

Victoria G. Vena

4400 Massachusetts Ave. NW, Washington, D.C. 20016 (908) 797-4337

vv0969a@american.edu

EDUCATION

American University, School of Public Affairs (SPA), Washington, D.C. May
2021

Bachelor of Arts in Interdisciplinary Studies: Communications, Law, Economics, and
Government

Minors: Public Health, Advanced Leadership

Honors: 3.0/4.0 GPA, SPA Leadership Program: Public Health and Policy

Ridge High School, Basking Ridge, NJ June 2017

Honors: 3.6/4.0 GPA, Founder of Mental Health Club, Varsity Volleyball, Honor Roll

EXPERIENCE

President, **Phi Alpha Delta**, American University Jan. 2018-present

- Elected as secretary and president during membership
- Lead philanthropic events, professional development, and law school preparation efforts
- Started the pre-law health initiative for undergraduates to develop healthy habits

Legal Intern, **Privia Health**, Arlington, VA Sept. 2019-present

- Implement uniform organizational system for contracts across Salesforce, Docusign, Google Drive, and Concord
- Become familiar with HIPAA, regional healthcare law, and in-house counsel clients

Desk Receptionist, **East Campus Residences**, American University Jan. 2018-present

- Verify student identification of each resident and guest
- Create temporary cards, process packages, and follow emergency procedures

Member, **SPA Leadership Program**, American University Aug. 2017-present

- Selected to study and develop leadership skills through advanced practical training and by implementing a social action project in the public health and policy discipline
- Implemented projects related to human sex trafficking and food insecurity in D.C.

Outreach Coordinator, **Kennedy Political Union**, American University Sep. 2017-May
2019

- Coordinate outreach to members of Congress, government officials, and ambassadors to book speaking engagements on campus
- Promoted from Fellow to External Outreach Coordinator after nine months

Research Assistant, **Independent Study**, American University Aug. 2018-Dec. 2018

- Directed three separate research groups in the study of decriminalization in D.C.
- Explored legislation and advocacy aspects of decriminalizing specific statutes in the Code, as well as the way law enforcement disproportionately penalizes people of color
- Compiled a 20 page report for Ward 3 Councilmember Mary Cheh about the potential decriminalization of the D.C. Criminal Code

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*Policy Intern, **Addiction Policy Forum**, Washington, D.C.* Jan. 2018-July 2018

- Attended committee hearings on Capitol Hill in order to track legislative intentions
- Thoroughly monitored news sites (Axios, Bloomberg, POLITICO, etc.) daily to look for new developments in the fight against the opioid epidemic
- Assisted in the planning and execution of APF's annual event on the Hill

*Cashier, **Shop Rite**, Bernardsville, NJ* June 2015-Aug. 2017

- Handled thousands of dollars of cash and credit card transactions daily
- Became familiar with WIC and EBT policies in order to assist customers in a low income bracket navigate the welfare system
- Restocked shelves, kept the front end clean, and provided customer service

*Teachers Aide, **Liberty Corner School**, Basking Ridge, NJ* March 2015-June 2017

- Administered academic support to first grade special needs students during an in-classroom after school program
- Ensured safety of K-5 students on the playground and during snack time

CAMPUS AND COMMUNITY SERVICE

*Volunteer, **D.C. Central Kitchen**, Washington, D.C.* Sept. 2018-present

- Report to the basement of the City Shelter to prepare healthy meals for rehabs, shelters, and afterschool programs using repurposed food waste

*President; Founder, **AU Campus Kitchen**, Washington, D.C.* Oct. 2018-present

- Assemble and oversee leadership team and general operations of kitchen
- Collect food waste from on-campus dining options to repurpose for campus food pantry

*Tutor, **D.C. Reads Program**, American University* Oct. 2017-Jan. 2018

- Reported to CentroNia in Columbia Heights to tutor children
- Administered help with language arts and developing reading comprehension skills to students K-5 based off of a specific DC curriculum

*Head Youth Coordinator, **Community in Crisis**, Basking Ridge, NJ* Feb. 2014-Aug. 2017

- Promoted to Head Youth Coordinator after 3 months
- Recruited energetic youth ready to actively engage in the fight against opioids and heroin

SKILLS

- *Microsoft Suite*: Word, Powerpoint, Excel
- *Google Suite*: Gmail, Drive, Docs, Slides, Sheets, Calendar
- StatCrunch: a software program for data analysis

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- Salesforce
- Concord

PUBLICATIONS

- *Modern Racism as Seen Through Food Disparities in Washington, D.C.*, Res Publica, Colorado College Undergraduate Political Science Research Journal