

Daniela Carvajal-Macias | HEPCAMP DC Intern

Program: *Washington State University*

Placement: *The Office of Representative Raul Grijalva – AZ*

Journal Entry – Week 3

Monday-----

This week I will be starting my days at 11:00AM EST and will end at 6:00 PM EST. So far, it has not been difficult. I do live on the west side, so we go off of PST. It has been a struggle trying to figure out time differences. Besides that, my main job was to check IQ emails. Last week, Marilyn assigned me my first Legislative Correspondence assignment. I worked on it and almost finished it. I wanted to check in with Marilyn before I finished it completely because then I can go off with her pointers. I wouldn't want to complete it and not have it be what they want, making it so I'd have to start over.

Tuesday-----

I was a backup caller today. I was a little scared because I feared not being able to find the information fast enough and the constituent getting upset with me. The other intern in the office was the owner and he let me take a couple calls to prepare for Wednesday. It was busy-work but the day went by faster than I thought.

Wednesday-----

Today, I owned the phone. I received around 5 calls, and they were all nice. I need to practice more to get good at it. I also handled our digital mail, which I need more practice in too. I met up with Marilyn to go over digital mail again. I knew I was going to need to go over a few things because we had only practiced it once before doing it on our own.

Thursday-----

Today was a busier day. I started off my day with logging onto the communicator app. That is where we take calls from our constituents. I did have any meetings with my coworkers, but I did attend a seminar about Women in the Workplace and Financials. One thing I was waiting for was the return of the Legislative Correspondence that I was assigned. I turned it into Marilyn, half completed. I turned it into her so she can direct me in the right direction. She turned it back to me with edits and I corrected them. I turned it into her at the end of the day because Friday we don't work.