

CLAYTON HOLLINBECK

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Professional Summary

Dedicated and adaptable professional with leadership experience in government operations, security management, and time management. Full-time Political Science student at the University of Missouri, balancing academics with hands-on experience in public service and leadership. Gained insight into legislative processes through Missouri Boys State and an internship at the Missouri State Capitol, where I assist with bill editing, correspondence, and committee hearings. Currently work part-time as Security Manager at Harpo's Bar & Grill, overseeing safety and conflict resolution in a high-energy setting. Strong communicator, problem-solver, and team leader with a proven ability to excel in fast-paced environments.

Work Experience

Legislative Intern | Missouri State Capitol – Jefferson City, MO | 01/2025 – 05/2025

- Assist with office operations, manage correspondence, and organize legislative materials.
- Attend committee hearings and budget meetings, taking notes for legislative staff.
- Engage with constituents, conduct policy research, and support legislative initiatives.

Head of Security | Harpo's Bar & Grill – Columbia, MO | 10/2023 – 10/2025

- Monitor premises to ensure patron safety and enforce security policies.
- Handle conflict resolution and de-escalation in a high-traffic environment.

Banquet Captain | Columbia Country Club – Columbia, MO | 05/2025 – Present

- Customer service, event preparation, and staff management
- Assisted the Food and Beverage Manager with events (Weddings, social gatherings, golf tournaments, etc.)

Crew Member | Hawaiian Bros – Independence, MO | 06/2023 – 08/2023

- Managed drive-thru operations, processed orders, and provided customer service.
- Assisted with food preparation and sanitation to uphold quality standards.

Education

Bachelor of Arts in Political Science (Minor in Sociology)

University of Missouri – Columbia, MO (*Expected Graduation: 12/2026*)

- **GPA: 3.8 | Dean's List**

High School Diploma

Truman High School – Independence, MO (*Graduated: 05/2023*)

- **Honors:** McCoy Medal for Academic Excellence, Presidential Gold Scholar, First Christian Church Scholarship
- **GPA: 4.3 (Weighted)**

Extracurricular Activities

- Scholar Bowl | National Honor Society
- German Club President (2022) | Student Senate (2021-2023)
- THS Boys Tennis Captain (2023) | Trumpet Section Leader (2022)

Skills

- Legislative Research & Policy Analysis
- Conflict Resolution & Crisis Management
- Public Speaking & Communication
- Time Management & Organization
- Money Handling & Cash Management

Accomplishments & Affiliations

- Eagle Scout (2022), Scout Troop 1282
- Missouri Boys State, Chamber of Commerce (2022)
- Mizzou Club Tennis