

Ana Vasquez · ana.vasquez@student.csulb.edu

Education

California State University, Long Beach, Expected December 2021

Political Science, M.A.

Focus: Major in American Law, Politics, and Public Policy and Minor in Global Politics

4.0 GPA (as of Fall 2020)

California State University, Long Beach, May 2014

Political Science, B.A.

Focus: Global Politics

International Studies, B.A.

Focus: Latin America & The Caribbean

3.83 GPA, Magna Cum Laude

Professional Experience

Grading Assistant, CSULB Moot Court

August 2020-Present

- Assist with proofreading and grading case briefs submitted for class credit.
- Provide students with feedback related to grammar, writing style, and clarity.
- Review student case brief submissions for regional and national championships.
- Create, update, and customize Excel gradebooks for each case being graded.
- Update the Moot Court director on the status of assignments turned in.
- Maintain a close working relationship with director to create reliability and communication as it relates to the assignments being graded.

Graduate Assistant, CSULB Political Science Department

August 2019-Present

- Work with assigned professors in their Political Science 100/American Government courses.
- Attend courses, review syllabus, and read course material.
- Grade weekly assignments and provide feedback to students.
- Grade exams and essays submitted by students.
- Meet with students in designated office hours.
- Answer student questions or concerns related to class material via email promptly.
- Confidence-building with students, to create a safe environment for questions.

Estate Planning Legal Assistant, Burstein Law Firm

February 2015-January 2019

- Drafted living trust paperwork for client appointments.
- Created property deeds for client residences in California, Nevada, and Texas.
- Researched county real estate laws and fees.
- Obtained employer identification numbers for estates from the Internal Revenue Service.
- Filed business forms for clients with the State of California Franchise Board.
- Trained and proofread the work of new employees.
- Ran the invoicing system by creating, updating, and managing Excel books.
- Maintained client-firm relationship through calls, emails, letters, and marketing material.

Internships and Volunteer Experience

Assistant to Community Organizer, **January – June 2014**
Long Beach Immigrant Rights Coalition

- Researched issues affecting the Long Beach undocumented community and their families.
- Planned informational events regarding immigrant rights, food scarcity, and health care.
- Canvassed the City of Long Beach personally to invite residents to events.
- Carried out events with team and helped with logistics of organizing.

Assistant to Program Director Dr. Richard Marcus **April 2014**
CSULB Global Studies Institute

- Organized foreign survey data for director.
- Electronically recorded data on Excel sheets with rubric provided.
- Worked at a fast pace to complete survey analysis entry.

Research Assistant, CSULB Global Studies Institute, **Summer 2013**

- Examined syllabi from every department at CSULB for international content, thoroughness, completeness, and adherence to university guidelines.
- Recorded findings from syllabi on Excel sheets.
- Provided director of the institute with updates regarding the content of syllabi.
- Worked at fast pace to complete the task in a short time frame.

Court Proceedings Intern for JusticeCorps **August 2012-May 2013**

- Worked with attorneys from the Los Angeles Legal Aid Foundation to assist in pro per litigants.
- Assisted litigants with divorce forms, eviction responses, and restraining order petitions.
- Directed litigants towards clerk's office with clear filing responses.

Office Assistant, Ricardo Lara for State Assembly Campaign **April-May 2010**

- Organized and prepared campaign material.
- Called voters to inform about candidate and policy initiatives.
- Canvassed the city personally with team to speak to voters.
- Planned events for the community with team.

Academic Associations and Awards

Phi Kappa Phi

Pi Sigma Alpha, The National Political Science Honor Society

The National Society of Collegiate Scholars

Outstanding First Year Graduate Student Award, CSULB Political Science Department, Fall 2020

Project HOGAR 2019 Graduate Recruitment Scholarship, Fall 2019

CSULB President's Honor List, Fall 2010 through Spring 2014

Exceptional Student Achievement Award, CSULB College of Liberal Arts, Spring 2014

Skills

- Fluent in spoken and written Spanish.
- Expertise with Microsoft Office programs.
- Experience in professional and academic environments.