

Phoebe Ray

LEGAL ASSISTANT CANDIDATE | SEATTLE, WASHINGTON
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First Class Honours graduate in Philosophy and Social Anthropology from the University of St Andrews, with experience in legal publishing, research, writing, and office operations. Seeking to contribute and grow in a legal environment.

EDUCATION

University of St Andrews, Scotland

Joint BA, Philosophy and Social Anthropology | September 2022 - July 2026

First Class Honours. Training in formal logic, argument analysis, ethics, ethnographic theory and methods, close reading, literature review, source evaluation, and academic writing. Dean's List for Academic Excellence, 2022-2026; Lawrence G. Foster IV Memorial Scholarship recipient, 2023. Elected Senior Honours Philosophy Class Representative and student mentor.

LEGAL PUBLISHING & LEADERSHIP

Law Journal Manager | St Andrews Law Journal

May 2025 - Present

Oversaw day-to-day operations and strategic direction. Led and supervised the editorial and operations team, recruited and developed staff, and coordinated editorial timelines, submissions, and production logistics. Ensured adherence to university publication guidelines and high standards of scholarship.

Editor | Aporia: St Andrews Philosophical Journal

November 2024 - May 2025

Reviewed undergraduate philosophy submissions with an editorial team, assessing philosophical rigor, clarity, coherence, and originality.

Co-founder & Co-President | Green Goddess Alliance

October 2024 - Present

Launched and led a university-affiliated society raising funds for charities supporting women disproportionately affected by climate crises. Oversaw strategy, events, operations, external communications, meeting minutes, and membership administration. Built partnerships with local businesses.

SKILLS

Research and analysis; writing, editing, and proofreading; client-facing communication; Microsoft Office and Google Workspace; data organization and record-keeping; scheduling, calendaring, and deadline management; discretion, reliability, and initiative.

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PROFESSIONAL EXPERIENCE

EMPLOYMENT HISTORY

Data Analyst Intern | Ontraport

May 2024 - August 2025

Structured and analyzed customer-demographic and company-history data. Used Excel and Google Workspace to deliver insights supporting the finance team's process improvements. Partnered with Marketing to produce and manage social content, edit videos, and design webinar materials.

Office Administrator / Assistant Director | Summer @ Laguna

June 2022 - August 2023 | Two summers

Managed office administration for dozens of camps and hundreds of employees over two summers. Communicated with parents, supervised office staff, coordinated logistics, and used programs including Excel.

General Assistant | Ontraport

December 2022 - January 2023

Organized office spaces, improved efficiency, assisted with meal preparation, and provided general support.

Clerical Assistant | Santa Barbara Pension Consultants, Inc.

July 2020 - January 2022

Managed front-desk reception, greeted clients, routed calls, and scheduled appointments. Organized high-volume physical and digital files with clear indexing. Entered and reconciled data; prepared, proofread, and formatted correspondence and client packets; scanned and e-filed PDFs; and tracked mail and couriers. Coordinated calendars and meeting logistics and handled confidential information with discretion.

Bakery Staff | Recipes Bakery

August 2020 - December 2020

Prepared baked goods and café items, provided counter and table service, handled POS and cash, packed orders, restocked supplies, and supported busy service periods.

ADDITIONAL EDUCATION & AWARDS

Laguna Blanca School, Santa Barbara

High School Diploma | September 2019 - June 2022

Graduated Summa Cum Laude, GPA 4.82. Student Council; founder of the Environmental Club. Senior Project Award, 2022; Cum Laude Award for top 10% academic performance, 2022.

References available on request.