

# Jaizon Soehl-Zelaya

jaizonsoehlzelaya@gmail.com · (631) 312-8739 · Washington, DC · [LinkedIn](#) · [Digital Portfolio](#)

## WORK EXPERIENCE

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### Office of Congressman Ken Calvert CA-41 Washington, DC

*Intern*

January 2024-Present

- Compile press clips from local media such as Desert Sun and The Press Enterprise, photograph meetings and create graphic designs for social media
- Conduct research for the legislation team, take notes for the nation security team, and participate in Defense Appropriations meetings
- Manage constituent correspondence, setup congressional meetings, handle office calls, and coordinate Capitol Tours for constituent

### Office of Congressman Tom McClintock CA-05

Washington, DC

*Intern*

August 2023-December 2023

- Assisted in organizing press conferences, wrote emails to constituents, gathered press clips from The Modesto Bee and The Sacramento Bee, and photographed eighty-three Capitols Hill employees
- Attended committee briefings, handled letter tracking and formatting projects, and formed legislative binders for committee meetings
- Cataloged constituent mail, answered over sixty office phones calls weekly, provided two Capitol Tours on average per week, and schedule tours

### New Hanover County Republican Party

Wilmington, NC

*Intern*

March 2022-August 2023

- Planned annual Lincoln Douglass Reagan Dinner, raised over \$67,000 and had two hundred attendees
- Drafted information about the State and Federal Government to inform constituents and party members
- Assisted with the party's social media pages and promotional materials

## COMMUNITY INVOLVEMENT

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### URI Service Corp

Kingston, RI

*Community Advocate*

October 2022-May 2022

- Planned and fundraised for a group outing to Washington, D.C.
- Participated in community outreach activities with local non-profit organizations
- Restored a church in Maryland

### Boy Scouts of America

Brookhaven, NY

*Eagle Scout*

September 2008-May 2018

- Received over sixty merit badges, gathered seven palms, and obtained religious awards
- Raised money for the troop, collected items for food drives, and aided other scouts Eagle projects
- Acquired the rank of Eagle Scout, the project was a collaboration with Wertheim National Wildlife Refuge and made over twenty bat boxes for the Refuge

## EDUCATION

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### The University of Rhode Island

Kingston, RI

*Bachelor of Arts Political Science, History, and Criminal Justice*

May 2022

- Division One Athlete (Football), Dean's List, Honor Society, and CAA Commissioner's Honor Roll

## PROFESSIONAL SKILLS

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**Technology:** IQ, GQIS, TourTrackr, Photoshop, Premiere Pro, Photography and Social Media Analytics

**Soft Skills:** Patience, Time Management, Team Oriented, and Adaptable

**Languages:** English and Spanish

**Certification:** Working with Whistleblowers Curriculum and CPR and AED