

# Sara A. Larsen

2203 W. Nicolet Ave, Phoenix, AZ 85021 602.369.4414 [saraannlarsen@gmail.com](mailto:saraannlarsen@gmail.com)

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## Education

- 05/2011 ***Master of Public Administration***  
(*Pi Alpha Alpha*)  
Arizona State University  
Two-year professional degree in public service management;  
concentration in public policy analysis
- 12/2004 ***Bachelor of Arts in History***  
Brigham Young University  
Four-year academic degree program concentration in U.S. History and  
Political Science

## Experience

- 12/2002- 06/2011 ***Haralson, Miller, Pitt, Feldman & McAnally, P.L.C.***  
Paralegal- complex civil litigation cases
- Arizona Independent Redistricting Commission
    - Assisted attorneys with litigation, remapping, public comment, appeals
  - Arizona Citizens Clean Election Commission
    - Assisted attorneys with in litigation and investigations
  - Personal injury, wrongful death, products liability
  - Comprehensive document preparation and management
  - Comprehensive trial preparation
  - Presentation preparation
  - Client relations
  - Research
- 10/2000- 12/2002 ***U.S. Attorney's Office, District of Utah***  
Student Administrative Clerk
- Assisted Administration Officers with human resources tasks
  - Assisted criminal and civil attorneys with document preparation and discovery
  - Assist in preparation for 2002 Winter Olympics
- 06/2000- 08/2000 ***Perkins Coie Brown & Bain***  
Summer Project Clerk
- Assist paralegals with special projects

## Skills

- Proficient in Microsoft Word, PowerPoint Presentation, Excel
- Knowledgeable in SPSS and STATA

## **Interests**

- Friends of Animal Care and Control 2011 HERO Awards committee member
- Youth adviser for church youth group
- Traveling, reading, hiking, skiing, and spending time with my German Shorthaired Pointer, Charlie.

\*References available upon request.