

CLAUDIA ORTEGA HOGUE

4209 Eli Street, Houston, TX 77007 • 281-750-6936 • E-mail: ClaudiaEHogue@gmail.com

EMPLOYMENT HISTORY

Partner

SSP Engineering & Consulting

Aug 2021 – Present
Houston, TX

- Developing new and managing existing relationships with municipalities, government entities and architecture firms.
- Identifying potential opportunities to provide engineering, design and project management services to clients and presenting to executive leadership team.
- Supporting proposal development efforts

Founder + CEO

Global Communities Houston, LLC

Dec 2015 – Present
Houston, TX

- Advancing Houston's diverse + underserved communities through education and awareness
- Supporting, engaging, connecting Houston's Nonprofits Community organizations
- Connecting people to people and providing opportunities + resources to Diverse/Underserved Communities

District Director

Congresswoman Sylvia R. Garcia (TX-29), U.S. House of Representatives

Jan 2019 – Jul 2021
Houston, TX

- Oversaw all District office operations and workflow
- Developed and implement policy objectives, strategies and operating plans for the District office
- Represented the Congresswoman and/or assign appropriate staff in District functions
- Spoke to local groups on behalf of Congresswoman Sylvia R. Garcia
- Served as a Liaison between local elected representatives, constituent services, businesses, and D.C. Office
- Monitored District issues and politics
- Responsible for recruiting, hiring, training and managing District Staff

Texas State Director

National Association of Latino Elected & Appointed Officials (NALEO) Educational Fund

Dec 2016 – Jan 2019
Houston, TX

- Developed and maintained strong working relationships with elected officials, community leaders, non-profit and private sector partners, foundations, and other community stakeholders.
- Acted as a Key Spokesperson for the organization while fostering relationships with regional media partners.
- Served in a leadership and convener role with several local and national diverse coalitions.
- Supervised, developed and implemented regional programs of naturalization, non-partisan voter education and mobilization and the Census.

Southwest Regional Director of Civic Engagement

Sept 2014 – Nov 2015

Texas Director of Civic Engagement

May 2010 – Sept 2014

Houston Director of Civic Engagement

Aug 2007 – May 2010

Program Manager of Civic Engagement

Jun 2007 – Aug 2007

Special Projects Intern

Mar 2007 – June 2007

National Association of Latino Elected & Appointed Officials (NALEO) Educational Fund

Houston, TX

- Develop and maintain strong working relationships with elected officials, community leaders, non-profit and private sector partners, foundations and other community stakeholders
- Act as a Key Spokesperson for the organization while fostering relationships with regional media partners
- Serve in a leadership and convener role with several local and national diverse coalitions
- Supervise, develop and implement regional programs of naturalization, non-partisan voter education and mobilization and the Census
- Oversee the day-to-day operations of the Houston Office, including program management and development, office finances, and program activities
- Supervise Houston and San Antonio based program managers, program associates, assistants, hotline operators and seasonal campaign canvassers
- Prepare reports on a regular basis to update National Team, partners and funders regarding program assessments
- Convene city-wide Citizenship & Immigration Forums on a Monthly Basis
- Organize and manage the national voter protection hotline for Texas, Arizona and New Mexico

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- Maximized exposure of community events through the use of Social Media

Community and Immigration Intern

Office of Congressman Al Green, U.S. House of Representatives

Nov 2006 – Apr 2007
Houston, TX

- Conducted Research on immigration case law
- Assisted the Constituent Services Representative on immigration related matters
- Participated actively in community outreach workshops, town hall meetings and health fair events
- Assisted Spanish speaking constituents with questions and/or concerns related to federal agencies
- Provided administrative support on mailers, certificates, proclamations preparation and process constituents correspondence

Immigration Paralegal

The Law Office of Campbell Cooke/Immigration Law Firm

Apr 2002 – Mar 2006
Tulsa, OK

- Oversaw development and filing of all family-based visas and employment-based cases
- Researched immigration statutory, regulatory, and case laws
- Assisted attorney with determining case issues and planning case strategy
- Supervised all legal document preparation done by legal assistant
- Interviewed clients for the purpose of gathering and assembling factual information
- Assisted attorney in filing cases with U.S. Citizenship & Immigration Services

