

Chiamaka Chukwu

Houston, TX

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EDUCATION

Bachelor of Science, Environmental Science with a minor in Political Science, August 2016
University of Houston, Houston, Tx -May 2021

PROFESSIONAL EXPERIENCE

Tech Equity Analyst, The National Fair Housing Alliance - Washington, DC June 2021
-Present

- Contributed to a framework that could be used to audit algorithmic systems for fairness and accountability.
- Managed projects relating to AI transparency, privacy, and usability, and how climate change will impact homeownership.
- Contributed to a policy response that helped inform the Office of Science, Technology Policy policies on consumer consent, privacy, racial targeting, racial profiling, and other implications of biometrics technologies.
- Researched the increasing racial homeownership gap, homeownership risks caused by emerging technologies, the role of blockchain, data privacy, and security in AI fairness, and how climate change can impact credit and bond ratings for nonwhite communities.

Congressional Intern, U.S House of Representatives, Representative Lizzie Fletcher, TX-02 - Houston, TX August 2021
- November 2021

- Connected 500 constituents to staff members who helped resolve their concerns and answered questions regarding the Congresswoman's agenda.
- Expanded my knowledge of international issues and the congresswoman's stance on them by attending congressional briefings and meetings.
- Conducted research on policy issues and working legislation which aided the Congresswoman and staff in policy and speech drafting.
- Drafted memos that were provided to the Congresswoman and staff prior to events and speaking engagements which ensure the Congresswoman and staff were up-to-date on the latest information.

Internal Communications Intern, Missouri Coalition for the Environment—ST. Louis, MO June 2021
- September 2021

- Developed and launched the Chats for Change events that connected Missouri citizens with local legislators to discuss environmental issues.
- Directed multiple gleaning projects with Operation Food Search that helped save up to 300 pounds of food.
- Crafted content for the Known and Grown social media accounts which educated 5,000+ followers about the environmental work of Missouri Coalition for the Environment, new farms in our program, and best farming practices.
- Authored content for the Healthy Planet magazine, our monthly newsletter and Missouri Coalition for the Environment's website.

Legal Assistant, Abii& Associates - Houston, TX

November 2020
-May 2021

- Created a method to promptly address all items related to case discovery.
- Managed the attorney's calendar and ensured that she was prompt to closings, speaking engagements, meetings, and personal life events.
- Utilized administrative agencies such as the Texas Secretary of State and platforms such as LexisNexis and Westlaw to find needed information and file documents related to business formation.
- Researched, drafted, edited, and revised legal publications and social media postings.

Legal Intern, Law Office of Ben Mbonu - Houston, TX

October 2020 -
February 2021

- Drafted exhibits associated with insurance defense litigation that the attorney utilized in court to solidify his argument.
- Conducted detailed client interviews and intakes which factored into which cases the attorney accepted or declined.
- Corresponded daily with insurance adjusters, doctors, clients and the attorney and ensured we maintained or surpassed our timeline for each case.
- Prepped comprehensive case summaries in personal injury and divorce cases that reduced the time the attorney spent reviewing cases.

Legal Assistant, The Law Office of James Andrews - Houston, TX

November
2018-October
2020

- Prepped federal court and state court complaints, exhibits, summons, and in forma pauperis which helped the attorney maintain an 85%-win rate.
- Led the transition of office files from paper to computerized versions.
- Optimized our office by managing the day-to-day operations of the office in the absence and presence of the attorney.
- Maintained a professional attitude to potential and old clients which helped boost company ratings from 4 stars to 5 stars on Google reviews.

SKILLS

- Legislative Research: tracked legislation relating to environmental actions and drafted posts to inform the general public
- Professional Research and Writing: researched and drafted request for informations, scholarly articles, comment letters, blog posts, and other policy works
- Microsoft Suite: collaborated on documents with internal and external stakeholders, managed emails, created presentations, drafted word documents
- Verbal Communication: gave presentations on Zoom and in-person to diverse internal and external stakeholders
- Leadership: served as a project lead and point of contact for 5 projects and led daily stand ups, bi-weekly spring meetings, and project specific meetings
- Time Management/Organizational: delivered tasks ahead or on schedule

AWARDS & ACCOMPLISHMENTS

- The Census' 2021 Open Data for Good Grand Challenge – Health and Covid-19 2021
2022
- KU Leuven Summer School on the Law, Ethics and Policy of Artificial Intelligence

