**Sisto Jacobo**

*sistojacobo@gmail.com – (619) 402-5805 – San Diego, CA*

**EDUCATION**

**Arizona State University – Barrett, The Honors College May 2024**

*Bachelor of Arts in Political Science & Bachelor of Arts in History Tempe, AZ*

* GPA: 4.01
* Certificates: *Latino Politics & Policy* - *Political Entrepreneurship*

**PROFESSIONAL EXPERIENCE**

**Arizona House of Representatives January - May 2023**

*Legislative Research Intern Phoenix, AZ*

Served the Committees on Education and Regulatory Affairs by writing non-partisan summaries of introduced legislation and presenting in weekly committee and caucus meetings for Members and the public. Conducted thorough research of state and federal laws and communicated the findings effectively to House Staff and Members in agenda-setting meetings and briefings.

* Handled sensitive legislative information in a professional manner while adapting to changing agendas.
* Studied unfamiliar subject-areas for requested memorandums and tracked legislation through its process.
* Improved research specialist skills, writing ability, and public speaking while gaining an in-depth understanding of legislative and office processes and expectations.

**Arizona Secretary of State September - October 2022**

*Fall Elections Intern Phoenix, AZ*

Worked in multiple teams to aid the logic & accuracy testing for the 2022 Arizona Midterm ballots by testing ballots across Arizona's counties to certify their quality and validity. Assisted in the de-stapling and referendum procedures.

* Accurately reviewed referendum packets to maintain their integrity and analyzed signatures accordingly to help achieve 100% accuracy.
* Tested the voting equipment, including the equipment for individuals with disabilities in English and Spanish.

**Center for Latina/os and American Politics Research May 2023 – Present**

*Assistant Research Analyst Tempe, AZ*

Planned and implemented the State of Latinos and Issue X series launch, a series of university-community partnerships devoted to public policy change that improves the quality of life for Latinos through research, analysis, and civic engagement.

* Contributed to the decision-making, project management, and vision of the research collaboration and the Center.
* Updated research findings and tasks in weekly team-meetings focused on individual projects.
* Designed numerous infographic, policy brief and newsletter templates for initial research reports adopted as a toolkit for the State of Latinos and Issue X series and launched Career Resource Project for Hispanic students.

**Rocha Law Firm January 2024 – Present**

*Legal Assistant*

Researched criminal cases and related legal issues for the attorney and communicated my findings daily as tasks were assigned.

**Independent Tutoring Service August 2020 – July 2023**

*Writing Tutor San Diego, CA*

Created a custom tutoring service for high school and college students to support the development of their writing skills.

* Guided over 24 students on composition tasks, leading to academic achievement across subjects and classes.
* Furthered my teaching and mentoring abilities and nurtured a network of academically driven individuals.

**ACADEMIC ACHIEVEMENTS**

**National Hispanic Recognition Program Scholar November 2018 – Present**

* Chosen from 250,000 Hispanic PSAT takers across the United States and scored in the 95th percentile to receive this distinction. The merit of this distinction is recognized by hundreds of universities and scholarship programs.

**New American University Scholarship Recipient August 2020 – May 2024**

* Awarded a 4-year, full tuition scholarship to Arizona State University and Barrett, the Honors College in recognition of my National Hispanic Scholar Status. This is a competitive scholarship requiring that awardees maintain a competitive GPA and a full course-load over 4 years.

**Junior Fellow, ASU School of Politics and Global Studies August – December 2022**

* Nominated to conduct research for the semester (only 10 students are chosen for the program).
* Researched the effects of COVID-19 on Latino student achievement and other education-related topics and communicated the information through presentations, briefings, and infographics shared in weekly meetings.
* Proposed changes to the center’s website to streamline its navigation and assisted with its social media development.

**Arizona State University Dean's List January 2021 – Present**

* Earned this distinction every semester. This recognition is only awarded to students maintaining a 3.5 GPA throughout an entire semester.

**Teaching Assistant, ASU School of Politics and Global Studies January – May 2024**

* Selected to be a teaching assistant for Dr. Woodall where I was entrusted with grading, fielding student questions, and updating the class as the professor needed.

**LANGUAGES & SKILLS**

**Languages:**

* English - Primary language
* Spanish – Native speaker with reading, speaking, and writing ability. Previously provided translation services.

**Skills:**

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| **Professional Talents** | **Government & Research Expertise** | **Technical Training** |
| Effective Communication | Professional Writing | Microsoft Office Suite |
| Active Learner | Public Speaking | Google Workspace |
| Synthesize Information | Legislative Procedures | Statistical Software |
| Accountable & Flexible | Formal Research | Project Management Applications |
| Problem Solver | Bill Tracking | Visual Content Creation |