

First Name Last Name

City, State name@su.suffolk.edu number
linkedin.com/in/personalization

EDUCATION

Suffolk University Boston, MA
Bachelor of Arts: Political Science Major, Women and Gender Studies Minor Expected May 2023
Member of the College of Arts and Sciences Honors Program GPA: 4.0
Suffolk University Madrid: Spain Campus Spring 2022
The Washington Center: Washington, D.C Campus Fall 2022
Dean's Scholar & Dean's List Recipient: Fall 2019- Present

Related Courses: Evolution of Global Systems; American Politics; Research Methods; Data Analysis; Public Policy; U.S. Constitutional Law & Civil Liberties; Women & Public Policy; The Washington Center Inauguration Seminar

LEGAL AND POLITICAL EXPERIENCE

Marzulla Law, LLC Washington, D.C.
Legal Intern August- December

- Drafted memorandum weekly specializing on environmental law and federal claim litigation
- Assisted in preparatory materials for depositions, hearings, oral arguments, and trials
- Reviewed, analyzed, and summarized case documents daily

Lex Fellowship Washington, D.C.
Legal Fellow July- August 2022

- Rotated between 10 law firms and presented over 25 case work issue spotting analyses to attorneys
- Completed over 50 hours of an extensive legal training seminar and performed statutory interpretations

Alex Gray, Boston City Councilor Campaign Boston, MA
Campaign Intern May- September 2021

- Led weekly virtual volunteer phone bank quorums
- Drafted weekly campaign emails for donation requests
- Conducted approximately ten hours a week calling prospective voters and volunteers

Pratcher Krayer, LLC Wilmington, DE
Personal Injury Paralegal Intern May- August 2020

- Created all documentation for medical record and police report requests
- Executed initial intake client meetings and performed routinely treatment status updates
- Drafted all documentation for litigations and settlements

ACADEMIC INVOLVEMENT

Suffolk University Career & Development Center Boston, MA
Student Career Ambassador Spring 2021- Spring 2022

- Served as Ambassador Lead overseeing five other interns to prioritize student engagement and event planning for the Career Center
- Mentored students with reviewing resumes, cover letters, and building their professional profile
- Routinely presented new developments within the Career Center to entry level classes

Suffolk University Club Organization, Women in Government Boston, MA
Founder & President Fall 2019- Spring 2021

- Founder and served as Co-President, focusing on educating and providing opportunities for those identifying as women to be involved in governmental and legal professions
- Lead an annual Running Start ElectHer conference comprised of local elected officials to inform students on campaign strategies and government opportunities for females
- Voted "Outstanding New Student Organization of the Year" by Suffolk University in 2020

VOLUNTEER EXPERIENCE

Election Protection Program Presidential Election of 2020 Representative 2020
Political Science and Legal Studies Department Open House Ambassador 2019