





MONICA G. CERREZUELA

CONTACT

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-  232 S. Monroe Ave.
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EDUCATION

University of Michigan
B.A., Public Policy
Minor in Spanish
2009-2013

SKILLS

Superior Oral & Written
Communication

Exceptional research skills

Deep knowledge of legislative
and policy making process

Advanced Spanish
language skills

WORK EXPERIENCE

Chief of Staff

Central Ohio Transit Authority | July 2019 – Present

- Work directly with President/CEO and Deputy CEO to promote strategic vision and priorities throughout the organization.
- Prepare for and facilitate key stakeholder meetings with the Board of Trustees, senior leadership, and key external partners.
- Lead coordination of special projects and commitments directly involving the President/CEO.
- Support and synchronize the efforts of marketing, government and community affairs, and communication divisions with senior leadership team in order to produce a seamless, integrated organization narrative.

Senior Executive Assistant

Central Ohio Transit Authority | October 2018 – July 2019

- Provided critical support to both President/CEO and Deputy CEO—including calendar management, travel logistics, and day-to-day operations of President's office.
- Served as Board Secretary providing administrative support for meetings of the Board of Trustees.

Advocacy & Community Outreach Manager

The Women's Fund of Central Ohio | June 2017 – October 2018

- Responsible for creation and implementation of multi-dimensional advocacy agenda and strategy for the organization.
- Managed and staffed the board's Advocacy Committee to help guide the organization during the strategic planning process.
- Fostered relationships with elected officials and community leaders for collaboration opportunities on women's economic empowerment and leadership.
- Successfully planned our annual Statehouse Day event in 2018 from conception to execution for over 380 attendees.

Special Assistant to the Minority Leader

Ohio Senate | January 2016 - June 2017

- Served as the primary political advisor and senior office staff member to Senate Minority Leader Joe Schiavoni.
- Managed the Leader's legislative portfolio from conception through the policy making process, working with supporting, neutral, and opposing parties to address concerns and find common ground.
- Composed and edited public press releases, key floor statements, and talking points for media appearances and public events.

Senior Legislative Aide

Ohio Senate | January 2015 – December 2015

- Oversaw and managed all office functions—including legislative policy, scheduling, and communications.
- Developed a three-month plan to develop vital relationships with relevant actors in both the legislative, business, and community spheres.
- Orchestrated a district-wide mayoral luncheon and regional legislative meeting to facilitate discussion regarding pertinent community matters with elected officials.

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AFFILIATIONS & COMMUNITY WORK

Columbus Women's Commission,
Commissioner

Franklin County Adelante
Democrats, Chair

Franklin County Democratic Party,
Central Committee Member
– Ward 4

Latina Equal Pay Day Forum,
Planning Committee Member

New Leaders Council Columbus,
Executive Board Member (Past)

WORK EXPERIENCE (CONTINUED)

Legislative Fellow

Legislative Service Commission | December 2013 – December 2014

- Collaborated with Senate and House of Representatives offices, Senate caucus staff, state agencies, and interested parties to accomplish mutual objectives.
- Organized and orchestrated all events in both Columbus and Cleveland areas on behalf of the senator.

Legal Assistant

Antone, Casagrande & Adwers, PC | May 2013 – November 2013

- Directly assisted attorneys with preparation of immigration forms and applications, including Adjustment of Status, Asylum, DACA, H-1B, TN, Naturalization, Removal Proceedings, and other family and employment-based paperwork.
- Conducted new client intake information, including Spanish-speaking clientele.
- Tracked all federal immigration legislation and changes to filing requirements.
- Coordinated with U.S. Embassies across the globe, as well as federal and state agencies to resolve filing issues on behalf of the client.

Intern

U.S. Senator Sherrod Brown | June 2012 – August 2012

- Assisted with daily office functions including telephone calls, opinion tracking, and sorting mail.
- Contributed to planning the Ohio Veteran's Medal Presentation at the Akron Aeros baseball game.
- Facilitated Constituent Liaisons by systematizing constituent casework into the InterTrac Software.

REFERENCES

Joanna M. Pinkerton
President/CEO
Central Ohio Transit Authority
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Director of Grants and Programs
The Women's Fund of Central Ohio
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Joe Schiavoni
Former State Senator & Minority Leader
Ohio Senate
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Ohio Senate
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