

# Danika Padilla

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## OBJECTIVE

To obtain a challenging and rewarding position where I can use my education and professional experience.

## PROFESSIONAL EXPERIENCE

### **Campaign Manager**

**Aug 2012-Nov 2012**

#### **Lauren Walker for State Representative, Tacoma, WA**

- Reviewed and processed scheduling requests to set the candidates schedule
- Managed candidates personal correspondence; including emails and letters
- Served as field organizer to recruit and schedule volunteers to assist with phonebanking and doorbelling
- Staffed the Candidate at all meetings and events
- Assisted with fundraising and setting the budget
- Filled out candidate questionnaires and prepared candidate for interviews and forums

### **Call Time Manager/Finance Director**

**Feb 2012-Aug 2012**

#### **Laura Ruderman for Congress, Kirkland, WA**

- Set candidates schedule and staffed the candidate at meetings and events
- Managed candidates personal correspondence; including emails and letters
- Developed, implemented and executed 2012 fundraising plan
- Created, organized and maintained Call Time system with detailed contact records
- Worked with donors and supporters to schedule, organize and execute fundraising events
- Managed lists of donors, while creating new lists and researching potential donors
- Contacted and organized campaign volunteers to assist with special projects
- Assisted with field operations and outreach to voters

### **Legislative Intern, United States Senate**

**Sept 2011- Jan 2012**

#### **Office of Senator Maria Cantwell, Washington, DC**

- Drafted official correspondence to constituents
- Performed research on legislation and bills to update letters and co-sponsorship forms
- Processed and reviewed scheduling requests for the Senator and Legislative Staff
- Served as the first point of contact for constituents, answered phones, and sorted mail
- Attended hearings and briefings to assist legislative staff with note taking and information collection

### **Administrative Intern, United States House of Representatives**

**May 2010- Aug 2010**

#### **Office of Representative Jay Inslee, Washington, DC**

- Received exposure to the legislative process, and developed a strong understanding a congressional office
- Performed research on legislation for the Representative to use in briefings, meetings, and conferences.
- Assisted legislative staff with research on a variety of issues.
- Served as the first point of contact for constituents (answering phone calls, sorting mail, etc)
- Attended hearings and briefings to assist legislative staff and to learn about governmental procedure

### **Lead Recruitment Counselor, Washington State University**

**June 2011- July 2011**

- Recruit underprivileged students through Gear Up and Upward Bound college preparatory programs
- Served as the Lead Counselor and supervised two other employees

### **Recruitment Assistant (Cougar Connector),**

**Sept 2009 – June 2011**

#### **Washington State University Office of Admission**

- Recruited, established, and maintained positive relationships with prospective students and their parents through telephone interactions and visitation programs
- Provided comprehensive, educational, and entertaining campus tours that outlined the benefits of attending the university, including personal insights and lively historical accounts
- Attend multiple in-depth team training seminars each month

## EDUCATION

### **B.S. in Environmental Science, Washington State University**

**Aug 2011**

Emphasis in Public Policy

## TECHNOLOGICAL PROFICIENCIES

- Expert in Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Proficient in Votebuilder and NGP campaign software
- Experience in Intranet Quorum (IQ)
- Experience with Stella Modeling Software
- Experience with Minitab Statistical Software
- Proficient in answering multiline phone system
- Experience in Oracle and EMAS Software
- 6+ years of experience in customer service

References provided upon request