

Elizabeth A. Johnson**(b) (6)****Work Experience**

Johnson Smith Pence Wright & Heath LLP, Washington, DC
Policy Analyst, August 1998-present

- Identify potential clients and determine appropriate strategy to meet their government relations needs.
- Monitor federal and state legislation affecting current and potential clients.
- Manage daily operations of the Washington, DC office of this Indiana based law firm.

Democratic Governors' Association, Washington, DC
Compliance Director, January 1997-August 1998

- Determined DGA contribution priorities, administered funds to Gubernatorial Nominees, and ensured DGA compliance with state campaign finance laws.
- Served as liaison on compliance matters for DGA staff, DGA contributors, Gubernatorial offices and Gubernatorial campaigns.
- Organized and staffed all DGA fundraisers, conferences and briefings by recruiting contributors, communicating with event attendees and participating in advance operations.
- Coordinated candidate recruitment and campaign visits for DGA Chairman and DGA Executive Director.
- Managed DGA intern program.

Women's Leadership Forum, Democratic National Committee, Washington, DC
Staff Assistant, May 1996-December 1996

- Planned events nationwide to raise money for the Democratic Party.
- Established office organization, developed database of current and prospective members, and recruited and supervised volunteer staff.

The 75th Anniversary of Woman's Suffrage Task Force, Washington, DC
Public Relations Liaison, February 1995-August 1995

- Planned Washington, DC conference to commemorate the anniversary of the 19th Amendment.
- Communicated with various organizations nationwide, congressional offices, the press, and interested individuals regarding information about all aspects of the events.
- Managed headquarter operations and sales during the events and distributed proceeds at the close of festivities.

Women's Action for New Directions/Women Legislators' Lobby, Washington, DC
Event Assistant, September 1995-December 1995

- Planned the annual Washington, DC bipartisan conference, which included scheduling congressional appointments for attending state legislators.
- Managed correspondence with members and organized electronic mail database.

The George Washington University Office of Admissions, Washington, DC
Admissions Assistant, January 1994-May 1995

- Reviewed applications of prospective Honors students and issued decisions regarding acceptance or denial.
- Developed a more efficient Honors application review process, reducing necessary staff from five initial readers to one.
- Provided administrative assistance to Senior Assistant Director of Admissions, which included contacting alumni and students, scheduling recruitment visits, and preparing recruitment materials.

Education

The George Washington University, Washington, DC, (b) (6)
 Bachelor of Arts Economics, Women's Studies Minor, GPA: 3.8
 Summa Cum Laude, Phi Beta Kappa, University Honors Scholar