

Kaitlin Brophy

Suffolk University Law School • 120 Tremont St, Suite 370G, Boston, MA 02108 • (857) 880-2484
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BAR ADMISSION

- Massachusetts, 2025
- New York, 2008

EXPERIENCE

Suffolk University Law School, Boston, MA **2026-Present**

Director of Externship Program and Visiting Clinical Professor of Law

- Lead and manage all aspects of SULS Externship Program, including student advising & supervision, placement recruitment, adjunct support and program administration.
- Teach Private Placement Externship Seminar and Legal Process and Practice.

Interior Details, Inc., Norwell, MA **2018-2025**

Director, Business Development, People & Culture

- Advised ownership on organizational strategy, risk analysis and operational considerations.
- Developed and managed vendor and client relationships.
- Built and maintained internal systems and processes to support growth and scalability.
- Led recruiting, hiring and onboarding of staff to promote optimal team culture and positive work environment.

Gladney Center for Adoption, New York, NY **2008-2016**

Volunteer Program Coordinator for Adoption and Humanitarian Services **2010-2016**

- Assisted with various regulatory research projects and drafted program materials to aid humanitarian relief efforts.

Project Coordinator and Caseworker **2008-2010**

- Counseled families navigating complex international adoption frameworks, including screening for eligibility and program requirements.
- Conducted federal and international regulatory research to assist program development, with particular focus on formalizing program for children with developmental disabilities.
- Coordinated closely with government partners such as USCIS and the Department of State.
- Developed and maintained internal systems to ensure effective communication with various stakeholders, including clients, government agencies and foreign partners.

Mintz, New York, NY **Summer 2006 & 2007-2008**

Associate Attorney, Health Law

- Conducted legal research and drafted memoranda, briefs, pleadings and discovery for regulatory and litigation matters.
- Supported due diligence efforts, including reviewing and summarizing corporate agreements as part of investigative and transactional analysis.
- Participated in asylum, housing and disability law pro bono cases, handling various aspects of case preparation including conducting client intakes, screening for program eligibility and regularly communicating with clients.

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Associate, Eastern Development, LLC, Woburn, MA 2003-2004

- Assisted in managing commercial real estate developer's due diligence process of financings and purchases and sales; ensuring successful closings by drafting financial analyses and due diligence summaries requiring constant communication with brokers, lenders and third-party professionals.
- Supported the managing and expanding of leasing activity for commercial retail centers; negotiated lease terms and developed relationships with new and existing tenants.

EDUCATION

J.D., Suffolk University Law School, Boston, MA May 2007

Class Rank: Top 3% of class (11/347 overall); Graduated Magna Cum Laude

Suffolk University Law School Prosecutors Clinic, 2006-2007

Health Law Advocates Legal Intern, 2006

Jurisprudence Award: Administrative Law, 2006

City of Boston Legal Intern, 2005

Moot Court & Journal Member 2005-2007

Dean's List: 2004-2007

B. A., College of the Holy Cross, Worcester, MA May 2001

KEY SKILLS

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- Legal research and writing
 - Litigation support and case preparation
 - Contract review and due diligence management
 - Client counseling, intake and screening
 - Organizational and operational strategy analysis
 - Experienced with CRM systems, Microsoft Office Suite and Google Workspace

VOLUNTEER EXPERIENCE

Volunteers Lawyers Project, Boston, MA 2025-Present

Gladney Center for Adoption, New York, NY 2010-Present

Cohasset Public Schools, Cohasset, MA 2017-Present

St. Luke's Parish School, Darien, CT 2014-2017

School Board Member (2016-2017), Chair, Parent Teacher Committee (2015-2016), Vice Chair, Parent Teacher Committee (2014-2015)