

# Stephanie Richardson

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## SUMMARY OF QUALIFICATIONS

- Skilled in policy analysis, drafting grant proposals, and writing policy memos for reproductive healthcare.
- Familiarity with Georgia's legislative process and navigating LexisNexis for legal research.
- Experience in research and presenting findings to an audience via oral and written presentations.
- Proficiency in Microsoft Office and SPSS to create, edit and understand documents including presentations, documents, charts, graphs, and spreadsheets.

## EDUCATION

**Georgia State University- Andrew Young School of Policy Studies; Atlanta, GA**  
*Bachelor of Science in Public Policy - GPA 3.42, May 2019*  
Awarded 2018 President's List, Dean's List, 2019 Dean's List

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## PUBLIC POLICY RESEARCH & COURSE PROJECTS

- Analyzed public administrator's role in the public sector as it relates to the three branches of government.
- Conducted research on Atlanta's Neighborhood Planning Unit systems' efficiency for vitalizing community participation.
- Evaluated a case study on the viability of a NGO focused on childhood development by identifying quantitative and qualitative data, how data was collected, and ways to increase evaluability.

### *President and Founder, Planned Parenthood GenAction at GSU, Atlanta, GA, 2018-2019*

- Worked with a team to develop the student organizations constitution and organizational structure.
- Created a grant proposal for Planned Parenthood GenAction student organization at GSU for contraception vending machines.
- Conducted a survey on campus safety and student sexual assault.
- Organized and developed comprehensive educational meetings around reproductive healthcare, and legislative advocacy.

## COMMUNITY SERVICE

### *Policy Volunteer, Planned Parenthood Southeast, Atlanta, GA, 2017-2019*

- Input data collected from 501c3 and 501c4 events in the NGP VAN database.
- Organized reproductive health awareness pamphlets.
- Prepared tabling booths with condoms, lubricants, and informational pamphlets.

## WORK EXPERIENCE

### *Policy Intern, Planned Parenthood Southeast Advocates, Atlanta, GA, 2018-2019*

- Practiced legislative advocacy for reproductive healthcare for Georgia.
- Served as advocacy trainer for constituents.
- Tracked bills and resolutions put forth by legislators.
- Analyzed intent of state legislator's policy Proposals.

### *Bartender, Wine Steward, & Trainer, Barteca, Atlanta, GA, 2016-Present*

- Developing good rapport through relationship building with guests to encourage future business.
- Conduct educational wine tastings.
- Thoroughly trained new teammates per the guidelines and mission of the company and Georgia state liquor laws.

### *Server & Trainer, Hospitality Industry, Atlanta, GA, 2010- 2016*

- Worked in various restaurants in the Atlanta area including Murphy's, Tin Lizzy's, and Einstein's.
- Serviced high-stress environments, learned how to navigate time-sensitive situations, and maintain focus under difficult circumstances.
- Trained new hires on policies and procedures according to each restaurant's guidelines.

### *Accounts Payable Assistant, Spinal Solutions, Conyers, GA, 2007-2010*

- Provided financial, administrative, and clerical support.
- Received, verified, and reconciled invoice payments.
- Input invoices in Peachtree Accounting Systems.