

ELSA JIMENEZ

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EDUCATION

Bachelor of Arts in Cognitive Science
Bachelor of Arts in Sociology - Law and Society Emphasis
University of California, Davis, CA

Expected Graduation: June 2020

EXPERIENCE

Committee Member and Project Coordinator - Launchpad Project Management – Davis, CA January 2018-June 2018

- Worked with Nishi Student Housing Campaign Project, which mobilized over 60 volunteers within three months for a \$100 million real estate development project to bring affordable student housing to Davis
- Acquired interpersonal skills through phone banking and canvassing; approximately 85,000 contact attempts with a confirmation of 8,000 votes in support.
- Worked with an outreach team for Flip the 14 Super PAC analyzing voter turnout projections, assisted in drafting campaign reports for multiple congressional districts and executed landscape analysis into five different congressional districts
- Invited to participate in an exclusive outreach program where the team made outreach attempts for the successful Lori Frugoli for Marin District Attorney campaign and the Congressional District 22 PAC Valley Forward; approximately 10,000 calls were recorded for both campaigns.
- Addressed as Spanish speaker translator during voter outreach efforts through phone banking

Intern - Burke, Williams, and Sorensen LLP - Oakland, CA

July 2018 – September 2018

- Gained exposure in business litigation through direct one-on-one experience from the firm's partner
- Shadowed partner during court appearances involving bankruptcy and intellectual property
- Observed and learned the mediation process

Intern - US Dept of Housing and Urban Development - Washington, D.C

March 2019-June 2019

- Helped execute and participated in facilitating HUD's Coffee with the Secretary event for employees that have worked for more than 50 years
- Managed a Project Tracker(weekly) to track project progress, travel budgets for the regional offices and formal project appeals
- Analyzed HUD- assisted projects and determined the correct wage rate that requires Federal prevailing wages to be paid for the construction of the project
- Produced data visualization graphs via Power BI

Assistant Manager - Togo's and Baskin Robbins Combo Store - Palo Alto, CA

September 2015- March 2017

- Effectively developed a training program that helped improve efficiency in new hires
- Encouraged a fast-paced work environment by effectively communicating and promoting an organized and efficient atmosphere
- Provide excellent customer service by creating rapport with customers and resolving significant customer dilemmas
- Administered work schedules, inventory daily reports, cash registers and calculated employee time cards

ACTIVITIES

Make the Magic Co-Coordinator - Camp Kesem University of California, Davis, CA

June 2017 – June 2018

- Selected as 1 of 3 coordinators out of 102 volunteers to execute our chapter's annual gala event, *Make the Magic*, where I acquired skills in prioritization, collaboration, and goal setting to execute a successful event fundraising a total of \$90,000 in four hours
- Successfully marketed the mission of the non-profit through calls and emails to local breweries, wineries and sponsorships receiving over \$1,200 worth of wine donations, \$537 in beverage donations, and \$2,000 in sponsorship donations
- Managed 102 student volunteers by delegating specific responsibilities and tasks that helped maintain control and organization throughout the event
- Successfully communicated event progress by engaging in weekly meetings with chapter directors and the Advisory Board Team