

Kaylie Hynes

New York, NY | Staten Island, NY

(917) 698-8715 | kayliehynes101@gmail.com | www.linkedin.com/in/kaylie-hynes-

EDUCATION

Pace University NYC Campus – Ivan G. Seidenberg School of Computer Science and Information Systems

Bachelor of Science

Major: Information Technology with a concentration in Software Development

- GPA: 3.2/4.0
- Honors: Pace Incentive Award, Law Minor, Pace Institutional Grant Recipient
- Advanced: Study Abroad Club, Pre-Law club, Bloomberg Market Concepts Certification, Criminal Justice Club, Data Science Club

WORK & LEADERSHIP EXPERIENCE

KI Legal40 Wall Street, New York, NY

Data Clerk2023 - 2024

- Conducted data cleansing and archiving of outdated and closed files to ensure database accuracy and compliance.
- Drafted Information Subpoenas and gained expertise in handling a variety of legal documents.
- Proficient in using legal and document management systems such as CenterBase and NetDocuments.
- Proposed and implemented workflow improvements to enhance team efficiency and optimize company processes.
- Developed and deployed custom applications within the NetDocuments platform to streamline document management.

Appellate Associates111 John Street, New York, NY

Legal Data Entry Clerk (Temp)2023

- Liaise with internal employees to gather and verify required information.
- Accurately input and manage data within relevant databases.
- Ensure proper labeling and processing of documents within the case management system.
- Create, update, and maintain case files to support legal processes.
- Perform general data entry with a focus on accuracy and efficiency.

Dr Frank Scafuri & AssociatesStaten Island, NY

Trello Associate2020-2023

- Acquired proficiency in Trello and Criterions software for project and patient management.
- Reviewed patient charts to verify follow-up appointments with designated physicians.
- Coordinated with external offices by sending faxes and requesting patient charts from recent visits.

Gusrae Kaplan Nusbaum, LLC120 Wall Street New York, NY

Billing Supervisor (Intern)2022

- Established and maintained client billing files for accurate financial records.
- Entered, processed, and reviewed attorney time entries, ensuring accuracy for pre-bill generation.
- Prepared and distributed invoices to clients and partner companies, managing billing inquiries and follow-ups.
- Provided administrative support to the office manager, assisting with daily operational tasks.

VOLUNTEER/CLUB EXPERIENCE

Pace University Criminal Justice Club

Secretary

- Responsible for the administration of the club
- Arranging meetings with just the club members and outside sources (ex. Police officers or different attorneys)
- Also responsible for the administration within the club and its members.

Pace University Data Science Club

Public Relations

- Organizing and attending promotional events for the club
- Sending emails and corresponding meeting times with future speakers (professors or alumni)
- Connect with other club teams (i.e. creative team, social media team) to discuss future plans.

ADDITIONAL SKILLS & INTERESTS

Skills: JavaScript, HTML, Python, Excel Spreadsheet, Time Sheets, Microsoft Word, Outlook, Power-Point, Trello, Criterions.

Interests: Mathematics, learning new things, trying new things, working out, spending time with family, Tennis.