**Riley Talamantes**

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**EDUCATION**

***Daniel J. Evans School of Public Policy & Governance, University of Washington***

**Master of Public Administration (MPA) Expected 2026**

* Relevant Coursework: Financial Management & Budgeting, Advanced Budgeting in the Public Sector, Economic Policy Analysis, Managing Organizational Performance

***School of Politics, Public Affairs & International Studies, University of Wyoming***

**Bachelor of Arts in Political Science & Gender and Women’s Studies December 2021**

**SKILLS**

* **Technical Skills:** Advanced in Microsoft Suites (including excel), Public Budgeting
* **Soft Skills:** Oral and Written Communication, Time Management, Organization, Attention to Detail, Cultural Awareness, Creative Problem Solving
* **Student Government Focused:** Endowment & Budget Management, Stakeholder Engagement & Outreach, Presentations & Reports, Communication with Upper University Administration

**RELEVANT EXPERIENCE**

***Associated Students at the University of Wyoming (ASUW) Student Government***

**Senator for the College of Arts & Sciences May 2022-December 2022**

* Chaired the Budget & Planning Committee, which included giving weekly reports to the Senate, leading weekly meetings, and organizing hearings for the Special Projects Fund where we allocated $72k to student-oriented projects.
* Co-Chaired the Strategic Planning Committee, which included conducting a SWOT for ASUW, running focus groups with key stakeholders to gather qualitative data for Strategic Plan, and creating a proposal for strategic changes and growth presented to the Senate.
* Attended weekly Senate meetings to advocate for college-specific and student-oriented issues including Landlord-Tenant Agreement and Stipends for Student Senators.

***Associated Students at the University of Wyoming (ASUW) Student Government***

**President May 2020-2021**

* Oversaw and managed a $1.2 million budget of student fees by assessing budget proposals from programs and partners to ensure compliance with ASUW policies, strategic vision, and priorities.
  + Worked with the Budget & Planning Committee to reduce $230k budget deficit by communicating with programs, identifying gradual cuts, and creating strategic changes.
  + Managed allocation of ASUW Endowments. Communicated with internal/external stakeholders to identify projects and earmark funds to spent in a timely manner.
* Served as an Ex-Officio on the Board of Trustees to provide student input and feedback.
* Met weekly with VP of Student Affairs and Dean of Students to address student facing issues.
* Sat on multiple external university committees including UW Student Fees Committee.
* Fundraised and established a scholarship for DACA and international students through ASUW resource innovation, relationship building with the UW Foundation, and collaborating with the International Student Scholars on Giving Day efforts.
* Conducted benchmarking research that informed the UW Food Share Pantry’s existing service model which generated further funding, student employment, and institution commitment.

**PROFESSIONAL EXPERIENCE**

***Weber State University***

**Debate Coach**  **September 2022-Present**

* Train students to synthesize articles to further develop argumentation and communication skills.
* Adjudicate debate rounds that focus on topics related to federal government policy.
* Assist in pre-round preparation through discussion of topic, strategy, and sharing of evidence.

***Halpern Law Group Social Security Disability Firm, Bend, Oregon***

**Legal Assistant May 2023-August 2024**

* Communicate with clients daily via phone, email, and in person about their social security claims, provide timely reminders/updates, and aid in revising required paperwork.
* Manage evidence gathering process for upcoming hearings by requesting records from medical facilities, requesting medical opinions, reviewing records, and filing evidence within the deadline.
* Deposit and record out of pocket expenses and attorney retainer. Track payments in flexible excel spreadsheets and provide timely reminders to clients.

***Stahancyk, Kent, & Hook P.C. Family Law Firm, Bend, Oregon***

**Administrative Assistant** **August 2022-May 2023**

* Managed closing process by scanning files, contacting clients regarding pick up, shredding, and maintaining spreadsheets to track the process.
* Created and maintained paper and electronic client files daily, requiring high attention to detail.

***Office of Student Success & Graduation at the University of Wyoming***

**Student Mentoring Program Coordinator May 2021-May 2022**

* Managed a team of 25 student mentors by running weekly meetings, preparing meeting materials (agendas, documents, etc.), managing student assignments, and communicating relevant information through Microsoft teams and email lists.
* Created essential training documents and employee handbooks aligned with university policies and summarizes complex information to students to better understand.

**WRITING & BUDGET PROJECTS**

**Budget Forecasting Final Project MPA Student**

* Final project for advanced financial management course to forecast different scenarios of public fee increases to fund department budget of salaries and discretionary spending.

**Cascadia High School Budget Recommendations MPA Student**

* Final project in financial management course to create and strategize budget recommendations for a high school in a $900k budget deficit. Analyzed complex information and communicated budget strategies to the Board in written memo.