
Education

Georgetown University Law Center

Washington, DC

- *3L Externship: Maryland Office of the Attorney General, Criminal Division, Organized Crimes Unit*
- *Elective Focuses: Analytical Methods, Health & Administrative Law, Intellectual Property & Entertainment Law, Criminal Procedure*
- *Georgetown Law Merit Scholarship, Reynolds Endowed Scholarship*

University of Hawaii (

coursework in Chemistry, Biology, Psychology

Honolulu, HI

- *#1 highest average in organic chemistry, of ~200 premedical students*
- *A+ achieved in: biopsychology, organic chemistry (lecture and lab), microbiology lab, ecology, cognitive psychology, social psychology, and research methods*

Princeton University

English Language & Literature

Princeton, NJ

- *Walter C. Hughes Senior Thesis Award, Princeton University Department of English*
- *Letter Winner, Princeton Junior Varsity Tennis Team*

Punahou School

Honolulu, HI

- *Punahou School Alumni Award (awarded to #1 male & #1 female among 422 in graduating class)*
- *National Merit Scholar (awarded to 2,500 students in United States)*
- *Presidential Scholar Finalist (awarded to 6 students in state of Hawaii)*

International Certifications:

- *Trinity Cert TESOL, Trinity College London via Oxford House Prague* July 2017
- *Honors Certificate in Spanish, Escuela Internacional Salamanca* July 2004

Work Experience

GOVERNMENT:

Legal Intern to the General Counsel

May 2021-Aug 2021

District of Columbia Department of Health, Office of the General Counsel

Washington, DC

- Legal research, legislative tracking, meeting attendance, attorney consultation
- Issues: FOIA compliance, COVID-19 emergency response, smoking ban exemptions, vaccine mandates, consent for minor vaccinations, Certificate of Need policy, physician licensing.

Senior Legislative Aide

Jan 2015-May 2016

Hawaii State Senate, Minority Leader Sam Slom (R)

Honolulu, HI

- Composition, bill tracking, constituent concerns, event management, database analysis

Legislative Aide

Jan 2013-May 2013

Hawaii State Senate, Majority Floor Leader Will Espero (D)

Honolulu, HI

- Drafting legislation, constituent concerns, scheduling, bill circulation, speechwriting, editing

Elise C. Anderson

Research Analyst/Editor/Teaching Assistant
NASA Ames Human Factors Integration Division
• Data analysis for attention study of aeronautic display interface efficiency, grading exams

Jan 2011-May 2011
Mountain View, CA

Panel Review Coordinator/Editor
NASA Lunar Science Inst., ROSES Science Supplemental Grants
• Grant review planning, scoring system design, conference proceedings, educational promos

Jul 2010-May 2011
Mountain View, CA

Chief of Staff and Legislative Aide
Hawaii State House of Representatives, Rep. Corinne Ching (R)
• Drafting, hearing documentation, constituent concerns, event facilitation, speechwriting

Jan 2010-Jul 2012
Honolulu, HI

MEDIA/EDITORIAL:

Cable Television Host, Commentator, Film Critic
Think Tech Hawaii
• Composing/delivering scripts reaching 300,000+ households statewide, 75+ film reviews

Mar 2016-Aug 2019
Honolulu, HI

Locations Producer
The Michael Medved Show
• Remote station logistics, research, editing, guest management (300+ US stations, ~5M listeners/wk)

Sep 2016-Feb 2018
Seattle, WA

Contracted Freelance Writer
The Bennet Group Strategic Communications
• Speechwriting, technical report editing, on-call for intermittent projects

Feb 2018-Aug 2019
Honolulu, HI

Content Development Contractor
Hawaii State Foundation on Culture & the Arts
• Archival research/composition of ~1,700 museum display caption essays, database updates

Jun 2013-Dec 2013
Honolulu, HI

Research Associate
Smith Floyd Hawaii Business Brokerage
• Business sales research, business profile composition, client interviews, contract procedures drafting

Oct 2011-Jan 2012
Honolulu, HI

Office Manager/Account Coordinator
Destination Marketing Hawaii
• Brokerage between local tourism industry vendors and advertisement space nationwide

Jun 2009-Sep 2009
Honolulu, HI

INSTRUCTIONAL:

Standardized Test and Curricular Tutor
Excel Learning Center & private clients

Jul 2014-Present
Honolulu, HI

English Teacher, "English For You"
Summertime Camp, SYKA Agency

Jul 2017-Aug 2017
Prague, Czech Republic

Tennis Coach
Waialae Country Club

Aug 2013-Aug 2015
Honolulu, HI

Elise C. Anderson

Community Engagement

- Member, Oahu Board of Registration, Hawaii State Office of Elections Aug 2014-Present
- Scholarship Evaluation Committee Member, AFCEA Sep 2018-Present
- Princeton University Undergraduate Admissions Interviewer 2011-2014, 2017-Present
- Publicity and In-house Management, Konoba Tramontana (Vis, Croatia) Jun 2018-Jul 2018
- Executive Secretary, M. Haig (logistical assistance post-stroke) Jul 2011-Oct 2015 (decease)
- Background Actor, Hawaii Five-O and television commercials Aug 2013-Jul 2016
- Non-Response Field Survey Enumerator, U.S. Census Bureau Mar 2010-Jun 2010
- Event Volunteer, Hawaiian Mission Houses Historic Site & Archives 1990s-Present
- Member, Outrigger Canoe Club 2003-Present
- Member, Princeton Charter Club 2007-2009