

ANGELICA DUQUE

612 Independence Ave SE, Washington, DC | (914) 426-2888 | duque.a@outlook.com

Experience

The Office of Congressman Emanuel Cleaver, II (D-MO-05)

March 2022 – Present

Legislative Assistant

Washington, DC

- Handle the education, nutrition, family issues, judiciary, criminal justice, civil rights armed services and defense, veterans' affairs, postal, and consumer affairs issue portfolio.
- Manage existing bills on education and veterans issues by adding dozens of new cosponsors.
- Introduce three new bills and resolutions, including the *Backlog Justice Act* (H.R. 8264), which has over 60 cosponsors and endorsements from well-respected organizations.
- Take meetings with key stakeholders and maintain relationships with caucus staff to advance the Member's policy agenda.

The Office of Congressman Mondaire Jones (D-NY-17)

January 2021 – March 2022

Legislative Aide/Correspondent

Washington, DC

- Manage the animal welfare, arts and humanities, census, postal, science, space, sports and recreation, tribes and territories, and women's issues portfolio; assist with immigration policy.
- Staff the Member for Judiciary Committee hearings and markups by analyzing bills, preparing remarks, and drafting lines of questioning.
- Write legislative communications to advance the Member's priorities, including Dear Colleagues, remarks, floor speeches, and statements for the Congressional Record.
- Analyze and submit over 130 cosponsorship, letter sign-on, and caucus membership requests.
- Introduce a post office naming bill by meeting with the designee's family, submitting a bill proposal memo to the Member, and conducting outreach to the state delegation for cosponsorship.
- Direct the high-volume mail program by batching an estimated 2,000 messages a week, writing over 90 form letters, editing 60 letters written by interns, and creating detailed weekly reports.

The Office of Congresswoman Linda T. Sánchez (D-CA-38)

April 2019 – December 2020

Staff Assistant

Washington, DC

- Drafted over 80 individual letters that address constituents' specific concerns, batch incoming mail, write form letters and 499s, and translate letters into Spanish.
- Represented the office in legislative meetings, attend staff-only meetings and briefings on behalf of the legislative staff, and summarize key information in meeting memoranda.
- Co-wrote original talking points in Spanish for Member's trip to the southern border, compiled press clips, took and edited photos, translated captions, newsletters and press releases into Spanish, and designed graphics.
- Managed the annual \$25,000 internship budget; recruited, hired, and managed interns; researched and maintained relationships with 20 paid internship programs.

Education

University of Miami

Bachelor of Arts in Political Science

Minors in International Studies and Latin American Studies.

May 2019

Coral Gables, FL

Skills

Languages: Spanish (native) and Italian (professional working proficiency).

Involvements: Congressional Hispanic Staff Association, Women's Congressional Staff Association; Congressional Hispanic Caucus Institute DC Alumni.

Technical Skills: Intranet Quorum and Fireside; Canva, MailChimp, WordPress; NGP VAN.