Jane Doe

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EDUCATION

The University of Chicago — Chicago, IL
Bachelor of Arts in Law, Letters, and Society, Minor in Democracy Studies — June 2026
GPA: 3.92/4.00
Honors: *Summa Cum Laude*, Departmental Honors in Law, Letters, and Society, Dean's List (2023, 2025, 2026)

EXPERIENCE

Freelance Journalism — Various Locations
Writer — January 2025 – Present

- Draft, revise, and fact-check opinion pieces, aligning arguments with publication priorities, and adapting tone and structure to fit diverse audiences and editorial standards
- Wrote a monthly column for the *Springfield News-Leader* in coordination with editors, conducting interviews with local elected officials and translating conversations into published commentary
- Published in *The Oklahoman*, *St. Louis Post-Dispatch*, *Kansas City Star*, *Tulsa World*, and *Missouri Independent*, working with editors throughout the revision process to shape coverage including utility regulation, housing policy, and state fiscal policy

University of Chicago — Chicago, IL
Research Assistant for Political Science Professor John Brehm — December 2024 – August 2026

- Worked on ongoing project examining state government institutional messaging during the Covid-19 pandemic
- Wrote code to scrape press release text from the websites of state government institutions including state governor's offices, state health departments, and state university systems
- Analyzed press release data using natural language processing methods including structured topic models, zeroshot topic classifier LLMs, and cosine similarity of text embeddings
- Created the project GitHub and wrote ~95% of the code base

Bet Tzedek Legal Services — Los Angeles, CA
Summer for Justice Intern — May-July 2026

- Conducted intake interviews with thousands of low-income and elderly callers, showing empathy and triaging cases
- Recorded, categorized and prescreened each legal matter in Legal Server, noting contact and background information
- Connected over 100 qualifying clients with the appropriate attorney, directing other callers to relevant legal resources
- Worked with fellow volunteers to improve and streamline intake procedures, updating online application for services

Goldberg Kohn Ltd. — Chicago, IL
Litigation Intern — June 2024 – August 2024

- Conducted legal research on six current and potential cases handled by Goldberg Kohn's litigation team
- Reviewed, tagged, and redacted 6,000 documents as part of the discovery process
- Researched and summarized Goldberg Kohn's past pro-bono asylum cases
- Observed court hearings, conferences with opposing counsel, and client meetings

National Constitution Center — Philadelphia, PA
Legal Studies Intern — June 2023 – August 2023

- Prepared research memos for 9 of the NCC's *We The People* Podcasts and 4 of the NCC's Town Hall programs on constitutional law and American history
- Excerpted and summarized relevant Court cases, statutes, law review articles, and writings of panelists
- Excerpted Supreme Court cases upon release to prepare the NCC's CEO for media appearances
- Edited 15 transcripts of past NCC programs

Columbia Law School — New York, NY
Research Assistant for Corporate Law Professor Eric Talley — May 2022 – September 2022

- Worked on "Sex and Startups" project comparing corporate governance of male and female-founded venture capitalist funded startups

- Read and hand coded 750 corporate charters identifying rights of preferred and common shareholders with respect to liquidation, conversion, redemption, and control over the board of directors
- Assisted in defining coding guidelines and training new research assistants

LEADERSHIP & ACTIVITIES

Undergraduate Law Magazine, University of Chicago Chicago, IL
Associate Editor and Illustrations Manager September 2026-Present
Staff Writer and Illustrator November 2025-Present

- Publish work quarterly, synthesizing complex case law and analysis into clear legal arguments for a broad audience
- Illustrate 2-3 articles by hand for each issue, overseeing illustration team to compile high-quality graphics for each issue
- Attend weekly meetings to discuss writing and ideas; communicate consistently with editors to ensure polished results
- Compile and summarize 25 current or recent legal and policy issues for consideration at the start of each print cycle

University of Chicago Moot Court Team Chicago, IL
Oral Advocacy Team Member October 2022 – June 2026
Adjunct Coach September 2025 – June 2026

- Prepared, researched, and presented oral arguments on American and Canadian Supreme Court cases
- As coach, judged practice rounds, assisted with research, and hosted office hours and meetings to help prepare fellow team members for competition
- Qualified for the Undergraduate Moot Court National Championship (2023, 2026)
- Finalist at Capital Cup Tournament 2023
- 16th place individual speaker at Undergraduate Moot Court National Championships 2023

University of Chicago Legal Research and Writing Seminar Chicago, IL
Participant Spring 2024

- Mastered basics of workplace legal research and writing, such as formatting, etiquette, and client considerations
- Located case law and statutes in Westlaw exercises, working through court structure, reports, and annotated codes
- Summarized a California appellate opinion on statutory construction, covering issue, holding, rule, and analysis
- Drafted a predictive memo on California spite fence law, applying four appellate decisions to assess client risk

University of Chicago Varsity Cross Country & Track Chicago, IL
Team Member September 2022 – June 2025

- Balanced 15-20 hours per week of team practice and competition schedule with academics until career ending injury requiring surgery
- Ran 60-80 miles per week
- Named to the UAA All-Academic team (Fall 2023, Winter 2023–2024, Spring 2024)

Maryland Art Place Baltimore, MD
Exhibiting Artist May 2024-October 2025

- Created original paintings and drawings for monthly gallery shows, handling transport and installation on schedule
- Wrote artist statements and wall text for each piece, articulating visual themes and concepts for a general audience

ADDITIONAL SKILLS & INTERESTS

Languages: Fluent in Mandarin Chinese, elementary German
Technical: Proficient in Westlaw, LexisNexis, R, Python, LaTeX, Excel; Familiar with SQL, Java
Interests: Naval history, Sudoku, Dutch Golden Age painting, literary fiction, dinghy sailing