

Thomas J. DeValle

(Argentine pronunciation: "Del-Vah-Zhe")

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Buffalo, NY & Pittsburgh, PA

LAW STUDENT, ENTREPRENEUR, LEGAL SUPPORT PROFESSIONAL, INDEPENDENT CONTRACTOR

PROFESSIONAL SUMMARY

Proactive, dependable, and zealous. As a Law Student at Duquesne University, who is also the Founder & Executive Director of TEK Business Solutions, LLC, I am no stranger to managing professional responsibility. I bring proven expertise in legal research, documentation, regulatory compliance, and process optimization from an array of roles such as a contracted paralegal, legal assistant, and business owner. I excel in data-driven decision-making, stakeholder communication and leadership, and turning complex challenges into actionable outcomes. I am proficient in multitasking across legal, business, and entrepreneurial projects while maintaining the highest standards of ethics and confidentiality.

CERTIFICATIONS

NEW YORK STATE COMMISSIONED NOTARY PUBLIC

Licensed through March 18, 2028

SKILLS

- Legal Research & Writing
- Litigation Support
- Case Management
- Contract Lifecycle Management
- No-Fault Claim Handling
- Regulatory Compliance
- Drafting & Iteration
- Strategic Planning
- Stakeholder Communications
- Executive Leadership
- Project Management
- Workflow & Record Management
- Legal Database Management
- Accounting Assistance
- Business & Law Office Support
- Financial Planning
- Marketing

LANGUAGES

ENGLISH Native
SPANISH Fluent

PROFESSIONAL EXPERIENCE

FOUNDER & EXECUTIVE DIRECTOR – TEK BUSINESS SOLUTIONS

2026 – PRESENT

- Founded and lead the Company, providing comprehensive business operations consulting and custom website design solutions to local businesses.
- Overseeing all aspects of business setup, strategy development, client acquisition, and service delivery to ensure high quality project execution and client satisfaction.
- Handle financial operations, including budgeting, pricing strategies, revenue tracking, and cost management to drive sustainable profitability.
- Ensure compliance with relevant business regulations, contracts, and industry standards while building scalable processes for growth.

CONTRACTED PARALEGAL – GLOBAL GIVEBACK CIRCLE

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.

LEGAL ASSISTANT – THE BARNES FIRM

DEC 2022 – AUG 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.

EDUCATION

BACHELOR'S DEGREE (PRE LAW)

BUFFALO STATE UNIVERSITY

AUG 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 (2 years)
- Named to Buffalo State University's Dean's List
- As an INS Pre-Law Major, maintained ~3.7 GPA

JURIS DOCTOR (CURRENTLY ENROLLED)

DUQUESNE UNIVERSITY – KLINE SCHOOL OF LAW

AUG 2025 – MAY 2029
(EXPECTED COMPLETION)

- Student Bar Association - Elected Senator for respective Cohort
- Member of the Student Bar Association Rules & Academic Committees.
- Founding member of Students for Sensible Drug Policy (SSDP)
- Member of the Biotechnology Club
- Certificate of completion of Duquesne Law's R.I.S.E. Academic Excellence Program