

Kaitlyn DeSouza

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EDUCATION

The University of Chicago Law School

Juris Doctor Candidate

Chicago, Illinois

June 2028

- **Activities:** International Refugee Assistance Project, *1L Rep*; Latine Law Students Association, *1L Rep*; International Law Society, *1L Rep*

Boston University

Boston, Massachusetts

B.A. in Economics and B.A. in International Relations, *magna cum laude*

May 2023

- **Awards:** Presidential Scholar (Fall 2019); Dean's List (Fall 2019 – Fall 2022)
- **Study Abroad:** Instituto Internacional, Madrid, Spain, Fall 2021
- **Activities:** Pre-Law Society, *President*; Pre-Law Review, *Senior Editor*; Strong Women, Strong Girls, *Site Leader*; BU Big Band; Alianza Latina, *Member and Mentor*

EXPERIENCE

KPMG

Chicago, Illinois

Client Engagement and Billing Technician

November 2024 – September 2025

- Prepared client bills in accordance with agreed-upon schedule
- Managed engagement setup and administration and reconciled engagement and investment reports
- Coordinated with teams to create pricing workbooks and adjust Estimated Realization Percentages

Solvi Essencis Ambiental

São Paulo, Brazil

Project Manager

February 2024 – July 2024

- Conducted market research, implemented core KPI program, including economic models/forecasts
- Analyzed company's finances and assisted in identifying cost-saving opportunities

Kirkland & Ellis LLP

Chicago, Illinois

Finance Intern

June 2023 – September 2023

- Provided administrative support to finance and tax team, including AP and AR transactions, monthly reconciliation reports, employee relocation invoices, and verification of unclaimed property checks
- Partnered with other interns on final presentation and attended professional development panels

Will County Public Defender's Office

Joliet, Illinois

Investigation Intern

June 2022 – September 2022

- Shadowed investigators working on felony and misdemeanor cases
- Performed legal research, watched court proceedings, and interviewed defendants

Fundación Educación para el Empleo

Madrid, Spain

Business Development Intern

September 2021 – December 2021

- Prospected new clients for NGO, updated subawards and grants, and researched partner data
- Communicated in Spanish with local team and international branches and partners

Natixis Investment Managers

Boston, Massachusetts

Project Management Intern

June 2021 – August 2021

- Assisted Project Management team on range of projects including revamp of vendor management
- Collaborated with other interns on research project and presented findings to management
- Participated in professional development sessions and panels

Harting, Inc. of North America

Elgin, Illinois

HR Intern and Project Manager

July 2020 – September 2020

- Managed company transition from MasterControl software to Paycor, including employee training
- Supported HR department in recruitment and internal communication efforts

Varsity Tutors

Boston, Massachusetts and Naperville, Illinois

Tutor

June 2019 - Present

- Teach classes and tutor elementary to high school students, specializing in test prep
- Prepare lesson plans, explain concepts, facilitate learning, and communicate with parents

SKILLS

Fluent in Spanish and Portuguese
Musician: Clarinet, saxophone, piano

FINRA SIE License
Proficient in MS Office, Google Drive, typing (100wpm)