

# Daniela G. Villarreal

1849 Tompkins Dr., Grand Prairie, TX 75051 • (626) 393 - 7330 • danielagvillarreal@gmail.com

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## Constituent Services

### QUALIFICATIONS:

**Software:** Microsoft Office-Word, Excel, PowerPoint, Publisher and Outlook

**Office:** Office Assistant, Secretary, Constituent Services Caseworker, Field Representative, Internship Co-Chairman

**Personal Attributes:** Diligent, Dedicated, Deadline Driven, Focused, Excellent Interpersonal & External Communicator, Follow-up, Resourceful, Adaptable and Trustworthy

**Bilingual:** Spanish- Read, Write, Speak

### WORK HISTORY:

**California State Assembly, 57<sup>th</sup> District – Industry, CA**

**April 1, 2014 – Present**

#### *Constituent Services Caseworker/ Field Representative*

- Provide administrative support to the District Director; managed calendar, coordinated meetings, prepared correspondence
- Assist Field Representatives with event preparations, handle logistics of arrival to for Assembly Member.
- Manage all aspects of constituent concerns in every avenue of communication to the Assembly Member and district office.
- Maintain an updated database with constituent information and upkeep of new data.
- Liaison between all department heads to ensure proper assistance and support with constituent concerns.
- Establish and maintain positive business relationships with city council and colleagues.

#### *Internship Co-Chairman*

- Create a learning experience for students seeking career in an office environment
- Select candidates from applicants per term

**California Assembly Democratic Party**

**July 2014 – Present**

#### *Campaign Volunteer*

- Organized campaign materials such as campaign buttons, printed banners, and brochures.
- Assisted the campaign managers in dispersing out the campaigning materials to the volunteers and supporters
- Developed routing tactics when distributing brochures and lawn signs to voters in a precinct map

**California State Assembly, 57<sup>th</sup> District – Industry, CA**

**Jan. 2014 – Apr. 2014**

#### *Intern*

- Worked with constituents, answering and forwarding calls
- Database development and upkeep of data entry
- Assisted staff in the office and out on field activities

**Rent A Center – El Monte, CA**

**Aug. 2008 – Jan. 2013**

#### *Assistant Store Manager, Sales*

- Resolved all customer concerns regarding merchandise, events, and product related questions.
- Provided excellent customer service and was point-of-contact in the store location.
- Coordinated and maintained showroom floor.
- Established and maintained business relationships with all clients, other stores, and vendors.
- Assisted Store Manager with tasks as needed, and assisted with coordination of employee roles.
- Assisted Manager with creating of new customer files and filing of rental agreements.
- Confirmed invoices, maintained store inventory, and delivery of merchandise.

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## EDUCATION:

Mt Sierra College – Monrovia, CA

*Bachelor of Science in Business Administration*

*Magna Cum Laude*

Oct. 2012 – Jun. 2016