

# RACHEL JAMES

132 W NORTH STREET  
CARLISLE, PA 17013

## Get in touch.

Mobile: 754-422-0426  
Email: rachellynn0924@gmail.com  
www.rachel-james.com

## Academic Background

### PENN STATE DICKINSON LAW (CARLISLE, PA)

*Juris Doctorate | 2021-2024*

- Student Bar Association, Vice President | Law Review, Associate Editor | Dean's Fellow | Admissions Representative | Outlaw, 2L Representative | Wellness Committee, Member | Cumberland County Bar Association, Committee Member | Women's Law Caucus | Research Assistant
- Mental Health First Aid Certification | Proficiency Certification on Lexis+

### DRAKE UNIVERSITY (DES MOINES, IA)

*Bachelor of Arts, Political Science | 2018-2021 | Bachelor of Arts in Journalism and Mass Communication, News | 2018-2021*

#### Activities:

- Delta Theta Phi, Vice President: Part of pre-law professional fraternity. Coordinated with the organization's President to help students receive mediation training and prepare for law school. Assisted in coordinating and moderating legal guest speakers, with 30+ guests in attendance.
- COVID-19 Peer Advisory Board | Dean's Council | Drake Broadcasting System, Anchor/Talent | College Media Association Member | Drake Rise Up (Mental Health Advocacy Group), Diversity Coordinator | Student Senate, First-Year Interest Committee

#### Honors:

- Society of Professional Journalists Region 7: General News Reporting Finalist | Deans List (3.5+ GPA): Fall 2018-Spring 2021 | Pi Sigma Alpha: political science honor society | Outstanding Student Organization Award: Drake Rise Up, 2020 Adams Leadership Awards

#### Publications:

- Reporting: The Times-Delphic, YR Media, Daring Women | Journals: Drake Undergraduate Social Science Journal, Spring 2021 | Iowa United Nations: worked on PR project with marketing deliverables for United Nations, Iowa Chapter partner, Aug. 2020-Dec. 2020.

## Career Highlights

### LEGAL INTERN, PENNSYLVANIA NEWSMEDIA ASSOCIATION

*Harrisburg, PA (August 2022-Present)*

Working in the legislative affairs and legal department for the Pennsylvania NewsMedia Association, where responsibilities include reviewing proposed legislation, assisting in the editing of amicus briefs, and strategizing on action priorities advocating for our newspaper coalitions, First Amendment, and access to information rights, especially that of Right to Know law and Sunshine Act.

### LEGAL INTERN, GOVERNOR'S OFFICE OF GENERAL COUNSEL

*Harrisburg, PA (May 2022-July 2022)*

Served in the OGC Department of General Services (DGS), assisting in a range of legal matters from litigation to contract review. Delivered briefs of support and petitions for rule to show cause on an ongoing case. Revised contract delegation agreement and decided on bid withdrawal requests. Researched current impact of procurement policy on corporative purchasing program. Helped edit and review Senate Bill impacting DGS.

### WATER AND LAND PROGRAM INTERN, IOWA ENVIRONMENTAL COUNCIL

*Des Moines, IA (May 2021-August 2021)*

Created materials and infographics detailing program policies, with a focus on natural infrastructure and FEMA. Engaged in social media content creation, including outreach to partner organizations and coordinating regular posting schedule while maintaining brand style guides.

### EDITOR-IN-CHIEF, THE TIMES-DELPHIC

*Des Moines, IA (Aug. 2019 - May 2021)*

Oversaw budget of \$40,000+ and printing schedule for a weekly college paper. Made final editorial decisions and hired staff, with 15 employees reporting directly and 50+ writers on payroll. Approved and assisted with story ideas. Edited layouts using Adobe software and latest AP style.

### CAMPUS EXECUTIVE TEAM, CORY 2020

*Des Moines, IA (Aug. 2019 - Feb. 2020)*

Vice President of ad hoc campus campaign during the Iowa Caucus. Planned events and mobilized prospective voters, with event size ranging from 5 to 20 attendees. Participated in phone banking marathons of 3+ hours and training for canvassing events using MiniVan.

### FINANCE INTERN, CINDY AXNE FOR CONGRESS

*Des Moines, IA (Aug. 2018 - Nov. 2018)*

Focused on donor research, outreach, and organization, looking at donor retention and amount-to-be-collected possible. Invited donors to events and built rapport to ensure attendance. Participated in 2+ hours of cold calls for fundraising and creation of mailers that reached 200+ voters.

## Service Activities

- Pardon Project (Present) | Summer Program for Youth (SPY) (Present) | Project Share (Present) | Habitat for Humanity (Dec. 2020-May 2021) | Paul Morrison Spruce-up Day | Meals for the Heartland (Dec. 2020- May 2021) | ESL Mentor (Aug. 2015-May 2018)

## Interests and Other Skills

- Skills: web design + SEO, copy editing, Adobe Creative Cloud
- Interests: running, classic literature, baking, podcasts, baseball