

## Ashley Soto

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### Education

#### University of Connecticut, *Bachelor of Arts*

May 2026

Major: Political Science

GPA: 3.5/4.0 | Major GPA: 3.9/4.0

- Honors Program | Special Program in Law (SpinL)

### Professional Related Experience

#### Department of Political Science

September 2025- Present

Student Administrative Trainee

University of Connecticut, Storrs, CT

- Recorded and analyzed student, alumni, and community data using Excel and LinkedIn, improving engagement and streamlining departmental operations.
- Managed departmental communications and outreach by maintaining websites, updating mentorship databases, and overseeing social media content to enhance stakeholder engagement.

#### East Motor LLC

June 2021 – August 2023

Analyst Intern

Willimantic, CT

- Assisted in preparation and finalization of business documents, including bills of sale, titles, and warranties for equipment transportation, ensuring compliance with international trade regulations.
- Translated contracts and agreements between English and Spanish to support accurate communication between companies engaged in global machinery transactions.
- Conducted market research on high-demand machinery (e.g., skid steers, forklifts) in the Peruvian heavy equipment sector to inform strategic sales and procurement decisions.

### Professional Experience

#### The Consulate General of Peru

June 2025 – Present

Consular Intern

Hartford, CT

- Facilitate the preparation and processing of official documents such as passports, citizenship applications, national IDs (DNI), and visa applications.
- Managed client information in Excel, regularly updating records to ensure accurate processing and timely shipment of official documents.
- Promoted Peruvian cultural identity by participating in community events and managing social media content to boost local outreach and engagement.

#### Office of Congresswoman Rosa L. DeLauro

January 2025 – April 2025

Legislative Intern

U.S. House of Representative, Washington, D.C.

- Crafted detailed summaries of congressional hearings and briefings to equip legislative staff with accurate information for policy decision-making
- Managed hundreds of constituent communications daily by answering calls and batching messages by topic to ensure organized and efficient follow-up

#### Political Science Honors Bennett Research Assistant Program

September 2022 – December 2022

Research Assistant

University of Connecticut, Storrs, CT

- Assessed and synthesized research on coal tar sanctions for Dr. Kimberly Bergendahl, formatting findings in Microsoft Word for clarity and professional presentation
- Tracked and maintained state-by-state data, regularly updating folders and collecting information on local representatives to enhance research accuracy

### University Campus Engagement

#### First Generation Student Society

September 2023 – Present

Historian (Fall 2023), Tri-Alpha Liaison (Fall 2024), Co-Social Media Chair (Fall 2025)

University of Connecticut, Storrs, CT

- Manage and lead events that support first-generation college students by sharing resources, peer guidance, and personal experiences
- Collaborate with campus organizations to host joint programs that promote student engagement and community building

### Skills & Language

Skills: Microsoft Office, Aurora, RStudio, Canva, Cap Cut

Language: Spanish (Native Speaker), Korean, Mandarin, and German (Elementary Level)