

# STEVEN HARTING

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## SUMMARY OF QUALIFICATIONS

- Goal-oriented individual with strong leadership capabilities.
- Real-world experience serving in the federal level public sector.
- Organized, highly motivated, and detail-directed problem solver.
- Computer-proficient with skills in SPSS, Microsoft Office and Adobe Creative Suite.

## EDUCATION

**Bachelor of Arts in Political Science**, *California State University Channel Islands*

May 2011

- GPA 3.92, *Summa Cum Laude*

## RELEVANT EXPERIENCE

**Intern**, *Office of Congresswoman Lois Capps, Port Hueneme, CA*

Mar. 2011 – May 2011

- Handled, documented, and organized constituent casework
- Conducted research into local businesses and prepared memorandums
- Coordinated with private businesses, local and state governments
- Supported staff members by responding to constituents inquiries

**Intern**, *Speaker of the House Nancy Pelosi, Washington, D.C.*

Sep. 2009 – Dec. 2009

- Selected as an intern for the Speaker's Office in Washington, D.C
- Collaborated with staff members by attending hearings, briefings, and bill markups
- Wrote memorandums and responded to constituent concerns
- Coordinated with various House/Senate staffers on national and international projects
- Designed and compiled a biographical blueprint that was selected as an informational document highlighting foreign heads of state for members of Congress & the Executive Branch
- Implemented strategic marketing for the Patient Protection & Affordable Care Act

**Delegate**, *Panetta Institute for Public Policy, Monterey, CA*

Sep. 2009 – Dec. 2009

- Selected as the single student to represent CSUCI at the Panetta Institute for Public Policy
- Attended seminars twice a month with members of the nation's political community
- Selected as an honorary guest speaker to deliver an address to the new class of interns

## EMPLOYMENT HISTORY

**Student Assistant Supervisor**, *CSU Channel Islands, Camarillo, CA,*

Feb. 2011 – May 2011

- Supervised a team of seven student assistants at CSUCI's Student Union
- Created, implemented and refined policy and procedure for the Union
- Served as a paraprofessional staff member for a building that received over 1000 visitors weekly
- Oversaw the operation of events, scheduling, and student orientated services
- Promoted leadership roles among the staff including self-assessments and verbal presentations
- Responsible for the smooth day-to-day operations of the building.

**Student Assistant**, *CSU Channel Islands, Camarillo, CA,*

Jan. 2010 – Feb. 2011

- Served as an inaugural assistant for CSUCI's newly founded Student Union
- Responsible for the safety of all patrons and the security of a 25,000 square foot facility
- Received bimonthly leadership training

- Created a self-actuating visitor log to track patrons and target marketing

**New Student Center Supervisor, CSU Channel Islands, Camarillo, CA**

*Jan. 2009 - May 2009*

- Oversaw operations of a facility which received over 150 visitors a week
- Planned and executed weekly events, including peer counseling & and course scheduling
- Supervised a team of 5 peer mentors including schedule coordination and event planning

## PROFESSIONAL AFFILIATIONS & EXPERIENCE

**Undergraduate Research Assistant, CSU Channel Islands**

*Jan. 2010 – May 2011*

- Senior research assistant of a faculty/student collaborative undergraduate research team focusing on congressional appropriations and representation in American politics
- Contributed to the published manuscript, *Cheese Factories on the Moon: Why Earmarks are Good for American Democracy*

**Member, Association for Public Policy Analysis & Management**

## LEADERSHIP ACCOMPLISHMENTS

**Student Government Senator, CSU Channel Islands**

*Nov. 2010 – May 2011*

- Appointed to position on the CSUCI Student Government Senate.
- Tasked with representing and communicating with the 3,800 person student body.
- Oversaw and implemented the Dolphin Discount Program, a business partnership between the University's Associated Students, the Camarillo Chamber of Commerce, and local businesses.

**Presenter, CSU Student Research Competition, CSU Channel Islands**

*April 2010*

- Part of the research team at the 2010 CSU Student Research Competition in San Jose, CA.
- Received 2<sup>nd</sup> place category award for our research and presentation

## HONORS, AWARDS, & RECONGNITIONS

- Maximus Award Student Finalist, *Department of Student Affairs* 2011
- Outstanding Student Award, *Martin Luther King Jr. Celebration of Ventura County* 2011
- Member, *Gamma Beta Phi Honor Society* 2010-2011
- Scholar Leader Award, *Student Leadership Programs* 2009-2011
- Master of Ceremonies, *"Now & Then" Discussion Panel* 2009
- Presidential Scholarship Recipient, *CSU Channel Islands* 2007-2011
- Semester Honors/Dean's List, *CSU Channel Islands* 2007-2011