
Education

University of Pennsylvania, College of Arts and Sciences, Philadelphia, PA

May 2027

Candidate for Bachelor of Arts in *Criminology | Legal Studies & History and Political Science minor*

GPA: 4.0/4.0

170 LSAT

Professional Experience

Office of Congressman Andy Biggs | Congressional Intern

September 2025-Present

- Produced and circulated daily news clippings from ~20 national, state, and issue-specific sources to brief staff on relevant developments
- Drafted recommendations for suspension votes by analyzing legislation, budgetary impacts, and alignment with member values and district priorities
- Drafted constituent correspondence assuming member's voice to explain positions on current and potential legislative issues
- Answered constituent calls, logged concerns in IQ and internal systems, and provided information on policy positions, events, and points of contact
- Conducted policy research and prepared memos outlining legislative proposals, stakeholder perspectives, and potential media hits

Poydasheff and Sowers, LLC | Paralegal

June 2025-August 2025

- Managed the organization and filing of hundreds of physical and digital documents, including pleadings, discovery requests, correspondence, and financial documentation
- Drafted and filed formal pleadings (e.g. petitions, motions, final orders) in Probate Court
- Created detailed annual returns for state wards through meticulous financial tracking and documentation, resulting in creation of a digital template for use by other firm paralegals
- Created hearing binders through careful review, organization, and labeling of hundreds of pages of exhibits
- Provided administrative support for attorneys through case management tasks and client communications

Law Office of Lewis J. Saret | Managing Associate Editor

February 2024-Present

- Launched and manage Editorial Team to establish systems ensuring consistent journalistic quality
- Spearhead a multi-stage memo project to guide visiting authors on editorial expectations using iterative drafting and structured feedback
- Author and distribute weekly performance reports to implement editorial standards
- Created and continually update company SOPs to provide comprehensive guidelines ensuring consistent posts from editorial team in response to changing company standards and practices; distributed SOPs via DropBox with updates announced by email and Asana message
- Review and edit posts of other associate editors prior to publication to ensure compliance with formatting guidelines and maintain consistent company standard
- Contribute to multiple estate planning resources relating to proposed regulations on the information reporting of foreign trusts, including updating existing resources and aiding in composition of ongoing series of articles published by Wolters Kluwer in *TAXES: The Tax Magazine*
- Prepared summaries of legal developments, such as relevant court cases, IRS administrative guidance (e.g., Revenue Rulings, Private Letter Rulings, IRS Regulations, etc.), and commentary on current changes in fields including tax, estate and financial planning, and practice management and development

Relevant Extracurricular Experience

Students for Life @ Penn | Co-President

January 2024-Present

- Organized and participated in 7+ tabling sessions engaging students and members of the Philadelphia community in dialogue about the moral and legal right to life and subtopics like the FDA's mifepristone regulations
- Organized, with my co-president, promoted, and engaged in 10+ volunteering sessions with local pro-life organizations, including the Sisters of Life, Alpha-Care, and 40 Days for Life
- Served as communications liaison with Students for Life of America regional coordinator to arrange club registration, member training sessions, tabling events, etc.