

Kristine Trahan



senior regional administrator

dallas / houston / irvine / new york city

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Office Support Assistant

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education

Tulane University (, 1994)

affiliations

- National Association of Legal Administrators, 2023 Nominating Committee
- Dallas Association of Legal Administrators
- Houston Association of Legal Administrators

certifications

- PHR Professional Human Resource Management certification through Society of Human Resource Management (SHRM)/ Human Resource Certificate Institute (HRCI)

I thrive on identifying effective solutions to the firm's problems. Whether its building a workflow and staffing it appropriately or identifying and implementing software systems to improve efficiency, I'm motivated by making it easier for my colleagues to do their jobs and for the firm to serve our clients.

As Senior Regional Administrator of the Dallas, Houston, Irvine, and New York City offices, Kristine Trahan provides management and oversight of all of the offices' functions and processes. Her role entails managing the day-to-day operations in her offices, keeping everyone coordinated in order to provide excellent client service. Her many responsibilities include staffing, budgeting, procedures, software and systems, and maintaining a cohesive office culture.

A New Orleans native, Kristine has been with McGlinchey since 2004 and moved to Dallas following Hurricane Katrina. She has an extensive background in HR and benefits and has previous experience in industrial and healthcare settings.

Kristine's attention to detail and determination to see a project through from start to finish are tremendous assets to the firm.

She considers McGlinchey a family and is proud to call the firm “home.”