

# JOVAHANA AVILA

Currently an incoming Global Compliance Analyst at Goldman Sachs in the Dallas Metroplex Area.

## PROFESSIONAL EXPERIENCE

**Communications Intern** | **CENTER FOR PUBLIC POLICY PRIORITIES**, Austin, TX Summer 2018, Spring 2019-Present • Compiled the influencer database to identify new donors for the Annual Legacy Luncheon event • Tracked traditional and social media coverage to create scheduled content for social media on Sprout Social • Developed long-term and short-term digital communications plans using media relations databases: Meltwater and Salsa

**UNITED STATES HOUSE OF REPRESENTATIVES – OFFICE OF CONGRESSMAN LUIS V. GUTIÉRREZ**, Washington, DC **Congressional Intern** | **Congressional Hispanic Caucus Institute** August 2018 - Present • Point person to develop a method to help organize and archive the 25-years worth of public policy work • Assists the Communications Director on press events to coordinate communications materials for social media • Communicates with constituents to maintain strong working relationships with district and create legislative reports **Training Intern** | **ANNIE'S LIST**, Austin, TX January – May 2018 • Facilitated and organized campaign training events for women interested in running for office in Texas • Utilized NGP/VAN to help conduct political and donor research to identify strategic fundraising methods • Wrote summaries of experiences to be shared with Annie's List followers via Twitter, Facebook, and email **Policy Intern** | **OFFICE OF MAYOR STEVE ADLER**, Austin, TX January – May 2018 • Took lead on research to offer amendments for the Institutional Racism Task Force Report

• Developed a report on police best practices to address police brutality and profiling in Travis County • Identified assimilationist, segregationist and racist policies outlined in the "Spirit of East Austin" initiative **Communications Intern** | **LEAGUE OF WOMEN VOTERS OF TEXAS**, Austin, TX August – December 2017 • Translated the website in Spanish to provide quality, accessible information on the voting process • Refined the organizations' branding across their YouTube, Twitter, and Facebook using FinalCut Pro and InDesign • Improved the High School Survey Project, a study of 1000 high schools' voter registration policies through digital strategies **THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS**, Washington, D.C.

**Diversity and Inclusion and Employee Engagement Intern** June – August 2017 • Lead intern for inter-departmental communications and coordination for Diversity and Inclusion workshops • Planned and expanded the Office of Environmental Information's Honor Awards Program through providing

administrative and logistical support, collaborating with employees, drafting and editing the awards script **TEXAS HOUSE OF REPRESENTATIVES – OFFICE OF STATE REPRESENTATIVE EDDIE RODRIGUEZ**, Austin, TX **Legislative Aide** January – May 2017 • Collaborated with the Communications Director during the 85th legislative session to create Town Halls, which entailed designing promotional material and taking lead on social media coverage by executing the first-ever Facebook live event • Assisted the Legislative Director by drafting talking points, press releases, and taking the lead on constituent management **Public Affairs & Communications Intern** April – August 2016 • Responded to constituent needs, and improved community outreach through press releases and social media management • Researched legislation and wrote and distributed memos on small businesses, environmental issues, and other state affairs

## EMPLOYMENT HISTORY

**ST. EDWARD'S UNIVERSITY**, Austin, TX

**Honors Program Resident Assistant and Summer Resident Assistant** | **Office of Residence Life** March 2016 – August 2018  
**Hilltop Welcome Team - Campus Involvement Team Member** | **Office of Student Life** April 2016 – August 2017 **Office Assistant**  
| **Global Engagement Office (Study Abroad)** October 2015 – May 2016

## PROFILE

Skills and Core Competencies: Bilingual: Spanish and English. Data Management: VPN/NPG, SPSS, and Salsa Meltwater.

## EDUCATION

**St. Edward's University**, Honors Program, Austin, TX

**Bachelor of Arts in Political Science, Minor: Writing and Rhetoric, Cum Laude Honors** Graduation date: May 2019