

Justin Vallejo

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EDUCATION

Florida International University

Miami, FL

Bachelor of Arts in International Relations

April 2022

- Magna Cum Laude,
- Certificate in Asian Globalization and Latin America
- Minor in Asian Studies

Miami Dade College

Miami, FL

Associate in Arts in International Relations

June 2020

WORK EXPERIENCE

Republican Party of Florida

Miami, FL

Field Organizer

July 2022 - Present

- Facilitated and organized events across Miami-Dade County to secure republican success.
- Trained and recruited volunteers for deployment of get-out-the-vote efforts.
- Canvassed targeted neighborhoods with a team to poll for the party.

Campaign for Marco Rubio for U.S. Senate

Miami, FL

Team Lead

June 2021- May 2022

- Managed a team of interns in South Florida which consisted of surveying neighborhoods in the county.
- Worked on campaign events to garner support from local constituents.
- Recruited Interns, to grow campaign force by 15%.

Florida International University

Miami, FL

Research Assistant

February 2022 – May 2022

- Obligated lead researcher in organizing and sorting research materials.
- Prepared reports of survey data and other analyses.
- Analyzed data and provided a student's perspective on surveys.
- Assisted in preparing for workshops and events.

Florida International University

Miami, FL

Student enrollment officer at One Stop

January 2021 - December 2022

- Successfully assisted over 1,000 students in understanding admission, registrar, and financial aid processes in a streamlined fashion
- Resolved graduation application issues within five minutes.
- Guaranteed Senior Citizens in registering for courses in less than 10 minutes.

CG Network Strategies Consultant LLC

Miami, FL

Administrative Assistant

December 2018 – December 2020

- Billing claim submission for Assisted Living Facilities, Adult Day Care, and Home Delivered Meal providers.
- Reviewed provider credentials.
- Reviewed contracts and contractual rates and provided feedback.

Dave & Buster's

Miami, FL

Busser

June 2017– November 2017

- Under a state of emergency, coordinated with managers to evacuate the building.
- Managed patrons' concerns and addressed them swiftly.
- Provided hasty service which resulted in lower patron response times.

SKILLS

Computer Skills: Highly Skilled in Microsoft Word, Microsoft Teams, Salesforce and People Soft; Medium skill in PowerPoint and Excel.

Languages: Fluent in English; Proficient in Spanish; Intermediate in Italian and Beginner at Japanese language

