

Michael Aaron Felix

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Cell: 909-322-1266

EDUCATION

University of California, Berkeley
Bachelor of Arts in History

January 2009 to December 2014

University of California, District of Columbia
UC Washington Center Academic Program

August 2014 to December 2014

University College Dublin, Dublin, Ireland
Study Abroad, UC Berkeley

June 2013 to August 2013

WORK EXPERIENCE

Office of Congressman Xavier Becerra
Intern for Member of the U.S. House of Representatives

August 2014 to December 2014
Washington, D.C.

- Answered constituent phone calls, sorted daily mail, and screened constituent emails for the Legislative Aide using Fireside 21 software.
- Attended committee hearings and briefings while taking notes for Legislative Correspondents and the Legislative Director. Transcribed notes and created memorandums.
- Restocked office supplies and maintained cleanliness of the Washington office and storage room.

Office of Deputy Patrick O'Donovan
Intern for Member of the Irish Parliament

June 2013 to August 2013
Dublin, Ireland

- Handled large web design projects that required organizing previous speeches and archiving them online while providing links.
- Managed office tasks consisting of data entry and taking messages.
- Assisted two employees on a mass marketing project, which resulted in a letter campaign that was sent to approximately 2,000 constituents.

Lowes Home Improvement
Unload Associate

February 2012 to May 2012
Ontario, CA

Albertsons LLC
Courtesy Clerk

July 2008 to December 2008
Chino Hills, CA

SKILLS

- Bilingual in English and Spanish
- Proficient in Microsoft Suite
- Comfortable working with Microsoft and Mac Operating Systems
- 60 WPM