

Resume: Narah Neri



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Summary

Proven track record of managing demanding public policy issues and implementing constituent outreach strategies across traditional and digital platforms in various languages. Narah is an exceptional project manager and detail oriented team member. Expert proficiency administrative management, stakeholder outreach, database management, social media strategies, and event planning.

Education

Bachelor of Arts in Political Science & American Studies, May 2014
California State University, Fullerton

Areas of Expertise

Project Management
Strategic Communications
Stakeholder Management
Government Affairs
Community Outreach
Public Affairs & Policy

Additional Work History

*Executive Assistant to
District Attorney Todd Spitzer*
March 2021 – December 2022

Account Executive, Communications LAB
January 2021 – March 2021

*Director of Constituent Services for
Senator Ling Ling Chang*
August 2018 – December 2020

*District Scheduler for Chairman Ed Royce,
House Foreign Affairs Committee*
June 2014 – August 2018

Sr. Account Manager, Public Affairs, Communications LAB

Orange, CA
December 2024 - Present

- Delivers effective account management services to diverse clients, including: Cigna, Oxford Preparatory Academy and various political candidates.
- Specializes in public outreach, media strategies, communications ascertainment, project management, event planning and political campaigns.

District Director Congresswoman Michelle Steel

District Director | August 2024 – November 2024
Director of Constituent Services | January 2023 – August 2024

OUTREACH

- Implement strategic outreach plans for 15 cities across 2 counties and in ethnic minority communities
- Represent the Congresswoman in front of key officials and stakeholders
- Work directly with local city councils, police departments and city managers to keep the Congresswoman abreast of priorities and concerns

PROGRAMMING

- Direct California projects, enabling the team to host 50+ events and participate in 1,000+ engagements annually
- Coordinate directly with the Congresswoman and Executive Assistant on scheduling, providing analysis regarding availability, staffing and security needs
- Collaborate with local school districts, administration and teachers to increase local participation in student programs by 200%

MEDIA

- Organize press opportunities in conjunction with Communications Team strategy
- Collaborate with Press Secretary on appropriate social media and newsletter messaging as it relates to the congressional district

CASEWORK

- Interface with constituents to understand their needs and the complexities of dealing with federal government agencies
- Train district staff and maintain manual on constituent inquiries with various federal agencies
- Work with federal agencies to close 1,500+ case inquiries with a return of over \$4.5 million to constituents directly

MANAGEMENT & ADMINISTRATION

- Train & equip district staff to present information and respond to inquiries from individuals, businesses and other interested parties
- Coordinate with local law enforcement and Capitol Police on team and Member of Congress safety protocols at public
- Review and approve staff reimbursement forms and submit invoices and bills to be paid