

MAIA RODINO

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EDUCATION

University of California, Los Angeles (UCLA)

Bachelor of Arts in Political Science & Public Affairs (Double Major)

Los Angeles, CA

Expected June 2026

- Relevant Coursework/Campus Involvement: Law & Public Affairs, International Relations Theory, Mixed Methods Research, Special Studies in Poli Sci: Technology, Latinx Pre-Law Association, HOOLIGAN Theater Company, UCLA Leadership Program, UCEAP study abroad

Universidad Complutense de Madrid (UCM)

Bachelor of Arts in Political Science & Public Affairs (Double Major)

Madrid, Spain

Aug 2024 - Jun 2025

- UCEAP year-long study abroad program, Duttonhaver Scholar

WORK EXPERIENCE

Onward Literary Mentoring

Administrative Assistant

Los Angeles, CA

Sep 2025 - Present

- Responsible for the pre/post-production creation of on-demand Continuing Legal Education (CLE) videos, submitting certification requests, creating and managing outreach databases and facilitating project proposals. Responsible for production schedule and post-production edits, research, and marketing for the organization.

ASUCLA

Student Financial Accountant

Los Angeles, CA

May 2024 - Present

- Audit and process 50-200 requisition forms weekly for 700+ student clubs and organizations, maintaining strict attention to detail to ensure compliance and timely payment processing.
- Utilize advanced accounting software to manage data entry and reporting for a budget portfolio exceeding \$10 million, ensuring accuracy and consistency across accounts.
- Compile weekly check distribution, develop and analyze weekly Key Performance Indicators (KPIs) in Excel, assessing requisition volume and identifying process improvements to strengthen efficiency and internal controls.

UCLA BruinsVote Ambassador

UCLA BruinsVote Coalition

Los Angeles, CA

Mar 2024 - Sep 2024

- Participated and facilitated civic learning events and voter registration drives. Promoted civic opportunities on- and off-campus, specifically helping to implement a series of Democracy Workshops to advance civic dialogue.
- Two of the Democracy Workshops were specifically planned around the March 2024 Primaries to educate students on understanding elections and to engage students in dialogue surrounding the current California Senate Race.

Office of External Vice President, UCLA

Director of State Relations

Los Angeles, CA

Jul 2023 - Dec 2023

- Office's chief organizer and advocate on statewide issues. Organized Student Lobby Corp, taught advocacy workshops, and guided the State Team through understanding Local, State, and Federal legislature. Established and maintained regular relations with UCLA State Government Relations and leaders in the California Governor's Office, State Assembly, State Senate, executive state agencies, and coalition partners and nonprofits based out of Sacramento.

University of California, Student Association (UCSA)

Legislative Director, UCLA Representative

Los Angeles, CA

Jul 2023 - Dec 2023

- Government Relations Committee member as UCLA's Legislative Director. Worked with state and federal government to find relevant legislation to lobby for those bills at the annual Student Lobby Conference (SLC) or at other lobbying opportunities.

OTHER SKILLS

- **Skills & Languages:** English (Native), Spanish (Native), French (B2), MS Office, MIP Financial Accounting, Google Suite, AI Research skills, Project Management, Customer Service, Professional Writing, Songwriting.
- **Honors:** Double Bilingual Award (Spanish & French, 2022), Dean's Honors List (2020 - 2024), Duttonhaver Scholar (2024 - 2025)
- **Interests:** Evaluation and Research, International Affairs, Artificial Intelligence and Public Policy