

Michelle Flores

Washington, D.C. | michelleaileenflores@gmail.com

EDUCATION

St. Edward's University, Austin, TX

Bachelor of Arts, Political Science, Minor in International Business

Honors: Presidential Award Recipient 2022, Amazon Prime's The College Tour Featured Student 2022, St. Edward's University Breakout Changemaker Spring 2021, Deans List (x7), Pi Sigma Alpha Honor Society Member, Alpha Lambda Delta Honor Society Member
Involvement: Service Director, Judicial Officer, and then Senator for the Student Government Association, Democracy Coach for Generation Citizen, Students Expanding American Literacy (SEAL) Volunteer, Rotary Youth Leadership Award Camp Counselor (RYLA)

PROFESSIONAL EXPERIENCE

U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA) Washington, D.C.
Special Advisor for External Affairs March 2023- Present

- Manage the lifecycle of public engagements across the Internet for All programs, ensuring proper amplification of our work
- Organize the collaboration of our Public Affairs, Intergovernmental Affairs, Congressional Affairs, and Public Engagement teams
- Served as a Special Assistant in the Office of the Secretary supporting two Senior Advisors administratively to enhance efficiency for one year before transitioning to NTIA

Analisa for District 1 City Council El Paso, TX
Campaign Manager June 2022- December 2022

- Drove decisions related to all facets of the grassroots campaign effort for a first-time Latina local political candidate
- Delivered strategies on campaign messaging, voter outreach, mobilization efforts, database management and analysis
- Successfully entered a runoff and reached over 30,000 voters, garnered 30% of voter's support on the final Election Day

Residence Life- St. Edward's University Austin, TX
Resident Assistant August 2019 – May 2022

- Collaborated with a team to enforce school policies and build community, superseding expectations in my evaluations
- Addressed incidents and solved problems related to welfare or conduct from basic to critical level situations
- Awarded Best Personal & Intellectual Growth Program in recognition of my intentional programming for student development

U. S. Congresswoman Teresa Leger Fernandez- Congressional Hispanic Caucus Institute (CHCI) Washington, D.C.
Congressional Intern June 2021-August 2021

- Tracked legislative developments on bills to meet specific deadlines and improve performance goals
- Drafted constituent correspondence, answered phone calls, and managed daily news clippings to help cultivate global awareness
- Participated in professional development seminars with CHCI and took a class at George Washington University about navigating the intersection of the Hispanic/Latinx community in public policy

Texas State Senator César J. Blanco- St. Edward's University Texas Legislative Fellow Scholar Austin, TX
Legislative Aide January 2021-May 2021

- Performed legislative research gathering data and analyzing all advancements in the Education and Jurisprudence Committees
- Advised voting recommendations, drafted talking points on a variety of legislative topics, and implemented policy goals
- Coordinated and engaged in stakeholder meetings with multiple groups looking to advance educational equity in Texas

EXPERIENTIAL LEARNING

Civics Lab- St. Edward's University Austin, TX
Director of Coalitions January 2022- May 2022

- Collaborated with a team to successfully pass a resolution and propose a city ordinance addressing food insecurity in Austin
- Responsible for coordinating outreach efforts including surveys, communication with multiple community organizations, and organizing events such as press conferences and interviews for our podcast

Ronald E. McNair Post-Baccalaureate Achievement Program Austin, TX
Scholar December 2020- May 2022

- Conducted research with guidance from an advisor exploring educational attainment as a specific barrier that exists for the representation of the Hispanic/Latinx community in the United States Congress
- Published in *McNair Association of Professionals (MAP) National Journal*, Vol.1, Inaugural Issue, 2021-2022, pg. 25-32

LANGUAGE AND SKILLS

- English and Spanish (Proficient)
- Strong writer and great at synthesizing ideas
- Experienced project management
- Creative and entrepreneurial spirit, focused on intersectionality and growth mindset
- Microsoft Office Suite, MailChimp, Slack, Teamwork