

# ALYSSA PORTA

---

Bonita Springs, FL 34135 • 2392731747 • anportaa@gmail.com

## Professional Summary

Highly motivated and dedicated professional with a passion for politics and a strong background in project coordination, government affairs, and political consulting. Demonstrated experience in the political landscape, working in both legislative and consultancy roles. Proven ability to navigate complex political environments and build relationships with key stakeholders. Committed to promoting conservative principles and advancing the interests of constituents.

## Education

**Bachelor of Arts:** Political Science, 05/2023

**Master of Arts:** International Affairs and Leadership, 05/2024

**Arizona State University** - Tempe, AZ

## Skills

- Project Coordination
- Government Affairs
- Political Consulting
- Communication and Messaging
- Intermediate Spanish
- Email Campaigns
- Event Planning
- Political Outreach
- Research and Analysis
- Collaboration and Teamwork
- Administrative Support
- Leadership

## Work History

**Project Coordinator**, 03/2023 to Current

**Flat Creek** – Remote

- Kept projects on schedule by managing deadlines and adjusting workflows.
- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Managed competing demands and professionally adapted to frequent changes, delays, and unexpected events.

**Political Consultant**, 08/2017 to 01/2023

**Naples Republican Club** – Naples, FL

- Successfully maintained and managed the membership database, ensuring accurate and up-to-date club supporters and contributors records.
- Created compelling and impactful content for social media platforms, effectively promoting the club's message and engaging with the online community.

- Oversaw the head of email distribution via Mailchimp, coordinating targeted email campaigns to reach and mobilize club members and supporters.

**District Aide**, 09/2021 to 11/2022

**Florida House Of Representatives** – Naples, FL

- Provided comprehensive support to elected officials, handling constituent inquiries, drafting correspondence, and managing schedules.
- Conducted research and analysis on legislative issues to inform decision-making processes.
- Assisted in the organization of community events, including town hall meetings and fundraisers.

**Student Intern**, 04/2022 to 08/2022

**Arizona State World Innovators** – Remote

- Engaged in research and analysis, focusing on innovative solutions to global challenges.
- Contributed to the development of policies and procedures for a Non-governmental Organization in India.
- Participated in collaborative projects, fostering cross-cultural dialogue and diplomacy.

**Legal Assistant**, 02/2019 to 02/2021

**Willis & Davidow Law** – Naples, FL

- Organized documents to manage paper and electronic filing systems of clients.
- Filed court documents and legal pleadings with the court clerk on behalf of attorneys.
- Prepared and drafted correspondence and legal forms to maintain smooth communications.
- Managed accounts and client records of clients, observing confidentiality and extreme discretion.

**Student Fellow**, 05/2020 to 08/2020

**Heritage Foundation** – Remote

- Gained valuable insight into conservative policy issues and contributed to research projects.
- Assisted in organizing conferences and events, facilitating dialogue on critical policy topics.
- Conducted extensive literature reviews and synthesized complex information into concise reports.