

# DEREK RAFAEL JIMENEZ

(505) 777-7777  
DJimenez@coloradocollege.edu  
<http://linkedin.com/in/derekjimenez>

---

## EDUCATION

**Colorado College**, Colorado Springs, CO Dec. 2020

Bachelor of Arts, Major: Political Science, Minor: Nonviolence

*Honors:* Colorado College Endowment Scholarship, 2020 Community Service Student of the Year Nominee,  
American Institute of Research Scholarship, Horace Work Music Scholarship, Myrtle Bridges Music Scholarship

*Relevant Coursework:* Political Dynamics, Comparative Politics in Latin America, Civil Rights Movements, Gender and Politics, Minority Politics

**The London School of Economics**, London, UK Summer 2019

Modern British Politics, 4.0 GPA

---

## EXPERIENCE

**Department Assistant** Nov. 2017 – May 2019 & Sept. – Dec. 2020

Southwest Studies Department, Colorado College, CO

- Managed Department Office, as assisted with customer service, answered and responded to department emails and phone calls
- Assisted seven Southwest Studies faculty members with general administrative duties and responsibilities
- Maintained upkeep of weekly paperwork and time-crucial documents for both the Native American Student Union (NASU) and the American Indian Science & Engineering Society (AISES)

**Office of the Director and Office of Equal Opportunity Programs Intern** May – Aug. 2018

National Science Foundation (NSF), Arlington, VA

- Created the Standard Operating Procedure manual for Special Emphasis Program Managers currently utilized by the NSF
  - Designed and created an interactive online database of information for the NSF's official government website
  - Attended legal briefings, hearings and settlements regarding NSF discrimination complaints
  - Completed "Managing a Special Emphasis Program", United States Department of Agriculture Graduate School, Seattle, WA
- 

## LEADERSHIP AND COMMUNITY SERVICE

**Vice-President** Aug. 2018 – Dec. 2020

Native American Student Union (NASU), Colorado College, CO

- Oversaw NASU Board of Directors, organized and conducted weekly Board of Directors meetings
- Organized and presided over weekly NASU meetings, sustained open communication with all NASU members
- Coordinated special group events, campus-wide activities, conferences, guest speakers and fundraisers

**Action Committee Voting Member** Aug. – Dec. 2020

Political Science Department, Colorado College, CO

- Voted at weekly meetings on varying issues affecting and involving the Political Science Department
  - Helped advise the Political Science Department and guide direction of Department
  - Organized and attended numerous departmental events and activities: speakers, debates, rallies, voting stations
- 

## LANGUAGE AND COMPUTER SKILLS

Conversational Spanish

Extensive knowledge of Microsoft Suite