

# Yesenia López

Chicago, IL | [www.linkedin.com/in/yesenialopez/](http://www.linkedin.com/in/yesenialopez/)

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## EXPERIENCE

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### **Illinois Secretary of State Office, IL**

#### ***Executive Assistant to Chief of Staff, and Deputy Secretary***

**July 2024 – Present**

- Serve as a key communications liaison between the Chief of Staff, Deputy Secretary and 25+ internal departments, ensuring clear and efficient information flow
- Support strategic modernization efforts by coordinating interdepartmental initiatives aimed at improving operational efficiency and service delivery
- Organize and oversee statewide events, promoting collaboration among internal staff, and coordinate events with external stakeholders to advance public outreach and awareness on the Office initiatives

### **Assistant to Deputy Secretaries**

**January 2023 – June 2024**

#### ***Illinois Secretary of State, IL***

- Assisted the Deputy Secretaries in the formulation and implementation of statewide initiatives and modernization strategies through legislation, the budgetary process, and external public affairs
- Worked closely with the communications department as the Spanish spokesperson to communicate the Secretary's vision and Office initiatives with the media and public
- Maintained the Deputy Secretaries' daily calendars and is the main point of contact internally and externally for requests as it relates to the Deputy Secretaries

### **Latino Outreach Director**

**January 2022 – December 2022**

#### ***JB Pritzker for Governor, IL***

- Provided strategic advice on engagement, crucial endorsements, and key messaging as it pertains to the Latino community
- Developed and maintained strong relationships with key political stakeholders including elected officials at various levels of government, faith community, political and community organizations that primarily work with Latino constituency across the state
- Identified and lead planning for a series of events which ranged from roundtables, site visits, canvassing launches and rallies across the state to provide exposure for the candidate with diverse stakeholders

### **Legislative Coordinator**

**April 2020 – December 2021**

#### ***Cook County Commissioner Alma E. Anaya, Cook County, IL***

- Developed and led policy strategies for the Cook County Commissioner's yearly policy plan and goals
- Review and develop reports on upcoming legislation, board, and committee meetings for the Commissioner
- Analyze budgets of various County departments to ensure efficient and effective management of taxpayer resources

### **Policy & Public Affairs Manager**

**April 2019 – April 2020**

#### ***SGA Youth & Family Services, Chicago, IL***

- Developed strategic direction and planning for public policy priorities along with the President/CEO and Executive Director
- Established relationships with legislative and executive leadership at the local and federal government level
- Tracked and analyzed legislation related to early childhood, workforce development and social justice at the local and federal level

### **Deputy Campaign Manager**

**2018 – Feb. 2019**

#### ***City Council Campaign, Chicago, IL***

- Helped manage the candidate's schedule and prepared candidate for forums, media and endorsement interviews
- Organized numerous events across the ward including fundraisers and community meetings
- Coordinated administrative aspects of the office with the Campaign Manager
- Worked jointly with the Field Director to successfully execute field operation

### **Director of Operations**

**2018 – Jan. 2019**

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## ***Jesus “Chuy” Garcia for Congress & Slate, Chicago, IL***

- Worked closely with campaign manager and senior campaign staff to ensure goals and task were completed in a timely manner
- Reviewed events, meetings and media requests for candidate schedule and coordinated travel arrangements
- Ensured the candidate was provided with briefing material for each event by coordinating with appropriate campaign staff and event coordinators
- Managed election day operations and all associated activities including identification of priority precincts and volunteer recruitment

## **Consultant**

**2018**

### ***Cook County Commissioner Jesus “Chuy” Garcia, Chicago, IL***

- Developed calendar and scheduling protocol for the Commissioner
- Provided constituent services and referred them to the appropriate state agency or community resources
- Coordinated community events including town halls, and task force meetings across the district

## ***SGA Youth and Family Services, Chicago, IL***

### **Operations Coordinator**

**2016 – 2018**

- Worked cooperatively with fiscal, operations, and program directors to ensure reports and deadlines were met
- Represented SGA at numerous policy coalitions and networks at the state, city, and community level
- Coordinated and successfully relaunched the All Our Kids (AOK) Network via strategic planning and implementation process with cross-sector stakeholders in Chicago’s southeast region

