

LISY PAREDES

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Professional Summary

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- Data Evaluation
- Team Collaboration
- Outstanding Communication Skills
- Statistical Data Gathering
- Policy Evaluation
- Multilingual
- Teambuilding
- Self-Motivated
- Multitasking Abilities

Work History

District Office Intern, 01/2023 to Current

Congresswoman Maria Elvira Salazar – Miami, FL

- Carried out day-day-day duties with constituents and federal cases accurately and efficiently.
- Answered incoming telephone calls, took down messages and provided information.
- Identified, researched and tracked legislative issues relevant to current public issues.

Campaign Intern, 05/2022 to 11/2022

Marco Rubio For Senate – South Florida

- Ran phone banks taking calls from donors wishing to contribute to political causes.
- Traveled with campaign team to help organize support at different locations.
- Educated new volunteers and students about campaign platforms.
- Engaged with supporters, potential supporters and opponents on a grassroots level.

Accounting Intern, 01/2021 to 02/2022

Miami Agro – Remote

- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Prepared monthly closings by creating journal entries and reconciling accounts.

Creative Writer, 04/2020 to 12/2021

Her Campus FIU – Miami, FL

- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach to college students.

Sports Supervisor, 06/2021 to 09/2021

Florida International University, MMC – Miami, FL

- Promoted good sportsmanship among players.
- Inspected sporting equipment for compliance with safety and event regulations.
- Verified accuracy of score calculations before winners were announced.

Education

Bachelor of Science: International Relations And Affairs, Expected in 05/2023

Florida International University - Miami, FL

Affiliations

College of Republicans at FIU