

EMILY ARIEL MADRAY

South Ozone Park, NY 11420 | (347) 448-9139 | emilyamadray@gmail.com

EDUCATION

Macaulay Honors College at John Jay College of Criminal Justice, New York, NY Expected May 2025
Bachelor of Arts in Political Science and Government, Minors in Human Rights and English; GPA: 4.0
Dean's List (2021 – Present); Phi Sigma Alpha Honors Society (May 2023 – Present)
Awards: Leadership Legacy Award (May 2024); Club Executive of the Year (May 2023)

FELLOWSHIP

Jeanette K. Watson Fellow, **Watson Foundation**, New York, NY Apr 2023 – Present
Awarded a selective fellowship that develops the potential of remarkable students to become effective and humane leaders. Selection criteria include high standards, leadership, ambition, ability to work in teams, interest in diverse cultures, and integrity.

EXPERIENCES

Executive Assistant, **Department of Criminal Justice, John Jay College**, New York, NY Aug 2023 – Present

- Advise students on their academic progress, schedules, and career aspirations to assist them with making decisions about their educational goals leading to graduation.
- Manage the department's annual self-study report, which discusses the department's mission and history, learning objectives, recent enrollment trends, student learning, and future goals within the context of the college.

Federal Policy Intern, **Coalition for Humane Immigrant Rights**, Los Angeles, CA June 2024 – Aug 2024

- Coordinated a four-day delegation with over 200 organizational members and external partners in Washington, D.C., to further comprehensive immigration reform.
- Advocated for progressive immigration policies on Capitol Hill during Congressional lobbying visits.
- Produced 40+ policy factsheets about the contributions of immigrants in numerous districts and states in the U.S., along with a bill summary and one-pager on the "Renewing Immigration Provisions of the Immigration Act of 1929" Bill.

Intern, More Perfect, **WNYC Studios**, New York, NY June 2023 – Aug 2023

- Edited drafts of upcoming episodes to ensure a sound-rich product of a podcast that aims to simplify complex legal topics and uses narrative stories to discuss the current movements of the Supreme Court.
- Compiled legal research regarding Constitutional law, judicial ethics, copyright, and other legal issues.
- Pitched an episode for the approaching season that focused on Supreme Court recusals and Supreme Court justices.
- Sound-designed advertisements and promotional asks for the show by cutting and splicing audio using ProTools.

Producing/Social Media Intern, **National Disability Theater**, New York, NY Sept 2022 – Dec 2022

- Drafted solicitation and acknowledgment letters, grant proposals, and contracts for programmatic partnerships.
- Designed social media posts for holidays, artist features, and casting calls that promoted the organization's mission.

Judicial Intern, **NYS Unified Court System, Office for Justice Initiatives**, New York, NY Jan 2023 – May 2023

- Conducted legal research on issues including judicial ethics and jury selection.
- Wrote case briefs and shorter legal summaries about juvenile justice and New York State's Raise the Age law.
- Observed court proceedings, including: an attempted murder trial, witness questioning in Trial Court, and initial court appearances for juvenile offenders in Family Court.

Intern, **Fire Department of NY, Legislative and Intergovernmental Affairs**, Brooklyn, NY June 2022 – Aug 2022

- Communicated with elected officials' offices, conducted legislative research, and answered constituents' questions.
- Strategized advocacy campaigns, on behalf of the Department, with elected officials and community stakeholders about the rise in fires due to unsafe charging of electronic bikes.
- Researched potential impacts of laws and drafted Department memos on litigation.

Intern, **Latham & Watkins LLP, Litigation Services Unit**, New York, NY July 2021 – Aug 2021

- Outlined shell documents and conducted legal research for various civil and criminal motions.

- Utilized CourtAlert and PACERPro to audit court cases and determine updates.

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

Research Assistant, Department of Political Science, John Jay College May 2023 – Present

- Use LexisNexis to code Courts of Appeals and District Court cases for accurate court outcomes and judicial demographic information.
- Supervise data collection for research projects, ensuring protocol compliance and answering students' questions.

Chair, Honors Scholars Council, John Jay College Jan 2022 – Present

- Direct a team of ten who plan events to create a greater sense of community for Honors students.
- Address concerns of Honors students with the Program and assist Honors faculty with curriculum revisions.

Lead Volunteer, 4H Positive Youth Development and Mentoring Organization Jan 2022 – Present

- Teach professional advancement skills and STEM education to 20 middle and high school students through hands-on activities and virtual presentations.

Lead Organizer, TEDxCUNY Sept 2021 – Present

- Oversee a team of 35 to organize yearly Conference and Salon events, managing a budget of \$15,000, resulting in successfully hosting events with 500+ attendees, enhancing the visibility of the organization.
- Collaborate with potential speakers to develop their talk ideas and provide thoughtful feedback.

Vice President, Delight Ministries, John Jay College Sept 2021 – Present

- Manage a team of five to create a community for college women that fosters vulnerability and transforms stories.
- Create a yearly budget of \$3,000 and plan the weekly meeting schedule and events.

SKILLS

Languages: Beginner in Conversational and Written Spanish

Technical: Proficient with Descript, LexisNexis, and PACER