

Chaniqua D. Nelson

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PROFILE

Charles B. Rangel International Affairs Graduate Fellow with 10 years of domestic and global federal government experience at the U.S. Department of State. Capable of preparing briefing books, preparing and editing talking points for high level officials and administratively managing offices. Documented record of assisting to reduce the Freedom of Information backlog at the Department of State. Elementary proficiency in Mandarin.

EXPERIENCE

U.S. Department of State	Washington, D.C
Government Information Specialist (Litigation Case Analyst)	9/18-Present
	1/15-12/15

- Supported the Information Programs and Services (IPS)’ mission of enhancing information management and access in support of U.S. Diplomacy.
- Assisted in the coordination and processing of Freedom of Information Act (FOIA) and Privacy Act (PA) that were the subject of litigation against the Department.
- Handled and processed referrals and consultations sent to the Department from other agencies for cases that are in litigation.
- Prepared formal reports, including status updates, declarations, and official memorandums, to address areas of concern and to be in compliance with the court. Including, but not limited to, drafting letters and other correspondence for the Coordinator’s signature.
- Trained new litigation case officers on the duties and policies of the office.

U.S. Department of State	Belmopan, Belize
Rangel Fellow – U.S. Embassy Belmopan	6/19-8/19

- Drafted the Chargè d’Affaires (CDA)’s Independence Day Celebration and the U.S. Department of State’s 230th Anniversary remarks.
- Supported the CDA as his control officer for his trip to the Northern Border of Belize.
- Served as one of the official note takers for high level meetings.
- Drafted action memorandums and diplomatic cables.
- Assisted in coordinating all logistical arrangements for the Political/Economic/International Narcotics and Law Enforcement offsite, U.S. Embassy Belmopan’s 230th Anniversary Town Hall, and U.S. Embassy Belmopan’s Trivia Day events.
- Served as the moderator for U.S. Embassy Belmopan’s FY 2018 Central America Regional Security Initiative Economic Support Funds (CARSI-ESF) grants panel.
- Supported the Public Affairs Section as needed by drafting Facebook posts and other duties as assigned.

U.S. House of Representatives	Washington, D.C.
Legislative Fellow - Office of Congresswoman Shelia Jackson Lee	5/18-8/18

- Analyzed data and news to draft special order statements, floor statements, talking points, memorandums, letters, and an op-ed on behalf of the Congresswoman.
- Conducted legal and legislative research to ensure all written correspondence were factually correct and current.

- Computer: Microsoft Windows, Word, Excel, and Outlook.
- Social Media: Facebook, Instagram, and Twitter.