University

Bachelor of Science (BS), Political Science and Government · (2011 - 2015)

Universidad Iberoamericana, Ciudad de México

Certificate of Advance Studies in Government Affairs and Political Negotiation Techniques, Political Communication · (2017 - 2017)

Sciences Po

Certificate in Social Sciences and Humanities - International Exchange, Political Science and Government · (2015 - 2015)

Bahcesehir University

International Exchange Program, Political Science and Government · (2013 - 2014)