

# Andrea I. Piccardo

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## 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).

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## 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

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## 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)

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## SKILLS

- Fluent in English, Spanish, and Portuguese