

DYLAN VALLO

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189 Martha Ave Pittsburgh, PA 15209

Motivated recent graduate with a bachelor's degree in political science and government, bolstered by legal research and analysis expertise

Proficient in the drafting of legal documents, conducting extensive research, and providing dedicated support to legal professionals in a dynamic and fast-paced environment gained as a Legal Intern at Neighborhood Attorneys LLC. Exceptional communication, adaptability, and problem-solving abilities honed through experience as a Lead Swim Instructor and Camp Counsellor. Seeking an Administrative Assistant position to further the organization's mission through rigorous analysis and research.

AREAS OF EXPERTISE

- Legal Literacy/Research
- Teaching and Instruction
- Communication
- Multitasking
- Adaptability and Flexibility
- Legal Administrative Support
- Swimming/Water Safety
- Problem-Solving
- Analytical/Critical Thinking
- Attention to Detail
- Political/Policy Analyses
- Cross-Cultural Competence
- Teamwork and Collaboration
- Time Management
- Leadership

Microsoft Office Suite (Word, Excel, PowerPoint) apps

EDUCATION AND ACTIVITIES

Bachelor of Arts (BA), Political Science and Government – May 2023

Washington & Jefferson College, Washington, PA

Member of the Delta Tau Delta Fraternity (served as Director of Risk Management – 2020-2022)

Pi Sigma Alpha National Political Science Society

Pre Law Society, Thomas Fritz Memorial Prize for Academics in Political Science

High School Diploma – 2019

Central Catholic High School, Pittsburgh, PA

Member of the Varsity Hockey Team

RELEVANT EXPERIENCE

Legal Intern

Neighborhood Attorneys LLC, Washington, PA

Oct 2022-May 2023

- Afforded crucial support to attorneys and the legal team in diverse legal tasks and administrative duties, including conducting legal research, drafting various documents, interfacing with clients, fielding phone calls, facilitating court filings, and maintaining case records.
- Aided in resolving legal matters by researching and analyzing case law, statutes, and regulations to offer insights and support for legal strategies.
- Contributed to meetings and proceedings, ensuring strict adherence to legal compliance and confidentiality standards.
- Collected and managed crucial statements, documents, and evidence to support legal proceedings and cases.
- Demonstrated expertise in crafting agreements, letters, and documentation, significantly improving the efficiency of legal processes.

OTHER EXPERIENCE

Lead Swim Instructor**Jun 2022-August 2023****The University of Pittsburgh, Pittsburgh, PA**

- Instructed individuals of different skill levels in various swim strokes and techniques, fostering talent development and enhancing swimmers' confidence in their abilities.
- Adapted teaching methods to accommodate various age groups, tailoring instruction for novice, intermediate, and advanced swimmers to facilitate development and progression.
- Communicated clear instructions and gave constructive feedback to swimmers, nurturing a positive and supportive learning environment that facilitated the development of swimming abilities and encouraged progress.
- Established expertise in pool maintenance and safety procedures, consistently maintaining a secure and hygienic setting to protect the well-being of all participants.

Camp Counselor**Jun-Aug 2021****YMCA of Greater Pittsburgh, Pittsburgh, PA**

- Designed and directed the daily operations of a summer camp dedicated to imparting children with engaging recreational activities, certifying a fun and enriching environment.
- Created and implemented weekly schedules, activities, and programs for camp groups, endowing children with a structured and enjoyable camp experience.
- Directed various small and large group activities, such as crafts, nature exploration, games, and swimming sessions, to enrich the overall camp experience for participants.
- Identified and promptly addressed camper behavioral issues, maintained a safe and positive camp atmosphere, and reported concerns to camp leadership for resolution.
- Engaged in open and effective communication with parents, regularly updating participant involvements and addressing their expectations, guaranteeing a collaborative and well-informed camp community.
- Kept accurate records, which comprised incident reports, activity logs, and daily attendance reports, for efficient program management and transparent documentation.

Assistant Swim Instructor**Jun-Aug 2019****The University of Pittsburgh, Pittsburgh, PA**

- Delivered age-appropriate lesson plans to children ranging from 6 to 14 years old, facilitating engaging and educational experiences.
- Prioritized the primary focus of instilling water safety knowledge in children, validating their awareness and competence in safe practices in and around aquatic milieus.
- Taught children essential techniques for safely extricating themselves from stressful and hazardous water-related situations, enhancing their water safety skills and confidence.

Hockey Official**Sept 2014-Mar 2016****USA Hockey, Colorado Springs, CO**

- Cooperated effectively with fellow officials, coaches, players, and facility managers through proactive communication, sharing information, coordinating activities, and addressing challenges or issues.
- Officiated games and tournaments to uphold and enforce play standards, safeguarding strict game rules and regulations adherence.
- Reported sporting activities, addressed complaints, and communicated actions taken or required, counting fines or disciplinary measures, to regulating organizations promptly.

REFERENCES FOR DYLAN VALLO

1. Dr. Buba Misawa
Email: bmisawa@washjeff.edu
Phone: 412-334-1152
2. Dr. Joe DiSarro
Email: jdisarro@washjeff.edu
Phone: 412-818-3512
3. Kyle Kenia
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Phone: 802-498-4806