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# Berita Lutolli (Rexha Giraldo)

Fresh Meadows, Queens, New York

24 years old

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## Education

### Queens College, City University of New York

*M.A. Urban Affairs (Class of 2022)*

Part-time/Night classes - Current courses: Urban Research; The Just City in Theory and in Practice

### Yale Law School

*Women's Campaign School (June 2019)*

Participated in a highly-selective and intensive program aimed at increasing the number of women elected into office and in the campaign field through political campaign management training and public speaking practice. Taught by former White House and presidential staff as well as former and current presidential campaign staff. Personal project focused on Maine's current senatorial race.

### Queens College, City University Of New York

*B.A. in Political Science & Government (Class of 2019)*

Clubs: Alliance of Latin American Students, Feminist Philosophy, Political Science, Resident Student Association (Representative)

Graduated with a 3.5 overall GPA and 3.9 GPA in Political Science and Government

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## Experience

### NYC Health + Hospitals, Northern Boulevard COVID Testing Site

*Logistics Coordinator*

November 2020-Present, Queens (New York)

Coordinated COVID testing and patient registration at different testing sites, ensured that all team members are provided with necessary PPE, redirected patients to appropriate service providers when needed, gave patients directions and guidelines on how to stay safe and protected. Currently placed at the Northern Boulevard COVID testing site.

### XPress Taping, Inc.

*Personal Protective Equipment (PPE) Manufacturing Extension, Employee*

April 2020-June 2020, Queens (New York)

Made personal protective equipment for nurses in four different hospitals in NYC through a family-owned construction business temporarily re-converted and offering PPE manufacturing services to New York State

### CUNY Citizenship Now!

*Central Office, New York City Council Program Assistant & Application Assistance Volunteer*

July 2019-March 2020, Manhattan (New York)

Provided administrative support for the expansion of our City Council services, communicated and updated our Council Member's offices to ensure a smooth run of our program, participated in Citizenship application assistance events on Saturdays, helped completing N-400s for participants, updated participant case notes, shadowed attorneys and helped complete Adjustment of Status cases, created monthly and event-specific reports for cases opened and/or

completed, scheduled appointments with attorneys, translated when needed during events and appointments

### **PEN America**

#### *DREAMing Out Loud Program, Writer*

Spring 2019 and Spring 2020, Queens (New York)

Selected to take part in the DREAMing out Loud 2019 and 2020 cohorts, that trained student writers to include their immigrant voices and stories in NYC literature and understand writing industry

### **Generation Citizen**

#### *John Bowne High School, Democracy Coach/12th Grade teacher*

February 2019-May 2019, Queens (New York)

Taught high school students how to actively participate in politics through organizing and outreach, as well as community planning and effective communication; DOE-supervised

### **Dominico-American Society of Queens**

#### *Youth Development Program, Lead Instructor*

January 2019-May 2019, Queens (New York)

Taught after-school classes for at-risk youth in a predominantly Latinx community, aimed at putting them on a path towards middle and high-school completion

### **DoSomething.org**

#### *Campaigns Intern*

February 2019-May 2019, Manhattan (New York)

Helped with day-to-day campaign management, research and submissions, brainstormed campaign ideas and wrote campaign content, helped with monthly civic engagement campaigns around immigration and college admissions

### **New York City Council, Council Member Levine, New York**

#### *CUNY Service Corps Fellow*

September 2018-May 2019, Manhattan (New York)

Participated in outreach efforts and referral to government services, assisted at the legislative office and researched policy for council-related efforts by Mark Levine and staff, handled communication related to constituents, media and other organizations

### **Alexandria Ocasio-Cortez for Congress**

#### *Bronx and Queens Campaign help*

August 2018-November 2018, Queens and the Bronx (New York)

Led a team of canvassers to cover the Bronx, individually canvassed in Queens and the Bronx, reached out to constituents all throughout District 14 through the phone

### **EuropUSA/Mondassur/AIG, Paris**

#### *International Business Assistant*

June 2018-July 2018, Paris (France)

Assisted senior management in handling customer cases and investment, offered new ideas on investment opportunities and partnerships, communicated with academic partners in the U.S. and France, advised clients and handled contracts in the U.S.

## **New York City Mayor's Office**

### *Office of Appointments, Intern*

January 2018-May 2018, Manhattan (New York)

Created profiles in the database for potential government appointees, became familiar with the vetting and appointment process for Boards and Commissions members, attended City Council and Town Hall meetings, helped plan events for current employees

## **Queens College Vice President's Office**

### *Office of Sustainability / Office of Government Affairs, Double-position Intern*

January 2018-May 2018, Queens (New York)

Helped redesign the sustainability webpage to make the school's initiatives more well-known and accessible / Helped reach out to City Council and Assembly members for funding and talked to potential speakers for school events

## **New York City Mayor's Office**

### *Office of Immigrant Affairs, Volunteer*

October 2017-May 2018, Queens and Manhattan (New York)

Supported outreach efforts: volunteered during citizenship events, handed out IDNYC flyers and helped sign more people up for the IDNYC card

## **Queens College**

### *Fundraiser*

October 2017-November 2018, Queens (New York)

Fundraised a total of \$3000 for Queens College through the yearly phonathon campaigns organized in partnership with Wilson-Bennett Technology on campus

## **Kupferberg Center for the Arts**

### *Usher*

September 2017-March 2020, Queens (New York)

Assisted patrons at entertainment events by collecting admission tickets and passes from patrons, assisted in finding seats, searching for lost articles, and locating facilities such as restrooms and telephones

**Previous Experience also includes:** Teaching, administrative and social work, translation, humanitarian trips with Serve The City and Habitat for Humanity

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## **Skills**

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**Languages:** English, Spanish, French, Albanian (all fluent)

**Computer:** Word, Excel, PowerPoint, SharePoint

**Other Skills:** Good interpersonal skills, good time management, strong ability to prioritize, strong writing and communication, good analytical and organizational skills, public speaking and leadership

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## **Distinctions**

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**2020:** Published in PEN America's *DREAMing Out Loud: Voices of Undocumented Students, volume 2* ("Stanger")

**2019:** Published in PEN America's *DREAMing Out Loud: Voices of Undocumented Students, volume 1* ("To My Mother, IV", "The Worth You Forgot To Put On My Name", "Crooked Hands and White Dreams")

**2019: Political Science Department Honors** for Academic Excellence

**2019: Lenny Markowitz Award** for the Women's Campaign School Summer Program at Yale Law School

**2018: Induction into Pi Sigma Alpha**, National Political Science Honor Society, CUNY Queens College chapter

**2016: Excellence in Advanced Philosophy** from Saint-Denis University in Paris, France