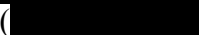


Andrea I. Piccardo

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/in/andreapiccardo/

WORK EXPERIENCE

U.S. Department of Energy - Congressional and Intergovernmental Affairs (Washington, DC)

Special Advisor - Political Appointee

November 2024 – January 2025

Special Assistant - Political Appointee

May 2024 – October 2024

- Lead and project manage the congressional notification and engagement process for major DOE funding announcements, totaling over \$500 billion dollars of investments across the country under the Bipartisan Infrastructure Law (BIL) and the Inflation Reduction Act (IRA).
- Prepare research and briefing materials for DOE senior leadership to testify in over seven congressional hearings.
- Develop and execute a monthly webinar series for external engagement geared towards NGOs, both national and local, to increase transparency and public engagement for various programs in alignment with Administration priorities.

U.S. Department of Energy - Office of the Secretary (Washington, DC)

November 2023 – May 2024

Special Assistant to the White House Liaison - Political Appointee

- Coordinated the personnel actions for all 135+ Department of Energy political appointees, which included the entire hiring process from recruitment, to onboarding, as well as promotions and offboarding.
- Created engagement opportunities and retention strategies across cohorts, worked in partnership with DOE senior leadership on organizational management, professional development, and mentorship programs.
- Facilitated relationship with the White House Presidential Personnel Office, represented the agency and advocated for the department's hiring equities and personnel actions.

Discord – Policy Team (Remote Contractor)

October 2023 – November 2023

Policy Analyst to the Chief of Staff of Policy

- Assisted in the development of internal processes and a “partnership handbook” for managing external partners, establishing new partnerships, and processing contracts with external partners.
- Worked closely with the Trust and Safety Team on identifying priority partnerships to address teen safety issues.
- Collaborated with public policy and legal teams to identify areas for process improvement.

Miami-Dade County – Office of the Mayor (Miami, FL)

November 2020 – September 2023

Legislative Aide to Chief Operations Officer

- Prepared and reviewed over 215 memos annually, such as legislative items, reports, policy briefs, and more for four County departments: Aviation, Seaport, Parks and Open Spaces, and Elections departments.
- Processed contracts and lease agreement items for airlines, airport facilities, seaport cargo agreements, cruise terminal agreements, and cruise ship shore power agreements, ranging in value from \$250,000 to \$400,000,000 USD.
- Collaborated across departments to identify state and federal legislative and funding priorities, and develop community engagement strategies for various infrastructure and recreation projects across the County.

Miami-Dade County – Board of County Commissioners, District 8 (Miami, FL)

June 2018 – November 2020

Executive Assistant to District 8 County Commissioner

- Coordinated an average of 74 monthly events, meetings, media interviews, travel, and personal appointments.
- Managed organizational systems for administrative functions, office budget documents, and legislative agendas; oversaw the office archives, and contact database for the district.
- Developed bilingual social media strategy for policy messaging, and media interviews (English to Spanish).

ADDITIONAL EXPERIENCE

- *Communications Intern*, South Florida Regional Planning Council April 2018 – June 2018
- *Legislative Research Intern*, Miami-Dade County Office of the Commission Auditor June 2017 – April 2018
- *IC-CAE Intelligence Fellow*, FIU Jack D. Gordon Institute for Public Policy June 2017 – May 2018

EDUCATION

London School of Economics and Political Science (Remote)

- *Public Policy Analysis Certificate* (October 2024)

Florida International University (Miami, Florida)

- M.A. in *Global Affairs - Cybersecurity and Technology Policy* (December 2022)
- B.A. double-major in *International Relations* and *East Asian Studies*; Certificates in *Asian Globalization and Latin American Studies*; and *National Security Studies* (May 2018)

SKILLS

- Fluent in English, Spanish, and Portuguese