

# Sophia Downs

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## Education

### Harvard University

A.B., Classics (Classical Languages and Literatures)

Involvement: Leaders in Public Service Journalism Fellow (2023), John Adams Society (Chief Whip 2023), The *Crimson* (Staff Writer 2022-2023), Harvard Right to Life (Co-president 2020)

Cambridge, MA

May 2026

## Experience

### American Enterprise Institute

Summer Intern, *Office of the President*

Washington DC

May 2025 — Aug 2025

- Draft letters, speeches, and reports for AEI President Robert Doar, including newsletters sent to 10,000+ readers

### Tangle News (Political Newsletter)

Research, Writing, and Editorial Intern/Associate Editor

Remote

June 2024 — Feb 2025

- Supported growth of 200k+ subscribers by providing fact checks, edits, editorial opinion, and Sunday edition compilation
- Reduced subscriber churn risk by personally engaging with readers through email to manage subscriptions

### The Institute for Women's Health

Washington DC

Logistics and Internship Assistant

May 2024 — Feb 2025

- Managed six interns, established recruiting pipelines with universities, and coordinated interface with senior leadership
- Contributed to health curriculum development for international distribution by drafting lessons and standardizing format

### Investigative Research Intern

May 2023 — Dec 2023

- Researched and created 50+ country profiles to prepare senior leadership for embassy meetings with country leaders

### United States Senate, Office of Senator Mitt Romney

Washington DC

Intern

Jan 2024 — July 2024

- Conducted informative and engaging tours for nearly 500 people of US Capitol, building rapport with state residents
- Handled 20,000+ constituent correspondences and reported key voter insights to enhance Romney's efforts
- Prepared research documentation for Budget Committee and Senate Foreign Relations Committee hearings

### The Innocence Project New Orleans

New Orleans, LA

Paralegal Intern

June 2022 — Aug 2022

- Reviewed prior offense records and organized data for over 800 potential cases, fielded and responded to letters from dozens of potential clients, and assisted in the preparation of legal documents for ongoing legal proceedings

### The Church of Jesus Christ of Latter-day Saints

Tacoma, WA

Missionary Leader & Trainer

Sep 2020 — Apr 2022

- Trained 200+ missionaries on a regular basis; specialized in welfare and performance of 60 women

## Leadership and Activities

### Fellows and Study Groups Program at the Institute of Politics

Cambridge, MA

Chief of Staff for former Senator Pat Toomey

Sep 2025 — Present

- Manage team of 8 student liaisons to organize itinerary for Senator Toomey's 5-day Harvard residency
- Interface with Senator Toomey, staff members, and professors to schedule and execute a variety of events

### Harvard Undergraduates for Bipartisan Solutions

Cambridge, MA

President

Dec 2022 — Dec 2023

- Facilitated 10 events bringing together 200+ students, community leaders, faculty, and political figures to discuss policy
- Collaborated with MA State House to research and write policy papers about Driver's License Suspensions and the renegotiation of renewable energy contracts between private and public partners

### Harvard Latter-day Saint Student Association

Cambridge, MA

President

May 2023 — Dec 2023

- Conceptualized and organized Ivy League conference for 50+ Latter-day Saint students including service, social, and spiritual activities; orchestrated contracts with vendors, reserved conference space, and managed budget