



Tracy P. Nguyen

SUPERVISOR, E-DISCOVERY DATA SERVICES

Suite 2800, 1100 Peachtree Street NE
Atlanta, GA, 30309-4528
USA

t +1 404.532.6963

f +1 404.541.3182

TPNgyuen@kilpatricktownsend.com

Services

E-Discovery

Tracy Nguyen is the Supervisor of E-Discovery Data Services within the LitSmart® E-Discovery Team. As the Supervisor, Tracy manages e-discovery technology initiatives to ensure the firm employs the industry's best-of-breed, particularly in the areas of early case assessment, processing, analytics, and predictive coding. In addition, she works with the LitSmart® E-Discovery Team's analysts to ensure all projects are completed in an accurate, timely, and efficient manner. Tracy has achieved the highest level of expertise in Relativity, the industry-leading e-discovery platform used in-house by Kilpatrick Townsend, having reached the level of Relativity Certified Administrator and Relativity Certified User. She performs Relativity related system implementation, maintenance, and upgrades and works closely with project managers on all phases of the EDRM. In addition to Relativity, she has technical expertise with a variety of legal software platforms including Concordance, Summation, IPro Tech, West Case Notebook, and LAW PreDiscovery. She also assists with training for case team members and helps to formulate departmental policies, procedures, and standards.

Tracy is a graduate of Kennesaw State University (B.S. in Computer Science) and has spent her career working at Kilpatrick Townsend or its predecessor firms. Prior to joining the LitSmart® E-Discovery Team, Tracy held several lead technical support roles in the Information Technology department at Kilpatrick Townsend.

Professional & Community Activities

Relativity Certified Administrator

Relativity Certified User

Relativity User Group, Member

Atlanta Chapter of Women in E-Discovery (WiE), Member

Drew Charter School, STEAM Discovery Day Volunteer (2015)

Education

Kennesaw State University, B.S., Computer Science (2004)