

# Thomas J. DelValle

Law Student, Business Owner, Legal Support Professional

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## EXPERIENCE

### Global Giveback Circle, Buffalo, NY — *Contracted Paralegal*

December 2025 (Project-Based)

- Developed foundational organizational policies and donor rights frameworks for a new mission, ensuring alignment with ethical and legal standards subject to attorney approval.
- Refined documentation through a multi-stage review process, incorporating feedback from General Counsel and the Executive Director to meet regulatory requirements.
- Formulated clear donor protection guidelines, successfully translating high-level organizational goals into finalized, enforceable policy documents.
- Executed the end-to-end drafting lifecycle within an accelerated project timeline to meet critical organization milestones.

### The Barnes Firm, Buffalo, NY — *Legal Assistant*

December 2022 - August 2025

- Managed accounts, files, and records of clients, upholding strict confidentiality and discretion for multiple attorneys, totalling over 300 files at a time.
- Developed legal instruments including motions, demands, subpoenas, and requests to support litigation proceedings.
- Prepared and developed multiple legal documents daily, ensuring accuracy, compliance with firm standards, and timeliness.
- Managing and reviewing applicable liens, accounts payable, disbursements, and assisting in the appeal process with the same.

### Self-Owned Business, Tonawanda, NY — *Property Management*

August 2024 - PRESENT

- Ensure and adherence to real estate and rental property laws and regulations.
- Maintaining property and making any necessary repairs.
- Managed business revenue and expenditures, ensuring profit and maintaining property value.

## EDUCATION

### Buffalo State University, Buffalo, NY — *Bachelor's (Pre-Law)*

August 2020 - May 2025

- Buffalo State Mock Trial Team (Captain): August 2023 - May 2025.
- Buffalo State Moot Court Team (Captain): August 2024- May 2025.
- International Institute Volunteer for annual WNY HS Model UN Debate Volunteer: March 2024 - Present.

### Duquesne University, Pittsburgh, PA — *Juris Doctor (Law)*

August 2025 - May 2029 (*Expected Completion*)

- Student Bar Association elected Senator for respective Cohort
- Member of the SBA Rules & Academic Committees.
- Founding member of Students for Sensible Drug Policy (SSDP)
- Member of the biotechnology club
- Certificate of completion of R.I.S.E. Academic Excellence Program

## SKILLS

Legal Research & Writing

Litigation Support

Case Management

No-Fault Claim Handling

Regulatory Compliance

Drafting & Iteration

Strategic Planning

Stakeholder & Executive Communication

Project Coordination

NYS Commissioned Notary Public

Workflow & Records Management

Legal Database Management

Financial Planning

Accounting Assistance

Business & Law Office Support

## LANGUAGES

English - Native

Spanish - Fluent