

Brianna Silva

RELEVANT EXPERIENCE

Office of Senator Charles Schumer New York, NY *Deputy State Scheduler April 2023 - Present* • Manage the Senator's NY calendar coordinating daily activities, statewide travel, and advancing events to ensure seamless operations

- Collaborate cross-functionally to prepare memos, talking points, and issue guidance for the Senator's engagements
 - Facilitate the Senator's meetings and public appearances with constituents, government officials and community stakeholders
 - Supervise and onboard scheduling interns, ensuring high performance in a dynamic and fast paced environment
 - Developed and maintain tracker of the Senator's 62 counties visits from 1998 to present • Aided with immigration casework, and communicated with federal agencies to resolve cases
- Office of Brooklyn Borough President Antonio Reynoso** Brooklyn, NY *Urban Fellow, Intergovernmental Affairs Unit September 2022 - March 2023* • Drafted letters of support, certificates, proclamations, and engaging social media content • Supported the Director of Intergovernmental Affairs with scheduling, correspondence, and administrative tasks including efficient data organization and management
- Office of Senator Mark Warner** Richmond, VA *Casework Intern September 2021 - December 2021* • Guided constituents to appropriate resources, resolving casework issues effectively • Oversaw casework correspondence, voicemails and incoming calls promptly

Office of Senator Cory Booker Washington, DC *Policy Intern February 2021 - May 2021* • Contributed correspondence and research support in the following portfolios: Education, Health Care, Foreign Affairs, and Infrastructure

- Produced detailed memos and talking points for the Senator's public appearances
- International Rescue Committee** Richmond, VA *Immigration Casework Intern August 2019 - December 2019*
- Prepared USCIS forms and assisted attorney in immigration casework support
 - Organized client files and managed intake documentation for new clients

Latin American Legal Defense and Education Fund Trenton, NJ *Paralegal Assistant Intern May 2019 - July 2019* • Accurately translated paperwork and letters of support from Spanish to English

- Prepared USCIS forms and assisted attorney in immigration casework support

EDUCATION
University of Richmond Richmond, VA *Bachelor of Arts in Political Science and minor in Education & Society*

- Honors: Bonner Scholar (Completed 1,000+ Hours of Community Service/ 10 hours per week), Presidential Scholar, Dean's List, PPIA UC Berkeley Fellow

SKILLS:

Proficient in MS Office (Outlook, Word, Excel), Adobe Acrobat, Google Suite | **Language:** Fluent in Spanish