

Andrea Amhazi Otero

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Experience

Organizing for America, 4/2012-11/2012

Field Organizer

- Recruited and managed over 100 volunteers to organize in their community to maximize voter turnout.
- Trained others on new Florida Voter Registration laws, database management and on achieving metric-based goals.
- Managed over 20 Summer and Fall Interns to develop leadership skills in organizing neighborhood teams.
- Planned and executed community-wide events with campaign staff, principals, and surrogates.

Buddy Dyer for Mayor, 01/2012-4/2012

Field Organizer

- Trained and coordinated a team of interns and volunteers in all aspects of the field program (phone banking, canvassing, data entry).
- Managed the office while handling trainings, special events, daily walk ins, and meetings.
- Worked with campaign staff and the candidate on community events that would encourage voter turnout.

Organizing for America, 09/2011-01/2012

Fall Fellow

- Obtained knowledge in campaign fundamentals and organized field activities.
- Created and implemented an outreach plan for assigned areas to build support in the community.

Morgan & Morgan, P.A., 05/2010-10/2010

Office Assistant

- Handled medical records, liens, discovery documents, the file system, etc.
- Answered phone calls from clients, attorneys, and third parties.

Orange County Clerk of Court, 05/2007-05/2010

Civil Division and Records Management Deputy Clerk

- Trained new employees and developed time management strategies for the work flow.
- Researched past cases to gather information requested by the Florida Department of Law Enforcement.

Orange County Clerk of Court Civil Division, 01/2008-12/2008

United Way of Florida Representative

- Developed a team of co-workers to fundraise for United Way.
- Attended meetings with the other divisions of the Clerk's office and other Orange County government departments.

Education

University of Central Florida

Bachelor of Arts Degree in Political Science Minor in Criminal Justice, 05/2006 – 12/2009

Certificates in Police Internal Affairs; Criminal Street Gangs; TASERS and Electronic Control Weapons

Skills

- Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook Express, VoteBuilder, NGP/VAN.
- Fluent in English and Portuguese, with understanding of Spanish.

References available upon request