

EMILY JEAN RODRIGUEZ

333 SOUTH GRAND AVENUE • SUITE 1790 • LOS ANGELES, CALIFORNIA 90071 • (909) 576-7304 • EMILY@RODRIGUEZADVISORY.COM

EXPERIENCE

RODRIGUEZ AND ASSOCIATES ADVISORY GROUP

LOS ANGELES, CA

Partner

November 2012 – Present

Provide litigation support and assist with expert witness services for cases that involve commercial real estate development, real estate financing, real estate brokerage, lender liability and standard banking operations; review pleadings; review and contribute to expert opinions; examine depositions; develop deposition logs; review and edit expert declarations; analyze case discovery materials; author data spreadsheets; manage pro-bono cases; maintain website and social media accounts; marketing; manage office and perform all administrative tasks; oversee all AR and AP; correspond with clients; cultivate business opportunities; supervise all charitable donations.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

SAN FRANCISCO, CA

Water Improvement Program – Right of Way Services Consultant

March 2011 – November 2012

Provided coordination and informed project participants of progress, technical issues, planned activities and events; attended program-related meetings to review tasks, milestones, roles, and communication and coordination processes; attended and organized Right of Way Status Meetings; drafted and reviewed review reports, memoranda, project documents and other work product; prepared draft memoranda in connection with the SFPUC Risk Mitigation Policies and Procedures; prepared and Right of Way Schedule Logic Appraisal and Acquisition Status Report; other program-related duties and consultation as requested by the Right of Way Manager.

DAVIS & ASSOCIATES COMMUNICATIONS

SAN FRANCISCO, CA

Communication Specialist

March 2011 – September 2011

Consulted in areas of land use, real estate development, sustainable development including; smart growth and transit-oriented community development. Developed and implemented community engagement and media relations campaigns for public agencies throughout the San Francisco bay area; coordinated proposals; conducted preliminary evaluation of RFPs; created proposal schedules; researched and engaged teaming partners; drafted proposals and prepared final proposal package.

SAN FRANCISCO BOARD OF SUPERVISORS

SAN FRANCISCO, CA

Intern to Supervisor Carmen Chu, District 4

January 2008 – May 2008

Corresponded with constituents and maintained records of constituent's concerns; assisted in the management of the Supervisor's schedule of events; drafted memoranda and certificates of honor.

EDUCATION

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW

SAN FRANCISCO, CA

Juris Doctor Candidate

August 2009 – January 2011

UNIVERSITY OF SAN FRANCISCO

SAN FRANCISCO, CA

College of Arts & Sciences

August 2005 – May 2009

Bachelor of Arts and Science, Politics; Minor, Legal Studies; Minor, Latin American Studies; Study Abroad at The John Felice Rome Center through Loyola University Chicago, Classical Roman History, Italian.

COMMUNITY

THE FORGOTTEN INTERNATIONAL

SAN FRANCISCO, CA

Board Member

May 2014 - Present

Participate in Board of Directors meetings; secure adequate resources for the organization to fulfill its mission; provide targeted support to community organizations supporting the work at a grassroots level.

Intern to founder Tom Nazario

November 2008 – May 2009

Assisted in planning and execution of The Joy of Giving, an event with His Holiness the Dalai Lama.

CALIFORNIA CENTER FOR CIVIC PARTICIPATION

SACRAMENTO, CA

Capital Focus 2009 – Staff Member

April 2009

Lead group students in a 3-day conference to develop, draft and present a political reform policy briefs to their California State Legislator.

LANGUAGE SKILLS

Intermediate Spanish