

ANGEL RUBI NAVARIJO PROFESSIONAL EXPERIENCE

Alderman Leni Manaa-Hoppenworth, Chicago City Council Ward 48 Chicago, IL *Director of Neighborhood Services and Public Safety* May 2023-Present • Supervise department coordinators, volunteers, and interns. Cultivate, preserve, and manage relationships with external partners to advance Ward priorities.

- Work with City departments to address and resolve day-to-day operational hurdles and constituent inquiries.
- Coordinate projects occurring in the 48th Ward with different City agencies, community partners, and other levels of government.
- Advise the Alderman on operational processes, policy, and City service agreements with stakeholders in the Ward.

Alderman Andre Vasquez, Chicago City Council Ward 40 Chicago, IL *Constituent Services and Communications Coordinator* Aug 2022-May 2023 • Supervise department volunteers and interns as applicable.

- Work with 40th Ward team to address and resolve incoming phone, email, and walk-in constituent service requests.
- Develop reports to track Constituent Services Requests (CSRs) while overseeing and managing Airtable data.
- Spent time “in the field” to assess reported issues. Oversaw over 20 projects ranging from infrastructure to public safety projects.

Congressman Jesus “Chuy” Garcia, IL-4TH District Washington D.C *Legislative Intern via Congressional Hispanic Caucus Institute* May 2022-Aug 2022 • Responded to constituent inquiries, drafting legislative correspondence, completing legislative memos, data entry and analysis. • Attended congressional hearings, conducted legislative research, attended departmental meetings, and assisted with general office operations.

- Completed a cosponsor research project where I presented a defense-immigration related bill to the Congressman.
- Attended all events sponsored by CHCI, attended professional development training, and engaged with stakeholders in the DMV area.

State Senator Mike Simmons, 7th District Chicago, IL *Constituent Advocate and Community Liaison* Jun 2021-Aug 2022 • Handled constituent inquiries. Followed up with the appropriate state agencies regarding constituent concerns. • Advocate constituent concerns to the Chief of Staff and outline advocacy strategies.

• Attended events, coordinated logistics for events, and maintained/grew relationships with key stakeholders in and out of district. • Handled the Senators internship program, maintained staff operations, and assisted in managing the office budget. **Illinois State**

Comptroller Susana Mendoza Chicago, IL *Public Policy Intern/Staf assistant* Oct 2019-Dec 2021 • Assisted in Administrative duties and prepared outreach plans for the Comptroller's events.

- Prepared nominee lists, legislative correspondence, and policy research memos (specifically in fiscal policy).
- Assisted in Census outreach plans for Illinois, researching hard-to-count areas, and recommended outreach field solutions.
- Prepared information packets for the Governors infrastructure bills SB262 and HB62.

EDUCATION

Loyola University Chicago

Bachelor of Arts Political Science and Global Studies minor Chicago, IL May 2023

Arrupe College of Loyola University Chicago

AA Social and Behavioral Sciences Chicago, IL May 2020

BOARDS, COMMISSIONS, & ADVISORY COUNCILS SERVED

- *Member, Non-Citizen Advisory Council, City of Chicago Community Commission for Public Safety and Accountability, Feb 2023-present.*
- *Advisory Committee Member, Statewide Immigrant resource guide, Illinois Department of Human Services, Oct 2022-present* • *Board Member, Development Committee Chair, Serving People with a Mission, Jan 2022-present*
- *Executive Board Member Young Democrats of Chicago, Dec 2021- April 2024*
- *Youth Commission, Commissioner, Mayor Lori Lightfoot, Aug 2019-Dec 2020*