

Xylene Rodriguez

EXPERIENCE

Legislative Assistant

Congresswoman Melanie Stansbury, Washington, DC **January 2023-Present** • Draft and advise the congresswoman on legislation regarding immigration, education, healthcare and public safety • Conduct in depth policy research while tracking bill progress

- Meet with stakeholders and constituents on policy issues
- Track and maintain committee business (i.e; writing talking points, attending hearings and markups with Congresswoman) • Attend briefings to stay up to date on information related to policy portfolio

Staff Assistant

House Committee on Ethics, Washington, DC **May 2022 – December 2022** • Answering/routing over (100) calls daily (20 lines) and compile news clips daily

- Collaborated with colleagues to gather research to create over 60 new member biography's
- Provide administrative and technology support in setting up committee meetings, depositions & hearings
- Create monthly reports based on the committee's data of sponsored travel, gift waivers & advisory opinions to support committee's yearly report
- Track and process Committee correspondence as well as respond to constituent inquiries & request for committee assistance

Congressional Intern

Senator Michael Bennet's Office, Washington, DC **January 2022 – April 2022** • Greet and communicated with guests while answering/transferring phones

- Drafted correspondence on policy issues including education, labor, and immigration
- Attended briefings and hearings while recording information and translating them into comprehensive (20) memos for staff • Utilized and managed Internet Quorum (IQ) database to track all forms of constituent communication
- Escorted guest's and assisted in processing flags and staff-led tours

Secretary

Walsh & Associates Immigration Law Firm, Denver, CO **August 2021- December 2021** • Greet and communicated with clients, potential clients, and guests while answering/transferring phones (16 lines) • Completed consultation intakes, as well as scanning, copying, and filing data entry of clients daily

- Managed office supplies, processing of mail and collection of payments
- Arranged appointments and carried out reminder calls and correspondence with clients, attorneys, courts and federal agencies i.e ICE, USCIS

Legislative Intern: Colorado Latino Leadership Advocacy & Research Organization

State Representative Monica Duran, Denver, CO **January 2021 - June 2021** • Responded to emails and answered phone calls from State Representative Duran's constituents

- Created 30 summary briefs and fact sheets of bills to assist in the decision-making process
- Attended committee meetings and daily House floor hearings while drafting memos (10)
- Drafted weekly newsletters and social media post (13) i.e., Black History month, Latina Safehouse, Community spotlights • Conducted and presented research on Oral health policies affecting Latino community to CO General Assembly & Healthier Colorado Policy directors

Sales Specialist

Xfinity, Greeley, CO **January 2020 – January 2021** • Engaged with over 100 customers daily assisting with account information/ data entry

- Scheduled and arranged appointments with clients and potential cliental
- Performed sales duties in busy department store, including point of sale and product knowledge
- Operated opening of store, management of cash for end of night operations, stocking, and cleaning

EDUCATION

University of Northern Colorado, Greeley, CO **May 2021** Bachelor of Arts: Mexican – American Studies (Social Justice & Public Policy concentration) Minor: Criminal Justice **VOLUNTEER**

- Women's Congressional Staff Association- Diversity and Inclusion Chair – **December 2023 – July 2024**
- Women's Congressional Staff Association- Events and Activities Chair- **August 2024- Present**

SKILLS

- Bilingual: fluent in English and Spanish
- Software skills: Microsoft 365, IQ, RMS, CMS