

OWEN VALINIS

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OBJECTIVE

English literature major with strong writing, research, and organizational skills and experience working at the Allegheny County District Attorney's Office. Aiming to gain experience in the legal field by assisting with legal work and learning from attorneys in the profession.

EDUCATION

Bachelor of Arts – English Literature

May 2026

The University of Pittsburgh – Pittsburgh, PA

Relevant Coursework

- Archival Research Methods
- Introduction to Logic
- The Legal System
- Public Speaking
- Research Writing
- Writing for the Public

RELEVANT WORK EXPERIENCE

Legal Intern

January–April 2026

Allegheny County District Attorney's Office – Pittsburgh, PA

- Assisted attorneys with writing, research, and organizational tasks
- Developed professional composition and correspondence skills
- Learned a variety of skills, including concise summary writing, data synthesis, evidence review, and familiarity with legal organization and terminology
- Worked closely with attorneys and fellow interns to ensure maximum efficiency, organization, and quality of work

PROFESSIONAL QUALITIES

- Detail-oriented
- Organized
- Punctual
- Team-oriented

SKILLS AND CERTIFICATIONS

- Legal filing, research, and writing
- Microsoft Office
- Microsoft Technology Associate (MTA) – Cloud Fundamentals