

Parker Hardison

Linkedin/in/parker-hardison

(555) 555-1212 phardison@georgefox.edu

EDUCATION

George Fox University (GFU), Newberg, OR

Anticipated May 2018

Bachelor of Arts degree in Politics

Honors: Presidential Scholarship, Peer Leader Scholar, Clymer Scholar, Dean's List (all semesters)

POLICY EXPERIENCE

Legislative Intern, Washington County District Attorney's Office, Hillsboro, OR

Sept. 2017-Present

- Assisted public interest lawyers with legal research on state legislation.
- Collated materials for residents and legislators and registered voters.
- Wrote informational briefs and reports which were distributed to staff and community stakeholders.
- Directed and aided citizens in lobbying efforts.

Legislative Intern, Governor's Commission On Women, Hillsboro, OR

May 2016-Aug. 2016

- Researched proposed statutes and case law.
- Wrote newsletters and distributed information to residents, affiliated organizations, and legislators. Informed citizens of legislative processes.
- Lobbied legislators on issues related to women's rights.

WORK EXPERIENCE

Assistant Program Coordinator, Women's Center, Portland State University

Sept. 2017-Present

- Organized and facilitated educational programs such as Take Back the Night and the Women's Breakfast Series.
- Aided Director with special research and public relations assignments.
- Compiled data and distributed information and resources to members and associated organizations.

Supervisor, Learning Support Services, GFU

Jan. 2017-Present

- Managed, trained, and supervised a staff of eight examination proctors.
- Administered tests to students with learning disabilities.
- Provided informational assistance and maintained records.

Operations Assistant, Admissions Office, GFU

Sept. 2015-May 2016

- Analyzed national college admission standards and procedures.
- Formulated reports on UVM's admissions trends and projections.
- Coordinated three college fairs in the New England region.
- Interviewed prospective college candidates.
- Performed administrative duties for Director and Assistant Director.

STUDENT INVOLVEMENT

Intercultural Life Intern, Spiritual and Intercultural Life, GFU

Sept. 2016-Present

Representative, Associated Student Community

Sept. 2015-Present