

José Luis Barajas

Relevant Experience

Monterey County Business Council

Program Analyst, Building Business Back

Salinas, CA

July 2022 - Present

Match businesses with respective programs to help their business grow and thrive. Implement Building Business Back hybrid workshops with our program partners and other industry organizations in English and Spanish. Build and maintain relationships with minority-serving community based organizations. Create marketing material for the Monterey County Business Council and maintain the organization's social media presence. Read and analyze County and City ordinances and policies with respect to all aspects of business. Coordinate County-wide business disaster relief efforts to lobby State and Federal officials for emergency assistance. Lead the program's relationships with women-serving, minority-serving, and LGBTQ+ serving organizations to remove barriers to business ownership and expansion.

Community Strategies California

Field Coordinator

Salinas, CA

May 2018 - October 2022

Coordinated an array of campaigns ranging from County-wide initiatives, Mayoral races, and School Board races. Oversaw and trained teams of volunteers and canvassers. Managed resources effectively to increase messaging, reach, and overall support for each campaign. Planned and executed events for community outreach. Drafted and implemented social media campaigns.

The Nordstrom Law Firm

Worker's Compensation Paralegal

Salinas, CA

Nov 2021 - Feb 2022

Oversaw implementation of new Client Management Software (Trello). Managed attorney calendar and scheduled consultations. Communicated with pertinent agencies and courts. Translated during consultations and follow-up appointments with clients.

Bhatnagar Law Office

Immigration Paralegal

Salinas, CA

Jun 2021 - Oct 2021

Completed: I-589, I-918, I-130, I-130A, I-485, I-765, I-918, I-918B applications and declarations for USCIS and the San Francisco Immigration Court. Submitted FOIA requests and background checks for clients. Translated civil documents and upon the attorney's request for consultations. Drafted correspondence to USCIS Requests for Evidence for approval to submit. Addressed client questions and concerns. Coordinated attorney calendar and processed client payments.

Latin Advocacy Network

Legal Intern

Salinas, CA

May 2018 - Jun 2018

Managed attorney calendar and recorded client payments. Assisted with legal research and prepared I-589 and I-918 applications for USCIS. Created short presentations for outreach events in the local community.

United Nations Association of Eastern Oklahoma

Intern

Tulsa, OK

Jan 2020 - May 2020

Maintained the organization's social media accounts and designed event advertisements. Assisted Treasurer with fundraising and directed the Model United Nations and Model Arab League programs supported by the UNA of Eastern Oklahoma at the high school and collegiate level.

Leadership

City of Salinas - General Plan Update Steering Committee

Committee Member

Salinas, CA

March 2023 - Present

Serve as a voice for the business and entrepreneurial community as a strong advocate for increased economic development opportunities for all residents. Collaborate with City staff to create equitable and effective community engagement to the business and entrepreneurial communities. Promote City engagement opportunities for the General Plan Update.

City of Salinas - Measure E Oversight Committee

Committee Member & Past Vice-Chair

Appointed by Mayor Kimbley Craig. Analyzed pertinent budget reports and contributed to the overall counsel the committee provides to the City Council. Operate a budget north of \$12 million USD. Strong advocate for investments in quality of life improvements for residents city-wide and fiscal responsibility.

Salinas, CA

May 2021 - Present

American Israeli Public Affairs Committee

Campus Liaison

Functioned as the main point of communication between AIPAC and Oral Roberts University. Identified and recruited student leaders for further AIPAC training and advocacy training.

Washington, DC/ Tulsa, OK

May 2018 - May 2020

ONE Campaign

Campus Liaison

Served as the point person between ONE Campaign and Oral Roberts University. Identified and recruited student activists to engage with our human rights campaigns.

Washington, DC/ Tulsa, OK

Model United Nations and Model Arab League

Head Delegate

Led a student-taught course at Oral Roberts University. Coached 20+ students on procedures, history, and the pertinent continent necessary to be successful at competitions.

Awards: Best in Crisis (Bolivia) - Security Council - St. Louis Model United Nations Conference 2019

Tulsa, OK

Aug 2019 - May 2020

Education

Oral Roberts University

B.A. International Relations - Degree Not Acquired

Relevant Coursework: Constitutional Law, Media Law, International Relations, International Political Economy, American Foreign Policy, Public Administration, Protocol and Diplomacy, Political Science Research Methods, and Conference Leadership and Event Planning

Tulsa, OK

Aug 2017 - May 2020

Salinas High School

High School Diploma

Vocational Training: Computer Business Applications (Microsoft Suite 2013+)

Salinas, CA

Aug 2013 - May 2017

Certifications

California Department of Justice

Certified Fingerprint Roller and LiveScan Operator

Able to take CA DOJ fingerprints on hard cards as permitted by the CA DOJ and able to operate a LiveScan machine for electronic submission of fingerprints.

CA

Oct 2021

Skills & Interests

Technical: Vocational Training in Microsoft Suite 2013+, Wix & WordPress website creation and management, expert with PDI database management and reporting,

Languages: Bilingual and biliterate in English and Spanish

Interests: Private-Public Partnerships, Trade, Advocacy.