

Ligia Vela

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EDUCATION

THE GEORGE WASHINGTON UNIVERSITY

Bachelor of Arts: Double Major in Communication and Human Services

Communication GPA: 3.6/4.0

Human Services GPA: 3.7/4.0

Washington, D.C.

May 2015

THE AMERICAN UNIVERSITY OF PARIS

Study Abroad, Communication

Paris, France

September-December 2013

WORK EXPERIENCE

SPHERE CONSULTING

Washington, D.C.

Research Intern

February-May 2013; September 2014-December 2014

- Researched and developed presentations related to media and political stakeholders for deals valued at over \$4 billion
- Conducted daily media and stakeholder analysis related to client work, monitored public opinion, maintained relevant databases, and prepared media summaries for lawyers and sponsors to be kept abreast of developments
- Prepared briefings for C-Level client meetings on current and potential opportunities
- Served as secondary point of contact for a nonprofit client and promoted a leadership and goal setting event to facilitate key partnership initiatives

AIDS FOR AIDS

New York City, NY

Marketing Intern

May-July 2014

- Assisted the Head of Marketing with the composition of the guest list for the first Latin American event hosted at the MET, grossing over \$1 million in revenue
- Planned art expo with approximately 200 attendees, of which 15% transitioned into active donors

COALITION FOR THE NATIONAL MUSEUM OF THE AMERICAN PEOPLE

Washington, D.C.

Public Relations Associate

January- May 2014

- Held meetings with Hispanic and Latino embassies to advocate for the construction of the Museum, which resulted in support from four key Latin American Countries
- Assisted in promoting the Museum in communities via press releases and coordination of embassy meetings

THE ORGANIZATION OF AMERICAN STATES

Washington, D.C.

Communication Intern

June-July 2011

- Assisted the Communication Department Head in writing speeches and promoting technological know-how to facilitate presentations
- Organized employee internal communication to increase participation and engagement for in-office events

VOLUNTEER EXPERIENCE

KID POWER INC.

Washington, D.C.

Student Consultant

February-May 2014

- Collaborated in the recruiting and budgeting of a new Development Director
- Wrote and successfully collaborated on a \$5,000 grant proposal to ensure Kid Power's summer program

THE HIGHER ACHEIVEMENT PROGRAM

Washington, D.C.

Mentor

February-December 2012

- Organized teaching materials to develop and evaluate writing, reading, comprehension, and analytical skills for students
- Created a database for volunteers to monitor students academic development, and suggest changes to enhance students' educational plans

ACTIVITIES & SKILLS

Technology: Microsoft Office Suite, LexisNexis, Cision Point, Certify, Keynote

Languages: English (Native), Spanish (Native), French (Basic)

Member, The George Washington University Women in Business 2014-Present

Volunteer for Elderly Health, St. Mary's Court, January-June 2013

Project Manager - Advertising, Students For Education Reform, 2012-Present

Member, The National Society of Collegiate Scholars, 2012-Present

Fundraising Leader, Portsmouth Abbey School, 2011-Present