

Edgar Ortega

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EDUCATION

American University

BA Interdisciplinary Studies: Communications, Legal Institutions, Economics, Government
Certificate in Advanced Leadership Studies

Washington, DC
August 2012-May 2016

EXPERIENCE

Political Compliance Management Services

Associate, Federal Campaign Compliance

Washington, DC
August 2017- Present

- Processed political contributions and ensured that they are in compliance with FEC rules and regulations.
- Maintained candidate and political action committee databases in NGP, including entry of donor information, contributions, and disbursements.
- Prepared and filed FEC quarterly financial reports, 48 hour contribution notice reports and other reports as needed.

Dewey Square Group

Intern, Grassroots Practice

Washington, DC
August 2016- July 2017

- Drafted weekly reports and collected data such as legislative target contacts for two advocacy campaigns.
- Promoted clients' Facebook and Twitter pages by writing and publishing social media content.
- Developed materials for client political support such as letters to Members of Congress and op-eds.
- Assisted in new business acquisition by creating research briefs on potential new clients or issues.
- Monitored media to track issues and legislation by creating daily press briefs.
- Provided front desk, event, and administrative support for the firm and its clients when needed.

Office of Management and Budget

Intern, Community Solutions Team

Washington, DC
September 2015- December 2015

- Created background research and editorial review for high-level policy documents regarding place based initiatives.
- Communicated with members of team with regular briefings on current events relevant to place based initiatives.
- Coordinated calendar and logistics for a number of high-level meetings among key White House policy officials.
- Captured knowledge and follow-up for key stakeholder meetings.

Office of The Mayor of Chicago

Public Service Intern, Federal Affairs Office

Washington, DC
January 2015- April 2015

- Presented a weekly chart of available federal grants for city officials, resulting in funds for different projects and city departments, including the Chicago Transit Authority, Chicago Public Schools, and Chicago Police Department.
- Researched congressional legislation regarding transportation and investments, and prepared memos that advised the Mayor of their impact on the City's ability to receive federal funds.
- Transcribed congressional hearings and White House conference calls on issues such as immigration, education and transportation to update the mayor.
- Produced a list of news clips referencing Chicago and federal issues affecting the city, helping the Mayor and City Hall offices to focus their resources on high visibility issues.
- Connected Federal Affairs staff with Federal and City Hall departments, which helped them arrange meetings with the Mayor and the Illinois Congressional delegation, as well as local visits by Transportation Secretary Anthony Foxx and EPA Administrator Gina McCarthy.

Public Citizen

Communications Intern, Congress Watch

Washington, DC
August 2014-December 2014

- Maintained a press list by researching press contacts, entering data, and monitoring and collecting relevant news clips to support Congress Watch, a division of Public Citizen that fights for consumer interests before the U.S. Congress and serves as a government watchdog.
- Wrote and proofread fact sheets, blog posts, Twitter posts and articles to advance media strategy aimed at ending forced arbitration clauses in contracts such as checking accounts, credit cards and prepaid cards.

SKILLS

- *Language:* Spanish (Native Speaker)
- *Technical:* Proficient in NGP VAN, Adobe Photoshop, Adobe Illustrator, MS Word, Excel, Outlook, and PowerPoint.