

Lizeth Zardeneta

(b)(6)

WORK EXPERIENCE

External Affairs Associate – California Department of Justice, Los Angeles, CA

Nov. 2020 – Present

- Provide communications and public relations to external stakeholders that includes, local law enforcement, elected officials and statewide organizations.
- Keep up-to-date on departmental issues, legislation and legal cases at the state level with a special focus on immigration and law enforcement.
- Manage relationships with elected officials, local government staff and community stakeholders, as needed, and network with key external stakeholders within Southern California in support of assigned projects and department priorities.

Field Representative – Office of Assemblymember Miguel Santiago, Los Angeles, CA

Feb. 2017 – Nov. 2020

- Developed strong working relationships with community organizations to ensure a smooth interaction between stakeholders and the Assemblymember.
- Engaged with constituents on local issues and worked to actively resolve their concerns.
- Managed community outreach events, developed understanding of the district's political landscape, identified outreach and partnership opportunities, and conducted strategic constituent outreach efforts.
- Prepared Assemblymember for speeches and meetings; advised him on local matters; staffed and/or represented him at events.
- Implemented strategic plan to gather local support for the Assemblymember's legislative agenda and tracked legislation and issue development for assigned communities.
- Drafted correspondence ranging from letters of support for state grants, congratulatory letters, and program letters.
- Drafted talking points, briefing memos, bilingual media advisories, and daily social media posts.
- Planned local press conferences, compiled media lists, and built strategic relationships with Spanish press.
- Scheduled meetings, created scheduling memos, and managed portions of the district calendar.

Staff Assistant – Office of Congressman Xavier Becerra, Los Angeles, CA

Sept. 2015 – Feb. 2017

- Managed front office by greeting visitors and answering phone calls from constituents.
- Identified and secured locations for "Community Office Hours" three times a month.
- Interacted with constituents during "Community Office Hours" and responded to a variety of public concerns and casework related inquiries.
- Acted as a liaison to federal, district, and local agencies for constituents and handled over 25 constituent case assignments.
- Recruited, supervised, and mentored students for the Congressman's internship program.
- Prepared constituent mailings and grants e-newsletter and assisted the District Office staff with special projects such as community townhall events.

Intern – Office of Congressmember Karen Bass, Washington, DC and Los Angeles, CA

Jan. 2014 – Aug. 2014

- Supported outreach efforts to recruit members for the Congressional Foster Youth Caucus.
- Coordinated constituent tour requests for the U.S. Capitol, White House and Library of Congress.
- Drafted constituent and committee letters in support of foster care, education, and healthcare issues.
- Attended weekly briefings and wrote reports for the legislative staff.
- Provided onsite support for community-wide events.

Student Services Assistant – University of Southern California Linguistics Department, Los Angeles, CA

Sept. 2011 – May 2013

- Organized open house, conferences, commencement, and departmental receptions for over 40 people.
- Oversaw maintenance of departmental website, database and WikiPages.

EDUCATION

University of Southern California, Los Angeles, CA
B.S., Policy, Planning, and Development

May 2015

SKILLS: Microsoft Office, Spanish (fluent written and spoken), Google Apps, Social Media.