International Student Advisor

Oral Roberts University, Office of Undergraduate Admissions

Sept 1998 – Mar 2002
Tulsa, OK

- Served as Designated School Official and liaison to the U.S. Citizenship & Immigration Services
- Served as a member of the admissions committee and advisor to the International Student Organization
- Coordinated with departments, faculty and staff international students' introduction to the university
- Maintained ongoing communication with students regarding immigration regulations to ensure U.S. legal status was sustained
- Implemented programs to increase the amount of available resources to international students
- Provided preliminary counseling of prospective international students
- Adminstrated multiple task assignments with emphasis on international recruitment and matriculation
- Processed documentation of student's files which included coordinating services with the administrative offices of student accounts, student financial aid, and registrar's office

VOLUNTEER/COMMUNITY ASSOCIATIONS

- President, League of Women Voters of Houston Jun 2023 – Present
- President-Elect & VP of Strategic Partnerships, League of Women Voters of Houston Jun 2020 – May 2023
- Board of Director, Bonding Against Adversity Oct 2021 - Present
- Board of Director, Discover Fitness Foundation Oct 2021 - Present
- Member and Event Coordinator, Latino Giving Houston Sept 2021 – Present
- Director At Large, League of Women Voters of Houston Oct 2019 – Present
- Appointed Board Director, Mayor's Advisory Council of New Americans and Immigrant Communities Jan 2019 – Present
- Latina Task Force Member, Supermajority Education Fund Aug 2020 – Dec 2020
- Vice Chair, Discover Fitness Foundation Oct 2017 – Oct 2019
- Chair, District Attorney's Transition Team "Immigration/International Community" Feb 2017 – Mar 2017
- Appointed Co-Chair, Civic/Culture Engagement Commte, Welcoming Houston Taskforce Sept 2016 – Sept 2017
- Appointed Co-Chair, Mayor Turner's Advisory Council of International Communities May 2016 – May 2018
- Appointee, Mayor Turner's Public Safety Transition Team Feb 2016 – May 2016
- Board Advisor-Latino Initiatives, Holocaust Museum Houston Nov 2015 – Oct 2019
- Advisory Board Member, Hermann Park Conservancy May 2015 – May 2018
- President, Latino Giving Houston Jan 2015 – Dec 2018
- Civic Engagement Vice President, League of Women Voters of Houston May 2013 – Sept 2016

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- City of Houston's Citizenship Month Co-Chair

Nov 2012 – Nov 2017

PROFESSIONAL RECOGNITIONS

- 2024 Women's History Month Featured by the Houston City Controller
- 2023 Campeon de la Comunidad by the Houston Texans
- 2023 Mayor's Volunteer Appreciation Award by the City of Houston
- 2023 Top 50 Women Leaders of Houston by Women We Admire
- 2022 Women's History Month Featured by the Harris County Clerk's Office
- 2020 Nominee – The Houston Texans Campeon de la Comunidad
- 2017 Telemundo "Mes de La Herencia Hispana" – Featured as Community Leader
- 2017 Sam Keeper Award for Excellence in Voter Services - League of Women Voters of the Houston Area
- 2017 Houston's 50 Most Influential Women of 2016 –Houston Woman Magazine
- 2016 The New York Times - Featured and Profiled
- 2016 Change Maker Award – New Leaders Council of Houston
- 2015 Community Women of the Year – Solo Mujeres Magazine
- 2015 Op-Ed Houston Chronicle: Naturalized Citizens can help City Reach Fullest Potential
- 2015 Named one of La Voz de Houston/Houston Chronicle's 35 Houston Latinos You Should Know!
- 2014 Most Influential Latinos of Houston – Latino Leaders Magazine
- 2013 Congressional Recognition for Long-Term Commitment to Community Engagement – U.S. Rep. Al Green
- 2013 Latina List "A Latina with a Mission: Promoting Civic Engagement" - Featured and Profiled
- 2012 Rising Star Emerging Leader – League of Women Voters of the Houston Area
- 2009 Outstanding Hispanic Community Leader – Houston Dynamo

EDUCATION

English as a Second Language, *University Language Institute*, Tulsa, OK 1993 – 1994
Bachelor of Science Degree in International Business, *Oral Roberts University*, Tulsa, OK 1994 – 2000
Senior Fellow Program, Class LIV, *American Leadership Forum – Houston/Gulf Coast*, Houston, TX 2021 - 2022

Trainings

Comprehensive Overview of Immigration Law, *Catholic Legal Immigration Network, INC* Oct 2017–Nov 2017
Naturalization and Citizenship, *The Immigrant Legal Resource Center (ongoing trainings)* 2012 – 2018

LANGUAGES

Spanish – Fluent Written & Spoken
English – Fluent Written & Spoken