

## **Fox Raud**

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### **Experience**

#### **Distributed Proofreaders, Remote**

*Volunteer Proofreader: November 2021-Present*

- Proofreads texts slated for Project Gutenberg and ensure that spelling, grammar usage, and formatting are consistent with established format and style.
- Edits text to maximize readability and accessibility for a variety of audiences.
- Reads and edits texts against copy.

#### **The Center for Conflict Resolution, Chicago IL**

*Program Assistant: December 2020-Present*

- Writes statements of impact, grant requests, and grant reports for donors and legal publications.
- Mediates a wide variety of conflicts as well as trains and coaches volunteer and law student mediators.
- Creates training manuals and materials for the Programs Manager role.

#### **Equip for Equality, Chicago IL**

*Special Education Legal Fellow: October 2020-December 2020*

*Special Education Intern: August 2019-November 2019*

- Performed legal research on education law and policy and interpreted laws, rulings, and regulations.
- Wrote advice letters for clients concerning special education. discipline and expulsion matters in private, public, and charter schools across Illinois.
- Reviewed and wrote summaries for high volume educational and medical records.

#### **Cabrini Green Legal Aid, Chicago IL**

*Family, Housing, and Criminal Records Intern: February 2016-August 2018*

- Wrote temporary restraining orders, divorce settlements, parenting time agreements, motions to vacate felonies, and petitions for expungement and/or sealing of criminal records.
- Authored a training manual for interns and volunteers working in criminal records research.
- Educated clients on alternative forms of relief at a court-based Help Desk and Cook County Jail.

#### **The Law Office of Thomas P. Needham, Chicago, IL**

*Law Clerk: August 2017-November 2017*

- Summarized depositions and created abstracts for litigators.
- Researched and wrote memos regarding officer misconduct in police brutality cases.
- Transcribed videos and recordings of police interrogations and police-citizen interactions.

**Uptown People's Law Center, Chicago, IL**

*Housing, Social Security, and Prisoners' Rights Intern: May 2017-August 2017*

- Wrote cure letters for clients in housing jeopardy, Social Security briefs, and Freedom of Information Act requests.
- Researched and drafted the relevant documents to create a legal guardianship.
- Monitored a parole revocation hearing and wrote a report on the findings.

**Education**

**The Ohio State University, Columbus, OH**

*Bachelor of Arts, Philosophy and Religion: May 2015*

**Loyola University Chicago, Chicago, IL**

*Juris Doctor, May 2020*