

**Margaret Richardson, M.A., M. S.**

4611 E. Houston Street, Apt. 504

San Antonio, TX, 78220

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**EXPERIENCES**

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**August 2012 - December 2018, August 2019 - current** **Alamo Community Colleges**

**Full-time Adjunct Lecturer – Federal & State Government**

**Northeast Lakeview College, Universal City, TX**

August 2012 to May 2014

**San Antonio College, San Antonio, TX**

January 2013 – December 2018, August 2019 - current

- Instructor for Federal Government 2305 & State Government 2306 classes
- Experienced in several capacities: as a substitute instructor, Temporary Full-time instructor, online classes (4 semesters)
- Experienced through different spectrum of semesters: Full 16-week, Second Start 14-week, Online, Summer, and Flex I & II courses
- Experienced with College Education: Travis (SAC); Judson (NEL), MacArthur Pilot Program – in total, (8 semesters)
- Served as Faculty Representative for the Student Veterans of America at SAC Organization (2016)

**January 2020 – current**

**Texas A & M University San Antonio**

**Adjunct Instructor – Federal Government**

- Teaching upper-division course: POL 4363 - Policy in Policymaking in US
- Federal Government 2305 course online for Spring 2020 semester and online for Fall 2020 semester
- Texas Government 2306 course online in Fall 2020 semester

**February - March 2016, September 2017 to October 2019**

**Texas Legislature - Senate, SD 26**

**Office of State Senator José Menéndez**

**Constituent Services & Policy Analyst**

- Daily casework and resolution through agency follow up regarding Transportation and Labor for constituents in District 26.
- Researching, organizing and preparing session legislation (bill analysis)
- Committee work on Senate Committees on Administration and Transportation during 86th Legislative Session.
- Assistance & participation with office and district events as directed.
- Constituent services – case work for throughout the district with various state agencies

**January 2017 to July 2017**

**Texas Legislature – House of Representatives, HD 120**

**Office of State Representative Barbara Gervin-Hawkins**

**District Office Director**

- Daily constituent casework and resolution regarding constituent issues with Texas state agencies
- Develop and cultivate on-going working relationships with District 120 community members; maintaining community contacts
- Attend civic association and other community meetings on a regular basis representing
- Monitor community and constituent concerns, intervening as needed
- Planning office events as well as assisting with community events and discussions

**January 2007 - May 2007**

**McClendon Legislative Internship Program**

**January 2007 – December 2010**

**Texas Legislature - House of Representatives, HD 124**

**Office of State Representative José Menéndez**

**Legislative Director** January 2009 – December 2010

**Office of State Representative José Menéndez**

**Legislative Aide**

June 2007 to January 2009

- Awarded internship to work in the office of State Representative José Menéndez, HD 124 for the 80th Legislative Session
- Researching and drafting proposals for possible legislation with member
- Organizing and preparing session legislation packet for bill drafting and analysis
- Helped member to prepare for bill lay out in committee and floor votes
- Assisted with preparation with the House Committee on Appropriations for hearings and agency mark-up
- Worked on constituent issue resolution and communication with state agencies
- Worked on assisting plans for multiple district events

**January 2005 - December 2006**

**University of Texas at San Antonio**

**Graduate Assistant in Graduate Recruiting & Retention**

June to December 2006

- Data input and updating university information for new UTSA graduate students
- Assistance for college retention through event planning for graduate school fair and away trips
- Conducted campus tours and primary advisory assistance for new graduate students to UTSA

**January 2005 to December 2006**

**University of Texas at San Antonio**

**Student Assistant for Professor Frederick Williams**

- Facilitated exams, assisted classroom discussion and assignments.

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- Unofficial advising on campus and in the community as well for student sign up for degree plan and/or classes.

### EDUCATION

January 2011 – August 2014	University of Texas at San Antonio	<u>M. S. in Justice Policy</u>
January 2006 – December 2010	University of Texas at San Antonio	<u>M. A. in Political Science</u>
August 2003 – January 2007	University of Texas at San Antonio	African American Studies
January 1998 – August 2004	University of Texas at San Antonio	<u>B. A. in Public Policy</u>
December 2003 – March 2004	Bexar County DA's Office-White Collar Crimes	150 hours internship

### SKILLS

TLIS, TLO, CMS (for the Texas Legislature - constituent and contact database), MS Works (Word, Office, Excel, Power Point), multi-lined systems for phone service, data input and etiquette for phone systems and office facilities, researching legislation, data analysis, shareholder organization, event planning and coordination, social media (Facebook, Instagram); minor experience in working on web pages and blogs.

### CAMPUS INVOLVEMENT

- UTSA Tuition & Fees Committee Student member 2005
- UTSA Affirmative Action & Diversity Committee Student member 2007
- UTSA Inclusiveness Task Force Student member 2008
- Graduate Political Science Association Event Coordinator, member 2006-2008
- "INITIUM: All Thoughts Political" scholarly journal Editorial staff 2006-2007
- Students United for the Millions More Movement co-founder, Treasurer 2005-2006
- Students Committed to Change Chair 2007-2008, member 2008-2009

### PROFESSIONAL & COMMUNITY INVOLVEMENT

- MLK Commission Youth Committee - San Antonio Hip Hop Summit Planning Committee 2005-2007
- Neighborhoods First Alliance Member 2007-2008
- MLK Commission Arts Committee Co-chair 2008-2011
- VIA Metropolitan Citizens Action Committee Member 2009-2010
- *Black is the Color of Love* Anthology Contributing author 2010
  - ✓ Short Story -- "Passing the Torch" with Lenton Collins
  - ✓ Political Essay -- "We Who Desire Freedom"
- Big Brothers & Sisters African American Advisory Council Member 2010-2011
- Living Tree Literacy Project Book & Culture Club Facilitator & Organizer 2011-2012
- Student Veterans of America at San Antonio College Faculty Advisor/Representative 2016
- Community network conversations - Power of One Participant/Facilitator 2016 - current
- Bexar County Democrat Party Precinct Chair - Precinct #4033 June 2017 - June 2019

### HONORS & AWARDS

- Dean's List: College of Public Policy (for part-time students) Fall 2004
- Dean's List: College of Liberal & Fine Arts (for part time students) Spring 2005
- McClendon Legislative Scholars Internship – (2nd class) Awarded November 2006
- National Scholars Honors Society Member 2007
- Harriett Tubman Award of Courage - Student Committed to Change Awarded June 2008
- SAC Adjuncts Creating Academic Excellence Award Awarded August 2016
- UTSA Women's Institute Advocate of the Year Awarded March 2019
- Melanin Women of San Antonio Woman of Influence Award Awarded September 2019

### REFERENCES

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|------------------------------|--|----------------|
| • Frederick Williams         | UTSA/SAC Adjunct Professor & Anthology Managing Editor                 | (210) 885-2228 |
| • Richard Gambitta, PhD      | Chief of Staff - State Rep. Leo Pacheco                                | (210) 325-3830 |
| • Liza Zottarelli PhD        | SAC Former Department Chair  | (210) 486-0992 |
| • Crystal Villarreal Pacheco | Former McClendon Legislative Intern (2 <sup>nd</sup> class) – attorney | (210) 413-7863 |