

Sophya Ojeda

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CONGRESSIONAL EXPERIENCE:

Office of Congressman Mario Diaz-Balart (R-FL-26)

Legislative/Press Intern

Washington D.C.

January 2024-Present

- Manage daily front office operations, to include responding to tours, facilitating meeting coordination, and greeting guests in English/Spanish.
- Answer over 40 weekly calls from constituents on issues regarding immigration, and foreign affairs.
- Draft responses to various pieces of constituent correspondence on topics, regarding immigration, education, and social issues.
- Support legislative staff with research, to include drafting co-sponsor recommendations and briefing memoranda.
- Compiled daily press clips of the Congressman from national and local media, such as Reuters and Political Pro
- Tracked social media engagement on Twitter, Instagram, and Facebook.
- Draft weekly and monthly E-newsletters to maintain and foster communication with constituents.
- Created various graphic designs for use on social media platforms.

Office of Senator Marco Rubio (R-FL)

Legislative Intern

Washington D.C.

September-December 2023

- Answered over 100 weekly calls from constituents on issues, regarding foreign affairs, immigration, and healthcare.
- Batched and assigned responses to approximately 500 pieces of constituent correspondence.
- Drafted briefing memoranda every week to support legislative staff with research, to include legislation proposals and policy recommendations.
- Tracked press releases and social media engagement on Twitter, and Instagram to monitor the Senator's Western Hemisphere affairs.

OTHER EXPERIENCE:

Habitat For Humanity: FSU Chapter

Communications Chair

Tallahassee, FL

August 2022-May 2023

- Managed the organization's social media platforms, such as Instagram and Facebook.
- Created various graphic designs and gathered content for use on social media platforms.
- Facilitated weekly General Body Meetings to inform members about volunteer opportunities and events relating to the organization to increase on-campus engagement.
- Led and organized a popular weekly outreach event to promote on-campus engagements and advocate for the organization's mission.

British Broadcasting Corporation

Assistant Operations Manager

Miami, FL

June – July 2021

- Managed the upkeep of all filing systems to keep office correspondence organized.
- Tracked employee and company expenses.
- Assisted with operations for the entire office.

Strike Magazine

Digital Team Member

Tallahassee, FL

Fall 2021/2022

- Created content for Strike Magazines website.
- Curated concepts for photoshoots and was responsible for acquiring the location, models, outfits, makeup looks, and props.

EDUCATION:

Florida State University- Tallahassee, FL

May 2023

Bachelor of Science in International Affairs, Concentration: Spanish

KEY SKILLS:

- **Skills:** Excel, Word, PowerPoint, Salesforce, Microsoft Teams, IQ, Indigov, Canva Pro, and Constant Contact.
- **Languages:** Spanish (Fluent)