PARALEGAL

Kaiulani Kirk

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Los Angeles

Kaiulani Kirk provides paralegal support to BBK's Advanced Records Center (ARC). Under the supervision of attorneys, Kaiulani reviews records and drafts correspondence to requestors in response to California Public Records Act requests. Prior to joining BBK, Kaiulani worked in human resources compliance for non-profit organizations in the education and healthcare sectors, collaborating closely with in-house legal departments.

**Paralegals are not licensed attorneys. Under California law, paralegals are not authorized to provide legal advice.*

CORE PRACTICES

ARC: Advanced Records Center

EDUCATION & ADMISSIONS

Education

University of California, Los Angeles Extension, paralegal certificate, with distinction

California State University, Dominguez Hills, B.A., psychology, Minor, criminal justice