

# Raquel Lucca-Noboa

San Juan, PR

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## EDUCATION

**Universidad Interamericana de Puerto Rico**, *Facultad de Derecho, San Juan, PR (Class of 2021)*

- *Juris Doctor; Concentration: Corporations, Corporate Law*

**American University**, *School of Public Affairs, Washington, DC (Class of 2018)*

- *Bachelor of Arts: Political Science; Minor: International Business*

## WORK EXPERIENCE

*Law Clerk, The Rivera Group, Guaynabo, PR*

- Contracted legal assistant
- Duties included organizational operations, case management and research.

*Paralegal, Pietrantoní Méndez & Alvarez, Hato Rey, PR*

- Contracted paralegal on a case by case basis
- Most recently worked on arbitration through FINRA
- Duties included email review, determining responsiveness, redaction of privileged information and other clerical work required for case

*Executive Assistant, AMGlobal Consulting, Washington, DC*

- Researched and created detailed briefings about current CSR projects being done across Latin America and Africa by global brands such as *Chevron, Tyson Foods, Google, PYXERA*
- Created/managed the company's social media platforms: *Twitter, LinkedIn, Facebook*
- Organized CEO's calendar, set up his appointments
- Digitized all of the company's travel records, tax documents and administrative documents
- Translated confidential and miscellaneous documents from English to Spanish (and vice versa)

*Chief of Marketing and Outreach, M.U. Tutors, Washington, DC*

- Spearheaded all social media platforms while company was in startup stages including Facebook, Twitter and Instagram
- Recruited tutors and clients and resolved disputes
- Oversaw head of operations and programmers regarding issues with servers/IT

*Fundraising Intern, Berger Hirschberg Strategies LLC, Washington, DC*

- Planned campaign events for political candidates and NGOs such as *Jim Gray (D-KT), Jay Inslee (GOV-Washington), Sen. Jeanne Shaheen (D-NH), EcoAmerica, Community Catalyst* and RAINN
- Generated detailed spreadsheets about most popular districts for each candidates and possible donors from each area

*Intern, Office of Sen. Ramon Luis Nieves, San Juan, PR*

- Collaborated with community leaders to draft legislation for infrastructure development in Rio Piedras, PR. Successfully became law in January 2016.
- Collected data from hotel energy expenditures and calculated the net savings hotels in PR have obtained from governmental electricity incentives
- Attended senate meetings and created memos that illustrated key points to be revised by office officials

## **CAMPUS ACTIVITIES**

### *Senator, Senado Academico de la Facultad de Derecho*

- Elected student representative for the university's academic senate
- Currently drafting legislation to improve student experience and transparency within the various administrative bodies
- Successfully advocated for early closing of university to prevent spread of COVID-19

### *Senior Advisor at Large, CASE- Center for Advocacy and Student Equity, Washington, DC*

- Worked on cases relating to Student Conduct Code Violations (defense)
- Assisted advocates on litigation strategies and prepared witnesses for statements at hearings
- Drafted legislation and recommendations for changes to conduct code

### *Deputy Director of Production and Media Relations, American University Student Government*

- Managed and produced content for Student Government Social Media platforms and Communications budget
- Promoted outreach and community integration through events on campus

## **VOLUNTEER EXPERIENCE**

### *Fundraising and Event Planning Chair, Students with Puerto Rico*

- Initiated fundraising efforts with the help of other Puerto Rican students in the mainland US to raise money for disaster relief following Hurricane Irma and Maria
- Raised over \$200,000 for Hurricane Irma and Maria Disaster Relief efforts
- Developed a detailed plan for Unidos for Puerto Rico to use funds for specific areas in Puerto Rico that had received little to no aid since the hurricane and for students who lost their homes

## **ADDITIONAL SKILLS**

- *Languages:* Native Spanish; Native English; Intermediate Italian
- Excellent interpersonal, analytical and organizational skills
- Outstanding tech proficiency:
  - Facebook, Twitter, Instagram, LinkedIn, Microsoft Word, Excel, PowerPoint, iMovie, Photoshop, POS, Millennium, Concordance
  - LexisNexis certified