

# ROMELIA M. GRAEFRATH

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## Experience

### **POLITICS & GENDER — Cambridge University Press**

Notre Dame, IN

#### **Editorial Assistant**

2020-2021

- Edited and refined over 150 academic manuscripts with attention to tone, clarity, and audience; ensured brand consistency in line with journal identity
- Conducted technical reviews and Chicago-style copyedits; ensured integrity of citations and references
- Led the launch of a virtual special issue that expanded readership and citation impact by spotlighting underrepresented voices
- Maintained communication with contributors, aligning messaging across channels

### **MARIPOSA LEGAL**

Indianapolis, IN

#### **Co-Executive Director & DOJ Accredited Representative**

2020-2025

- Led strategic communications and grant writing, securing over \$340,000 in funding through compelling narrative proposals, including a recent \$90,000 unrestricted operating grant
- Developed content and materials for community programs, synthesized complex legal information for bilingual and low-literacy audiences
- Directed storytelling efforts in newsletters, reports, and advocacy campaigns to raise brand visibility

### **HARVARD UNIVERSITY — Hutchins Center, W. E. B. Du Bois Institute**

Cambridge, MA

#### **Ford Foundation Fellow**

2022-2023

- Created accessible research reports tailored for public and professional audiences
- Translated data and insights into people-centered stories that influenced national legal aid strategies

### **UNIVERSITY OF NOTRE DAME**

Notre Dame, IN

#### **Ph.D. Candidate & Teaching Assistant**

2019-2022

- Taught undergraduate courses on U.S. Government, World Politics, and Public Policy (median eval: 4.9/5.0)
- Designed and taught a college readiness course for underserved high school students focusing on writing
- Managed NSF and Ford Foundation research grants and supervised a student research team
- Published academic research and thought leadership in outlets like *The Washington Post* on identity, culture, and social change demonstrating voice adaptability and audience targeting

## Education

### **UNIVERSITY OF NOTRE DAME**

Notre Dame, IN

Doctor of Philosophy, Political Science

2023

### **UNIVERSITY OF ILLINOIS**

Champaign, IL

Bachelor of Arts, Political Science and Latino Studies

2016

## Skills & Tools

**Languages:** English (Native), Spanish (Fluent)

**Tools:** Adobe Suite, Microsoft Office, Mailchimp, Editorial Manager, Qualtrics, R

**Skills:** Copywriting, Brand Voice Continuity, Public-Facing Content, Editorial Strategy, Persuasive Storytelling

**Awards:** Excellence in Teaching Award, Community Impact Award

**Certifications:** Advanced Teaching Scholar Certificate, Public Scholarship Certificate