

ANDREA OKUN

andreaokun1@gmail.com | New York City, NY

EDUCATION

B.A. in History & Philosophy (Double Major)

The University of Chicago

GPA: 3.8 | Dean's List 2024–2025

Relevant Coursework: The Philosophy of AI: Induction in the Age of Big Data; The Philosophy of Artificial Intelligence: Mind and Model; Law and Society in Nineteenth Century America; Law and Religion in the Modern United States; Philosophy of Private Law

A-Levels / Pre-U (Italian, Philosophy, History, English)

Latymer Upper School

Extended Project Qualification: Should Religion be Separated from Modern-Day Politics? (Distinction, 53/54)

2022–2026

Chicago, IL

2015–2022

London, England

EXPERIENCE

Legal Assistant, Project-Based Engagement

Jaffe Glenn Law Group, P.A. — Employment Disputes

June 2026–Present

Princeton, NJ

- Support wage and hour class action litigation under a supervising attorney, drafting discovery documents including requests for production, interrogatories, and admissions, and drafting civil complaints for New Jersey state court wage and hour matters.
- Draft discovery requests and complaint narratives structured to build the strongest possible case for wage-and-hour claimants, translating complex fact patterns into clear, persuasive legal arguments.
- Cut discovery document turnaround time by building reusable draft templates for recurring filings across wage-and-hour matters.
- Streamlined client intake by automating manual workflows, reducing repetitive data entry across active cases.
- Built an AI-agent-based case-sourcing pipeline from scratch to monitor federal case activity, expanding the firm's case pipeline beyond what manual monitoring could catch.

Operations Intern

OnlyOther | Early-Stage Biotech Startup

June–August 2025

New York, NY

- Led an FDA Request for Information (RFI) submission from scratch, building documentation workflows with no prior regulatory precedent to compress a typically slow compliance timeline.
- Took cross-functional ownership of regulatory, administrative, and communications workstreams with minimal oversight.
- Used AI tools to accelerate research synthesis and document drafting, shortening time-to-draft on compliance deliverables.

Editorial Operations Intern

High School Law Review

June–August 2025

New York, NY

- Built a Formatting and Style Guide from scratch, cutting editorial review cycle time and eliminating recurring citation errors across all published issues.
- Owned end-to-end production of the annual law review, coordinating deliverables and timelines across the editorial team.

Immigration Legal Assistant

Vigoda Law Firm

June–August 2024

Raleigh, NC

- Managed immigration cases end-to-end—intake through final submission—via USCIS and government portals, achieving a zero-error filing rate.
- Communicated case status directly to clients and attorneys throughout each matter, translating legal process into plain language and ensuring timely follow-up on deadlines.
- Owned one client relationship solo from intake to close, independently drafting the full legal narrative and delivering a submission-ready file.

Legal Intern

Stelfox Antuofermo & Associates

July–August 2023

Lucca, Italy

- Translated legal documents and other correspondence from Italian to English, supporting communication between the firm and its international clients.

Marketing Intern

Empower Media Marketing

June–July 2023

New York, NY

- Researched consumption data and industry trends to help build a persuasive client-facing market opportunity pitch.

LEADERSHIP & ACTIVITIES

Student Advocate, Student Advocacy Board

University Student Government, University of Chicago

September 2023–June 2026

Chicago, IL

- Advocate for peers in high-stakes disciplinary proceedings—academic misconduct, financial aid appeals, housing disputes—building evidence-backed arguments that consistently persuade university boards toward favourable outcomes.
- Independently diagnose ambiguous, time-sensitive situations and construct clear, persuasive written cases under pressure, with no senior oversight.

SKILLS & INTERESTS

Languages: English (native), Russian (native), Italian (full professional proficiency)

Software: Microsoft Office Suite; Google Workspace; AI tools (Claude, ChatGPT, Perplexity)—experienced prompter across models for research, drafting, and workflow automation

Other: Strong written communicator; experienced with government portals including USCIS

Interests: True crime; travel; cooking and food culture; film (with a particular interest in international cinema); reading