

3909 NORTHRIDGE PL SE, LACEY, WASHINGTON 98503
(360) 280-4770

TARA WEAVER

EXPERIENCE

2011-Present Office of Program Research Olympia, WA
Legislative Assistant to the House of Representatives Judiciary and Higher Education Committees

- Provides support to the committee staff and members.
- Responsibilities include: creating hearing agendas, bill analyses, and bill reports, maintaining confidentiality, providing administrative support, recording hearings, running hearing room equipment, and tracking bills.
- Acts as the liaison between committee members and committee staff, and other legislators, lobbyists, media, and the general public.

2009-Present Greater Austin Transportation Company Austin, TX
Executive Administrative Assistant

- Provides a high level of administrative support to all departments of the office, such as drafting correspondence, organizing and maintaining paper and electronic files, receiving visitors, and providing information to employees, customers, and cab drivers.
- Acts as the Human Resources Coordinator and Drug and Alcohol-Free Workplace Coordinator.

2008-2009 Texas Legislative Council Austin, TX
Bill Analyst, temporary sessional employment

- Drafted bill analyses, senate and house amendment analyses, and conference committee report side-by-side analyses during the legislative session.
- Worked specifically with policy issues under the following house committees: Environmental Regulation, Energy Resources, Public Health, Human Services, County Affairs, State Affairs, Natural Resources, Appropriations, Elections, and Insurance.
- Experience in all other policy areas.
- Maintained confidentiality of clients.

2007-2008 Office of Program Research Olympia, WA
Legislative Assistant to the House of Representatives Judiciary Committee, temporary sessional employment

- Provided support to the committee staff during the legislative session.
- Responsibilities included: creating hearing agendas, bill analyses, and bill reports, maintaining confidentiality, providing administrative support, recording hearings, running hearing room equipment, and tracking bills.
- Acted as the liaison between committee members and committee staff, and other legislators, lobbyists, media, and the general public.

2006-2008 Union Square Deli and Espresso Union, WA
Deli Worker and Barista

- Responsible for daily management of local deli.
- Poured and served beer and wine, made and served a variety of coffee and blended drinks, as well as pizzas and sandwiches.
- Key responsibilities included inventory, ordering of stock, and customer service.

2003-2007 Shelton, WA
Research Assistant

- Part-time employment during legislative session assisting lobbyists in legislative research and analysis, bill tracking, administrative support, and scheduling of meetings.

2005-2006 Kim's Drive Thru Espresso Shelton, WA
Barista

- Managed and worked at a small coffee stand.
- Responsibilities included: opening and closing stand, scheduling of employees, preparing bank deposits, inventory, and maintenance.

EDUCATION

2005-2007 The Evergreen State College Olympia, WA
■ Graduated March, 2007 with a Bachelor of the Arts degree.
■ Emphasis in Political Science, Economics, and U.S. History.

2003-2005 Western Washington University Bellingham, WA
■ Completed two years of undergraduate studies.
■ Emphasis in Political Science.

1999-2003 Shelton High School Shelton, WA
■ Involved in Key Club, Pep Club, and Honors Society.
■ Graduated with honors.