

Alex Rodriguez

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EXPERIENCE

Office of Congresswoman Alma S. Adams - U.S House of Representatives, Washington, D.C. — *Intern*

January 2019 - Present

- Answered constituent phone calls, lead tours of the Capitol, sorted mail and faxes, and assisting experienced staff with projects in diverse issue areas, sorted and responded to constituent mail using Fireside as well as attended House conferences and hearings and wrote memos and briefs on the subject.

SPA Leadership Program, Washington, D.C. — *Member*

September 2018 - Present

- Spearheaded research onto the extent economic disparity correlated to the treatment of cocaine and crack-cocaine addiction in the United States with the intent to provide funds to assist the transportation of addicts to rehabilitation centers in the District of Columbia, Maryland and Virginia area.

GroundWork, Sand City, CA — *Business Development Intern*

July 2017 - August 2018

- Translation of Corporate Proposals, Field Manuals, and other official company materials into Spanish for use in sales pitches and operations and proposals in Latin America.
- Researched growing solar trends in North America, in order to make knowledgeable decisions on future targets.
- Management and growth of company Facebook and Twitter accounts
- Spearheaded the building of blog, company store and new equipment pages to the company website.

Tusitala, Pebble Beach, CA — *Sports Editor*

August 2016 - May 2018

- Managed the distribution and coverage of athletic events on campus for the sports page of the *Tusitala* school newspaper.
- Edited the articles of three junior writers, as well as, all sports commentaries.
- Laid-out the sports page of the newspaper on Adobe In-Design

Green Key Student Ambassador, Pebble Beach, CA — *Tour Guide*

August 2016 - May 2018

- Guided campus tours to prospective families, and answered any lingering questions about the academics or culture of the school.

Volunteer Income Tax Assistance (VITA) Program, Salinas, CA — *Greeter*

February 2015 - April 2015

- Described tax levels to taxpayers and accurately explained details in order to determine the right tax system for each taxpayer.
- Answered tax questions with up-to-date knowledge of basic tax law.

EDUCATION

American University, Washington D.C. — *Political Science* August 2018 - Present

Robert Louis Stevenson School, Pebble Beach, CA — *High School* September 2014 - June 2018

LANGUAGES

- Fluency in Spanish

SKILLS

- Microsoft Word
- Excel
- PowerPoint
- Prezi
- Weebly
- WordPress
- Adobe Lightroom
- Adobe InDesign
- WordPress and other programs pertaining to computer usage.
- Outgoing person with excellent verbal and written communication skills
- Fast learner
- Good leader and team player
- Punctual