

Rodrigo Vela

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EDUCATION

University of California, San Diego | San Diego, Ca

Expected June 2024

Bachelor of Science in Business Economics

WORK EXPERIENCE

County of San Diego - District Attorney Office (*Victim Services Division*)

(October 2023 - Present)

Student Worker

- Collaborate with legal professionals to validate restitution claims, maintaining adherence to legal standards and verifying accuracy of restitution forms.
- Generate and mail restitution forms for victims, ensuring accurate and timely support.

Vela Galvan Law

(June 2023 - September 2023)

Legal Assistant

- Compiled comprehensive and insightful case briefs for attorney review.
- Organized and assembled trial binders, ensuring the seamless presentation of critical case information during court proceedings.
- Thoroughly researched CALCRIM jury instructions and conducted detailed analysis of the elements of crimes.

County of San Diego - District 2 Supervisor

(February 2023 - June 2023)

Legislative Intern

- Demonstrated exceptional professionalism and communication skills in dealings with constituents, successfully providing them with support and solutions to concerns.
- Offered strong administrative support in staffing the Supervisor during events.

County of Imperial - District Attorney Office

(July 2019 - August 2019) (July 2021 - August 2021)

Intern

- Shadowed Deputy District Attorney's day-to-day activities including attending trials, preliminary hearings, arraignments, and witness/victim interviews.
- Assisted in writing of direct and cross examinations of witnesses under direct supervision of a Deputy District Attorney.

University of San Diego, California

(January 2022 - July 2022)

Guitar Instructor

- Successfully taught and managed four different groups of 10 students.

SKILLS AND INTERESTS

- Bilingual/Fluent (English and Spanish), Proficient in R and HTML, Tennis, Guitar, Music Production

COMMUNITY SERVICE

Brown Bag Coalition - Volunteer (120+ Hrs)

Calexico, Ca

- Provided food and supplies to homeless communities.