

Elizabeth Davis Webb  
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## **EXPERIENCE**

### **United States House of Representatives, Congressman Trey Gowdy, Washington, DC**

*Legislative Counsel, August 2011- August 2013*

- Managed activities related to the Congressman's work on the House Judiciary Committee, including legislative tracking, mark-up preparation, and issue research.
- Served as primary liaison between the House Judiciary Immigration Subcommittee and the Congressman during the Congressman's time as Chair of the Subcommittee. Met with all immigration-related interest groups on potential immigration reform legislation and communicated their requests and concerns back to the Congressman and subcommittee staff.
- Drafted legislation in conjunction with the Office of Legislative Counsel and secured legislative co-sponsors, prepared legislation for Floor action and worked with Senate colleagues on companion legislation.
- Advised the Congressman and met with constituents on policy issues, including healthcare, agriculture, the arts and humanities and social issues, such as abortion and welfare reform.
- Edited and approved constituent mail, edited press releases and other communication pieces.

*Legislative Assistant, January 2011- July 2011*

- Managed activities related to the Congressman's work on the House Judiciary Committee and the House Education and Workforce Committee, as well as policy issues, including healthcare, agriculture, the arts and humanities, and social issues.

### **University of South Carolina School of Law, Columbia, SC**

*Director of Student Affairs, June 2007- July 2010*

*Associate Director of Student Affairs, December 2006- June 2007*

- Supervised Office of Student Affairs staff, including Program Coordinator and Office Assistant, acted as advocate for students to Associate Deans and Dean (as Director).
- Managed budget for the Office of Student Affairs and allocations to all student organizations and co-curricular groups, such as Moot Court, Mock Trial, and law journals.
- Investigated and prosecuted alleged Rule of Academic Responsibility violations.
- Facilitated and coordinated accommodations for students with disabilities.
- Advised and counseled students on daily law school and interpersonal issues and made appropriate referrals to other University offices and services as necessary.
- Planned School of Law events, including First-Year Orientation and Commencement Exercises.

### **Ratchford and Hamilton, LLP, Columbia, SC**

*Law Clerk, May 2004- August 2005*

- Drafted complaints, answers, motions, and discovery documents for both plaintiffs and defendants.
- Researched various legal issues in areas of law, such as criminal, insurance, and medical malpractice and drafted memoranda pertinent to ongoing casework and client files.

## **EDUCATION**

### **University of South Carolina School of Law, Columbia, SC**

*Juris Doctor, May 2006; Admitted to the South Carolina Bar, November 2006*

- Internship with General Counsel at the Medical University of South Carolina
- Guardian ad Litem with Richland County CASA; Student Bar Association Class Representative

### **Clemson University, Clemson, SC**

*Bachelor of Arts, Political Science with Minor in English, cum laude, May 2003*

- Graduate of Calhoun Honors College with General Honors
- Student Body Vice President, Matt Locke Award for Outstanding Leadership
- Blue Key Honor Fraternity; Panhellenic Council, Vice President of Scholarship