## **Executive Assistant to President/CEO and Executive Director**

**2014 – 2016**

- Maintained the President/CEO and ED’s calendars and daily log of activities including meetings, travel schedules, special events and expenses
- Composed and revised effective memos, reports, agendas, correspondence and presentations on their behalf
- Managed Board logistics as they related to six committees and general board

## **Public Policy Fellow, Congressional Hispanic Caucus Institute (CHCI)**

**2014**

### ***American Bar Association- Commission on Immigration Division, Washington D.C***

- Studied trends in immigration policies and their effects on current detainees held by Immigration and Customs Enforcement (ICE)
- Assembled informational packets on topics of asylum, withholding of removal, and grounds of inadmissibility for detainees
- Conducted legal research and drafted legal brief for submission to the U.S. Court of Appeals for the Third Circuit

## **Public Policy Fellow/Capitol Hill**

**2013**

### ***U.S House of Representatives - Office of Congressman Luis V. Gutierrez, Washington D.C***

- Researched and analyzed key issues and legislation focused on civil rights, education, and immigration
- Created and presented informational materials and memoranda to Legislative Aids concerning briefings and hearings on immigration and foreign affairs

## **21st Century Community Learning Centers (CCLC) Site Director**

**2012 –2013**

### ***Boys and Girls Club of America | Spry Community Links High School, Chicago, IL***

- Participated in ten community coalitions on college access, education, immigration and civic engagement
- Coordinated two community projects, two parent boards, and extracurricular programs serving over 200 students in the South Lawndale community
- Examined programs for completeness, accuracy, and conformance with grant procedures and regulations

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**AmeriCorps – Administrative Coordinator/Community Organizer** **2011 – 2012**  
**Telpochcalli Community Education Project (Tcep), Chicago, IL**

- Conducted extensive analysis on immigration and education issues impacting the Little Village and Pilsen communities in Chicago
- Developed and implemented adult and youth public health programs on non-violence, leadership, and healthy living
- Coordinated fundraising committees with community and small-business partners in the greater Chicago area

## EDUCATION

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**DePaul University, Chicago, IL** **2007 – 2011**  
**Bachelor of Arts**

- Major in Political Science, and minor in Women and Gender Studies
- Activities: Residence Hall Judicial Board | DePaul Community Partners Internship | Political Campaign Intern for State, and County Races | Commuter Advisory Board | Tour Guide for the Loop and Lincoln Park Campuses

**University of Notre Dame, Chicago, IL** **2011 – 2012**  
**Nonprofit Business Excellence Certification**

## FELLOWSHIP

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**Congressional Hispanic Caucus Institute (CHCI), Washington, D.C** **2013 – 2014**  
**Public Policy Fellowship**

Selected as one of eleven fellows in a competitive, paid, nation-wide leadership program for outstanding Latino Leaders; Voted by colleagues as the November Fellow of the Month

## COMMUNITY LEADERSHIP

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<b>Elected Vice President   CHCI Alumni Association National Board</b>	<b>July 2022 - Present</b>
<b>Social Services Advisory Council Appointment   Illinois Department of Human Services (DHS)</b>	<b>2020 – Present</b>
<b>Board Secretary, IL Legislative Latino Caucus Foundation (ILLCF)</b>	<b>2019 – Present</b>
<b>President, Board of Directors   Telpochcalli Community Education Project (Tcep)</b>	<b>2012 – Present</b>
<b>CHCI Application Review Committee</b>	<b>2015 – 2019</b>
<b>Young Alumni Committee Member   DePaul University</b>	<b>2016 – 2019</b>
<b>Evaluation &amp; Community Engagement Committee   Chicago Foundation for Women (CFW)</b>	<b>2018</b>
<b>Fundraising Committee Member   Healing to Action Non-Profit Organization</b>	<b>2017</b>
<b>Secretary, Board Chapter   CHCI Alumni Association Chicago Regional Chapter</b>	<b>2016 – 2018</b>
<b>AmeriCorps Public Allies Chicago</b>	<b>2011 – 2012</b>