

TRAVIS KIRBY

(510)-301-9265 | thelegaltraviskirby@outlook.com | Berkeley, CA 94702

Summary

Paralegal-certified legal technology professional combining eDiscovery training with extensive experience managing document-intensive projects, contract and rights records, technical systems, and cross-functional workflows. Certified across multiple review and analytics platforms, with a decade of project ownership, stakeholder coordination, troubleshooting, and confidential information management.

Skills & Certifications

- **eDiscovery Certifications:** DISCO Search & Review; DISCO Data Management; Reveal Reviewer; Reveal Data Analyst; Logikcull Reviewer; Brainspace Data Analyst
- **eDiscovery Knowledge:** EDRM workflow; legal holds; preservation; collection; processing; search; document review; production; analytics; information governance; the Sedona Principals
- **Legal Support:** Westlaw; legal research; memoranda; pleadings; written discovery; e-filing; contract and rights-document analysis
- **Information & Project Management:** database development; document repositories; records tracking; workflow documentation; stakeholder coordination; project lifecycle management
- **Technical:** Microsoft Office, including Excel and Outlook; Adobe Acrobat; cloud-based systems; systems troubleshooting; data organization
- **Digital Forensics:** Security Blue Team Junior Analyst; Autopsy; FTK Imager; continuing training in forensic collection and analysis

Work Experience

Film Consultant & Legal Research Support | CineMarket, LLC • 2021 – 2026

- Collected, organized, and reviewed IP rights and transfer documentation for two active development projects—Elmore Leonard’s Cat Chaser and the Highlander film franchise—identifying copyright, chain-of-title, and potential encumbrance issues for use by project principals during contract negotiations.
- Rebuilt accounting and project databases and designed cloud-accessible systems for scripts, notes, correspondence, and IP contract tracking, providing document-management and technical infrastructure for a multi-project consulting operation.
- Coordinated document retrieval, rights research, technical troubleshooting, and information requests across multiple concurrent film-development projects.

Music Supervisor & Composer | Freelance • 2016 – 2024

- Managed music-clearance workflows for multiple productions, including identifying rights holders, requesting terms, reviewing licensing documents, tracking approvals, and coordinating correspondence through execution.
- Maintained organized records of licenses, negotiations, ownership information, cue sheets, deliverables, and outstanding clearance issues across concurrent projects.
- Coordinated with publishers, rights holders, producers, and creative teams to resolve documentation issues and keep projects on schedule.

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Custom Cabinet Designer & Fabricator | Kirby Cabinetry • 2017 – 2020, 2021 – 2023

- Managed approximately 25 high-value custom projects from initial scope and contract discussions through design, purchasing, fabrication, scheduling, installation, and final client approval.
- Maintained project specifications, change decisions, material requirements, timelines, and client communications while coordinating vendors and resolving technical issues.
- Independently prioritized overlapping deadlines and assumed accountability for project quality, documentation, and completion.

Domestic Purchasing & Logistics Manager | American Soil & Stone • 2014 – 2017

- Promoted from sales associate to purchasing manager and primary liaison among customers, internal teams, suppliers, and large-scale stone fabricators.
- Managed purchasing records, order status, vendor communications, scheduling, and issue resolution for concurrent fabrication projects.
- Led the company's first inventory audit in more than a decade while serving as an internal partner during implementation of a new point-of-sale system.

Education

- Bachelor of Science in Mathematics – The Evergreen State College
- Bachelor of Arts in Music Production – The Evergreen State College
- Paralegal Certificate – California State University, Los Angeles