

# Christopher Orjuela

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## EDUCATION

**American University**, School of Public Affairs, Washington, DC  
Bachelor of Arts in Political Science, Minor in Economics

May 2021

GPA: 3.65

Honors: Dean's List (Fall 2018, Spring 2020, Fall 2020, Spring 2021)

Certification: Advanced Leadership Studies

## EXPERIENCE

Legal Assistant, **Mowry & Grimson, PLLC**, Washington, DC

July 2021 - Present

- Monitored activity, distributed documents filed, and maintained legal case files in cases concerning the firm's clients, to aid attorneys in planning and executing further action
- Assisted partners, associates, and trade analysts on the formulation of legal documents and the maintenance of administrative systems
- Adopted interdependence and personal responsibility skills, while strengthening communication, flexibility, and problem-solving skills, to properly handle workload and expectations

Legislative Intern, **Office of Senator Charles Schumer**, Washington, DC

January 2020 – April 2020

- Managed the Senate Democratic Diversity Initiative underneath staff members in order to better diversify the positions of staff and interns in each senate office
- Planned and Orchestrated diversity related events for staff and interns to have easier access to resources and have the opportunity to learn about the hill from senior staff members
- Abetted Staff in research, communication and data science projects pivotal to the function of the office
- Expanded teamwork abilities and developed further independence in completing projects

Core Leader, **Department of Physics**, American University

September 2019 – December 2019

- Assisted with class lectures, alongside the professor, in order to enable the students to learn the curriculum of the introduction to physics course
- Aided students who required more attention to the material through study hours, discussion sessions, and answering questions in class
- Improved communication skills while strengthening teaching abilities and critical thinking

Information Technology Intern, **Spectracomm Inc.**, New York, NY

May 2018 – August 2018

- Examined the systems of clients to ensure that essential technological systems were operating properly
- Communicated with directors and staff to understand the important technological improvements required
- Strengthened communication skills while becoming more knowledgeable in technology

## CAMPUS AND COMMUNITY SERVICE

Leadership Student, **SPA Leadership Program**, American University

August 2017 – May 2021

- Studied leadership techniques and styles through leadership theory and understanding the strengths and weaknesses of prominent leaders
- Volunteered at the Lutheran Social Services headquarters while creating a campaign that raised over \$400 for efforts aiding Refugees
- Hosted a presentation run by the American Foundation for Suicide Prevention regarding suicide prevention for college students
- Developed and strengthened leadership skills while improving communication and reasoning skills

Representative, **Commission on Prevention of Sexual Assault**, American University

August 2020 – December 2020

- Discussed with fellow representatives about methods, requirements and protocols for American University clubs and organizations regarding the prevention and handling of sexual assault
- Organized and designed a report with the recommendations of the commission on potential steps American University clubs and organizations should take to ensure the safety of the community

Chapter President, **Phi Sigma Kappa**, American University

January 2020 – December 2020

- Managed each component of the fraternity by ensuring each sector was working effectively and meeting deadlines
- Sustained clear communication with the Phi Sigma Kappa Grand Chapter and the American University IFC to update both organizations on chapter operations and organization
- Orchestrated two philanthropy events that raised over \$10,000 for the non-profit organizations Homes for Our Troops and Dreams for Kids DC

## SKILLS

Language: Spanish (Intermediate verbal, reading and writing)

Technical: Microsoft Office Applications, Windows Operating Systems, WordPress, RStudio

Social Media: Facebook, Snapchat, Twitter and Instagram