

Anais Menjivar

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EDUCATION

Florida International University, Miami, FL

Double Major in Political Science & International Relations

Minor in Public Administration

- Certificates: College to Congress, European and Eurasian studies, public policy, leadership studies, national security studies, and global cyber security studies.
- Dean's List: Summer 2017 – Fall 2020
- Expected Graduation: May 2021

WORK EXPERIENCE

Office of Representative Frederica Wilson (FL-24), U.S. House of Representatives, Washington, DC

Legislative Intern, June 2020 – Present

- Conducted research and executed outreach strategies for the “Commission on the Social Status of Black Men and Boys Act,” resulting in the bill being enacted into law with over 200 cosponsors and 19 supporting organizations.
- Co-led the filing of a House Resolution designating Rail Safety Week in the United States and created a legislative strategy targeting transportation advocacy organizations and 67 members of the Transportation and Infrastructure Committee to garner support.
- Assist the communications team to highlight the Congresswoman's legislative priorities by drafting multiple press releases, letters to congressional leadership, social media posts, and section-by-section summaries of proposed bills.
- Facilitate meetings with stakeholders, including advocacy organizations and constituents, and brief senior legislative staff on their priorities.
- Manage daily press newsletter for the Congresswoman by compiling relevant stories from over 10 national and local papers that guide her legislative priorities and impact constituents.
- Present legislative recommendations and press opportunities to the staff to increase the member's profile.
- Completed administrative duties including creating and maintaining databases, taking notes, and transcribing.

Miami-Dade County Parks & Recreation, Miami, FL

Administrative Assistant, May 2018 - August 2019

- Co-planned and executed 30 social events for the Miami-Dade County Parks and Recreation Department.
- Coordinated the office's administrative systems by executing documents, contacting businesses and vendors, managing communications with stakeholders, and conducting research on possible grant opportunities.
- Successfully assisted in securing a grant for over \$1 million for Miami-Dade County summer camps and after-school programs by maintaining and submitting sensitive student information to the appropriate grant portals.

PROFESSIONAL AND LEADERSHIP EXPERIENCE

Pi Sigma Alpha, The National Political Science Honor Society, Miami, FL

President, April 2019 – Present

- Co-founded Florida International University's first Political Science Honor Society, recruiting over 100 students for membership.
- Establish and track goals for the organization, including successfully increasing membership and collaborating with other student organizations.
- Serve as liaison between the university chapter and the national office.
- Awarded “Best New Organization” by the Council for Student Organizations and “Best Chapter Award” by the national office.

ADDITIONAL SKILLS

- Proficient in Microsoft Office, Canva, and Google Suite.
- Fluent in Spanish.