

# Mateo Ruiz-leal (He/Him)

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Passionate Ethics, History, and Public Policy student with a technical background, exploring the Nexus between technology and policy. Driven by my engineering background, I aim to make meaningful contributions in spaces where technology intersects with real-world impact. Extensive experience mentoring and guiding students in DEI spaces.

## EDUCATION

**Carnegie Mellon University**, Pittsburgh, PA May 2026  
Bachelor of Arts in Ethics, History, & Public Policy  
Minors in Engineering Studies, & Politics and Public Policy Analysis  
Relevant Coursework: Writing for the Professions, Fundamentals of Programming, Concepts of Cyber Warfare, Microeconomics, Principles of Imperative Computation, Introduction to Political Philosophy, Reasoning with Data

## RELEVANT EXPERIENCE

**U.S. House of Representatives**, Washington D.C. August 2024 - December 2024  
2024 Fall internship for Congresswoman Susie Lee (NV-03)

- Conducted in-depth research on legislative issues, analyzing proposed bills and their potential impact on constituents. Summarized findings in detailed memos for the representative's review.
- Drafted concise and informative memos for meetings between the representative and stakeholders, offering essential insights to guide decision-making.
- Engaged with constituents via phone, email, and in-person meetings, addressing their concerns and providing timely responses. Utilized IQ Connect extensively to filter and categorize data.

**Council for Advancement and Support of Education (CASE)**, Philadelphia, PA June 2024 - July 2024  
CMU Center for Business Engagement Intern

- Conducted a comprehensive benchmarking analysis on alumni incorporation strategies within university-corporate engagement frameworks, through cold emailing, online meetings, and phone calls.
- Compiled a concise report highlighting actionable recommendations for alumni relations from a business engagement perspective which is being used to create a new system at the CBE.
- Collaborated with peer institutions to understand and analyze their alumni engagement practices.

**Carnegie Mellon University**, Pittsburgh, PA May 2022 - Present  
Tartan Scholar Ambassador

- Serve as ambassador to a cohort of 100+ students by delivering relevant information about courses, campus resources, and helping students build relations with other students through ice breakers and other activities.
- Manage a group of 8-10 students from low-income and underrepresented backgrounds. Serving as the first point of contact on campus and providing year-round guidance, support, and resources.
- Maintain a high level of communication with first-year students, other ambassadors, and CMU professional staff and faculty through monthly emails and in person meetings.

## SKILLS

Programming Languages: Python 3, LaTeX, SystemVerilog, JavaScript, TypeScript, MATLAB, C  
Applications: AutoCAD, Photoshop, Google Drive, Adobe Photoshop, Cinema 4D, Overleaf  
Spoken Languages: Fluent in Spanish; Fluent in English

## EXTRA CURRICULAR ACTIVITIES

Colombian Student Association (CSO) | President

- Manage yearly 6-10k budget, plan and execute 12+ events, organized and hosted cultural exposition events.

Spanish and Latino Student Association (S.A.L.S.A.) | Events Coordinator

- Plan and execute 22+ events, collaborated with other organizations, increased member participation by 40%.

Juntos | Member

- Engaged in a transformative week-long service trip to address critical needs within the Dominican Republic.

Deloitte's Leadership Allyship & Mentorship Program (DLAMP) | Member