

Jennifer Cervantes

202-549-8803 • jcervantes92@hotmail.com • Arlington, VA 22207

Results-driven professional with over 20 years of progressively responsible management and government affairs experience. Active security clearance.

PROFESSIONAL EXPERIENCE

Vice President

June 2009 to Present

Florida Sugar Cane League, Inc. (FSCL), Washington, DC

Washington Representative

Rio Grande Valley Sugar Cane Growers of Texas and Sugarcane Growers Cooperative of Florida, WDC

- Conduct educational briefings for members of Congress and staff on the sugar industry.
- Analyze and prepare reports on federal initiatives and past and current legislative activity.
- Write, review, and edit congressional hearing testimony, correspondence, and position statements.
- Serve on the Communications working group to provide strategic advice and approve PR materials.
- Member - Agricultural Technical Advisory Committee for Trade - Sweeteners and Sweetener Products.

Deputy Chief of Staff, Office of the Secretary of Agriculture

September 2008 to January 2009

U.S. Department of Agriculture (USDA), Washington, DC

- Effectively managed senior executives to resolve personnel, policy, and management conflicts.
- Provided the Secretary with timely analysis and strategic recommendations to support his policy formulation and decision-making. Including proposed personnel actions and program funding.
- Project manager of the USDA Presidential Transition team.

Senior Advisor to the Secretary for Management and Budget

January 2006 to August 2008

- Managed senior executives' implementation of department-wide management-related initiatives.
- Reviewed, edited, and approved briefing papers, talking points, and testimony used by the Secretary during Congressional budget hearings.
- Led a department-wide crisis team responding to the first high-risk IT system information breach.

Special Assistant, Departmental Administration (DA)

May 2004 to January 2006

- Analyzed action item proposals from division directors, representing over 300 employees who provided USDA-wide guidance, policies, and services in human resources, ethics, and property, procurement, and facilities management.

Deputy Associate Director, Office of Presidential Personnel

January 2002 to April 2004

The White House, Washington, DC

- Executive recruiter on behalf of the White House for executive-level vacancies at the U.S. Departments of Health and Human Services, Labor, Education, and ten independent agencies.
- Researched, recruited, and interviewed over 1,000 candidates for 120 senior executive positions. Made final recommendations to the President of the United States in Oval Office meetings.

Deputy White House Liaison, Office of the Secretary

August 2001 to January 2002

U.S. Department of Agriculture, Washington, DC

- Developed strategic staffing plans, working with White House and USDA management.
- Recruited, interviewed, and hired employees for entry-level to senior management positions.

Bachelor of Business Administration

May 1997

St. Edward's University, Austin, Texas