

# Elaine Courtney Nalikka

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## Education

**Washington & Jefferson College**, Washington, PA

*Bachelor of Arts*, Psychology Major, Spanish Minor, Graduated May 2016 (2012-2016)

Undergraduate Psychology Research Study: *Stress and Eating Behaviors Moderated by Social Media*

Activities: The Red & Black Student Newspaper-Contributor; Wooden Tooth Review-Junior Editor

**The Chicago School of Professional Psychology**, Washington, DC

*Masters of Arts*, Forensic Psychology, (2018-2020)

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## Work Experience

**Weiner Public News/ Solutions for Change**, Washington, DC

**Policy Analyst/Op-ed Writer**, January 2019- present

National Press Club Intern. Write bylined opinion articles on national issues for Weiner Public News and the Solutions for Change Foundation publication in major newspapers and media outlets.

**Jean Kane du Pont Youth**, Washington, DC

**Remote Paralegal**, November 2018 – present

Participating in a pilot program designed to judge the value of remote paralegals providing legal support to Criminal Justice Act Attorneys in the practice of juvenile defense and family law matters. Perform litigation responsibilities including preparation, serving, and filing of legal pleadings (motions, discovery requests, and responses) in trial and appellate courts electronically; conduct procedural research; and assist with document production. Prepare for hearings and trials: analyze and organize information; organize and track case documents. Provide lists of experts and other resources; locate experts and other resources selected by the attorney. Prepare exhibit and witness lists (including preparation of exhibits and materials). Manage litigation calendars for each attorney client if requested. Perform administrative duties associated with each attorney's taking on new clients for representation, including compliance with any conflict of interest policies. Organize and maintain complex filing systems, both electronic (via online case management system) and paper-based, if required. Provide technical support for clients to complete the requirements of vouchers on a timely basis if requested

**The Law Office of Bernard Grimm**, Washington, DC

**Law Clerk**, November 2017- August 2018

Supported solo practitioner, paralegal and investigator at boutique criminal defense litigation firm.

Assisted the supervising attorney and his staff in corresponding with clients, conducting research on pertinent case law and legal authority, drafting legal documents, reviewing discovery and preparing for court. Managed cases from start to finish, including research, discovery, and trial preparation and attendance. Performed legal research and writing, reviewed investigative reports, prepared summaries of those reports, and identified matters of interest. Conducted analysis of facts and evidence, prepared persuasive legal memoranda, motions, and briefs, which synthesized facts, evidence, and legal authorities. Proofread, cite-checked and bluebooked legal documents. Performed basic secretarial and administrative duties such as scanning, filing and sorting documents and mail and answering the phone.

**Yona Systems Group, Inc.**, McLean, VA

**Project Associate Intern**, September 2017- November 2017

Wrote Solicited and Unsolicited proposals in response to the needs of the federal government. Analyzed and collected data, developed acquisition strategies, monitored project procurement. Duties included selecting project vendors, creating a project schedule, and negotiating with the project team.

**Montgomery County State's Attorney's Office**, Rockville, MD

**Summer Intern**, May 2016- August 2016

Reviewed and translated discovery from Spanish to English. Served as a liaison between Spanish speaking victims, and witnesses and the prosecuting attorneys. Drafted notes for attorneys and victim-witness coordinators during client interviews. Sorted, scanned, and created new cases in JustWare. Generated letters from JustWare. Assisted Victim-Witness Coordinators with sending required notifications and correspondence to victims and witnesses.

**Washington & Jefferson College Office of Community Engagement**, Washington, PA

**Community Outreach Team Leader**, September 2014- May 2016

Served as a campus advocate for spreading awareness about homelessness. Directed National Hunger and Homelessness Awareness month. Created program to assist homeless mothers with childcare.

**Kimball Stroud and Associates**, Washington, DC

**Marketing Intern**, June 2014- August 2014

Drafted marketing materials for the Kevin Spacey Foundation Fall 2014 Gala Fundraiser, the Angelika Pop-Up at Union Market June 2014 opening, and the Washington Kastles vs Members of Congress Summer 2014 Charity Tennis Match. Delivered and discussed marketing materials with Senators on Capitol Hill.

**Ulysses S. Grant Miller Library**, Washington, PA

**Student Librarian**, September 2012-May 2016

Provided direction and information to students, faculty, and alumni. Performed basic librarian duties.

**Montgomery County Department of Recreation**, Germantown, MD

**Swimming/Diving Instructor; Lifeguard; Cashier**, June 2012- August 2016

Provided diving and swimming instruction to children ranging in ages from 5-15. Responsible for the safety of hundreds of patrons. Performed customer service.

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## Volunteer Experience

**Pro Bono Resource Center**, Baltimore, MD

**Volunteer Interpreter, Clinic Facilitator and Researcher**, January 2017- May 2017

Assisted with the Unaccompanied Children Pro Bono Project. Provided asylum research to digest.

**Big Brothers Big Sisters**, Washington, PA

**Mentor**, September 2012- May 2015

Selected as mentor for disadvantaged youth in the Greater Pittsburgh area.

**City Mission**, Washington, PA

**Homeless Shelter Volunteer**, September 2014- May 2016

Worked simultaneously with the volunteer and marketing department. Assisted in the scheduling and execution of non-profit events such as Celebrate Success, Sweet Sundae and National Hunger & Homelessness Awareness Week.

**Tarpuj Sonqo**, Lima, Peru

***Orphanage Volunteer***, July 2014

Increased Spanish proficiency, global awareness and intercultural communication skills. Assisted with special needs adults and children. Taught English at Pachacutec, a government funded primary school on the outskirts of Lima, Peru. Provided care at infant orphanage.