

Kevin Trautt

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EDUCATION

2020 – Present – **Maynooth University**

Bachelor of Civil Law (Law & Business) Year 2: 69.1%

Year 3: **SUNY Brockport, New York** (Study abroad) GPA: 3.75

2014– 2020 - Roscommon Community College

Leaving Certificate: 422 points

EXPERIENCE

Matheson LLP (January 2022- May 2022)

Sir John Rogerson's Quay, Dublin, Ireland

- Completed the ESG Virtual Experience Program
- Experience with non-disclosure agreements, document reviews, and legal analysis.
- Assisted in preparing an advice note for a client looking to appoint a temporary PCF with the Central Bank of Ireland.
- Litigation learning of the structure of the Irish court system and how laws are made.
- Legal drafting
- Client communication and transaction management: Preparing emails to potential clients entering major bank financing

Covalen Solutions (May 2021 – January 2022)

Outsourcing Partner (HSE), Trigon House, Sandyford, Dublin

- Providing critical public health advice in a fast paced, high-pressure environment and solving problems as they arise.
- Proficient in maintaining databases, providing administrative support, and producing regular health reports using excel functions.
- Instructed and trained new employees to familiarise them with advanced office management software to optimise efficiency.

The Good Place (August 2020 – May 2021)

Café and Restaurant, Roscommon

- Confidently solved problems and complaints as they arose with grace and patience.
- Coordinated with staff to successfully handle multiple customer requests in a quick, professional manner which bolstered my time management and teamwork skills.
- Processing financial transactions

AWARDS & QUALIFICATIONS

- Matheson Virtual Learning Experience
- Bloomberg Market Concepts (BMC)
- Lean Management Six Sigma Course
- Mock trials and moot court experience
- Certificate in Emergency First Aid
- Q.Q.I Level 6 in Train the Trainer
- Gaisce, The President's Awards, Bronze Category
- Philanthropy University: Leadership certification