

Lorena Rivera Rojas

Contact Information:

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My name is Lorena Rivera, I am a graduate of the University of San Francisco with a bachelor's degree in Political Science and a minor in Legal Studies. I have experience in public administration, policy-making, teaching kids and teens, Microsoft, Salesforce, Word, Excel, PowerPoint, Google Docs, slides, Outlook, and every different kind of program related to them. I'm very passionate about constitutional law, administration, and public policy. One of my focuses is to help my community to be a safer place with better living conditions.

Education

Bachelor's degree in Political science

University of San Francisco - San Francisco, CA

August 2020 to December 15, 2023,

Relevant Courses: Public administration and Management, City and Slums, Early American Political Thought, Security and Terrorism, International Law, Foreign Policy, Modern American Political Thought, and American Justice

Work Experience:

Internship at Board of Supervisors, District 8, Supervisor Mandelman, San Francisco city hall - San Francisco, March 2023- December 2023

- I work in public service doing front desk
- Organization of agendas and calendars
- Working with vendors in the district for events and local business
- Public Administration and organization
- Part of my job consisted in answering emails, voicemails, and phone calls.
- Management and training of staff and new interns
- I work doing archives of constituent information, and making demos for district events.
- I attend board and budget meetings and take notes of the key points.
- Transcribe legislative docs and legal research

Behavioral Therapist

Kyo - San Jose, February 2022- August 2022

- I work with kids who are on the spectrum of autism and special needs
- Administration and data analytics, collection of data through research and testing
- My job as a BT was to provide support, therapy in every session and to have updated information about legislation related to child services, homelessness, and health care.

- Therapy with sensory, physical, echoic, verbal, and social interaction.

Tutor

Own business - San Jose, CA January 2019 to March 2020

- Teaching kids in different subjects.
- Budget analysis

Skills:

- Legal Research (2 years)
- Transcribe of documents
- Time Management
- Translation of documents
- Child Care
- Computer Skills
- Tutoring (1 year)
- Classroom Management
- Spanish interpreter
- Microsoft Powerpoint
- Presentation Skills
- Special Education
- Writing Skills
- Microsoft Outlook
- Google Docs
- Client Service
- Customer service (2 years)

Languages• Spanish - Expert/ Native • Italian- Proficient