

# JEREMY DAVID COGAN

15021 Calle Verano Chino Hills, CA 91709 phone: 909.210.2771 email: jeremycogan@gmail.com

## EXPERIENCE

**ECELA Latin Immersion Group:** Lima, Peru &  
**Fox Language Academy:** Sucre, Bolivia

*Nov 07 – May 08*

- Completed two intensive Spanish language fluency programs, with outstanding academic performance
- Volunteered instruction in English, developing and distributing new instructional materials that combined unique visual, audible, and written stimuli to provide an enhanced learning experience.
- Featured as guest on Bolivian television, speaking to viewers about opportunities for inexpensive education in foreign language, and discussing my role enhancing local learning services.
- Wrote and published personal research and reflection with particular emphasis on local community development throughout rural and urban areas of Peru, Ecuador, Bolivia, Argentina, Uruguay, & Chile

**Press Secretary & Sr. Legislative Assistant**  
**U.S. Rep. Grace F. Napolitano (CA-38),** Washington, DC

*Jun 05 – Oct 07*

- Oversaw messaging of congressional office on broad range of legislative and political issues
  - Drafted press releases, statements, media responses, questions and answers, and fact sheets
  - Proactively responded to national, local, and Spanish-language media inquiries, pitched stories to TV, radio and print outlets, drafted op-eds, and produced electronic and direct-mail newsletters
  - Implemented long-range communications strategy, cultivated strong relationships with Capitol Hill and media colleagues, and developed internal and external Internet operation
- Primary policy advisor on health, mental health, veterans affairs, urban development, and housing
  - Directed initiatives of the Congressional Mental Health Caucus as lead staff member, becoming well versed on a variety of health issues among students, veterans, and seniors, particularly in minority communities.
  - Compiled needs of families, civic leaders, and interests groups into resolution commemorating mental health care and comprehensive legislation authorizing \$200 million in K-12 mental health grants
  - Drafted and amended bill language, worked with House and Senate staff, to ensure successful House introduction of H.R. 3430, the Mental Health in Schools Act of 2007, cosponsored by over 60 members of Congress and endorsed by over national mental health groups and education coalitions.
  - Organized national summit panel on mental health for the Congressional Hispanic Caucus Institute
- Managed high volume of constituent communications, providing constituent referrals to government agencies, legislative resources, and public services
- Implemented innovative office communications procedure for tracking constituent telephone calls and phone-bank campaigns, and assisted other congressional offices in implementing similar procedures.
- Began as legislative staff in June '05; promoted to Press Secretary May '06; promoted to Sr. Legislative Asst May '07

**Congressional Campaign Volunteer – Indiana's 9<sup>th</sup> District,** Bloomington, IN

*Oct 2006 – Nov 2006*

- Joined the Monroe County Democratic Party's campaign team as part of a victorious, top-tier, DCCC-backed race
- Participated in precinct walks, voter file processing, community leader training, and college student outreach
- Managed recruitment and scheduling of community volunteer efforts, producing a volunteer database with over 100 volunteers before election day, and over 300 election day volunteers.

**Legal & Technical Assistant – Naumann & Levine LLP,** San Diego, CA

*Jun 2004 – May 2005*

- Assisted partners & associates on trial preparation for homeowner construction defect litigation
- Managed document discovery process, client deposition coordination, supervision of homeowner site inspection process, data and archival research, and response to court, client, or opposition correspondence
- Technical responsibilities included networking and hardware upkeep for PC's and Macs, and incorporated advanced use of Windows 2000 Server, MS Office suite (Word, Excel, Outlook, PowerPoint, Access), & Adobe Design Suite

**Resident Advisor – UC San Diego Muir College Residential Life,** La Jolla, CA

*Sep 2004 – June 2005*

- Responsible for the wellbeing, personal development, and academic enrichment of 72 freshman students
- Operated programs with advice on social skills, self-growth, student leadership, and fundraising
- Provided on call crisis management with security, administrative, and maintenance staff for 10 floor residential hall

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## COMMUNITY INVOLVEMENT

- California Democratic Party – **2008 National Convention Delegate Alternate, 42<sup>nd</sup> Congressional District**
- Congressional Jewish Staff Association – **Membership Director**
- University of California Washington Center – **Alumni Advisory Board Member**
- Young Democrats, Mid Atlantic Region – **Finance Director**

## PUBLICATIONS

- On-the-record commentary published in *The New York Times*, *The Los Angeles Daily News*, *The San Gabriel Valley Tribune*, and *The Hill*. Over 80 articles published in the *UC San Diego Guardian* featuring student leadership roles.
- "Housing Defect Litigation: Institutionalizing Informal Rules of Engagement," University of California, San Diego, Department of Urban Studies and Planning, 2005
- "A Case Study of Mission Valley: The Effects of Mixed Use and Transit Oriented Developments from 1970-2000," University of California, San Diego, Department of Urban Studies and Planning, 2003

## EDUCATION

### University of California, San Diego:

Sep 2001 – June 2005

*Bachelor of Arts in Urban Studies & Planning (GPA: 3.6) + Bachelor of Arts in Political Science (GPA: 3.5)*

*Provost's Honors List: Fall '03, Winter '04, Fall '04*

*Recipient of Dean's Leadership Award for Outstanding Contributions to the UCSD Student Community*

- College Democrats of UCSD - **President & Chairman**
- Associated Students, UCSD – **Commissioner of Enterprise Operations, Sophomore & Senior Senator**
- Academic Planning Council, UC Board of Regents – **CA Statewide Undergraduate Representative**
- UCSD Student Foundation - **Trustee of the Board**

### United States Library of Congress:

Sep 2005 – Dec 2005

*Congressional Research Service, Advanced Legislative Process Institute*

*Completion of Advanced training certificate*

## SPECIAL SKILLS

- **Language:** Advanced Spanish speaking, writing, and reading ability.
- **Technology:** Administration and productive use of Windows 2000 Server, MS Office suite (Word, Excel, Outlook, PowerPoint, Access), Adobe Design Suite (Photoshop, Dreamweaver, Illustrator, Flash etc). Computer repair, upgrade, and maintenance experience on both Microsoft Windows and Mac OS X.

## REFERENCES & WORK SAMPLES

**Available upon request**