

DEREK RAFAEL JIMENEZ

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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, 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
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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
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LANGUAGE AND COMPUTER SKILLS

Conversational Spanish
Extensive knowledge of Microsoft Suite