

# JACOB TINGEN

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EDUCATION University of Richmond School of Law; Richmond, Virginia *Juris Doctor Candidate, 2012*  
Honors: *Journal of Law and Technology*, Staff Member  
*Richmond Journal of Global Law and Business*, Staff Member  
Activities: Barnett Moot Court Competition, Participant  
Hispanic Chamber of Commerce Pro Bono Clinic, Spanish Interpreter  
Richmond Women's Bar Association Newsletter, Volunteer Spanish Editor  
Brigham Young University; Provo, Utah *Bachelor of Arts in Music, 2007*

EXPERIENCE Legal Intern  
*Williams Mullen; Richmond, Virginia August 2010–Present*  
- Interpret for clients from the Hispanic Chamber of Commerce Pro Bono Clinic  
- Research United States immigration law  
Research Assistant to Professor Melissa Goemann  
*University of Richmond School of Law; Richmond, Virginia May 2010–August 2010*  
- Researched law regarding juvenile justice defense in the Mid-Atlantic region  
- Created [www.majdc.org](http://www.majdc.org)—web site for the Mid-Atlantic Juvenile Defender Center  
- Translated documents from English to Spanish and vice versa  
Media Assistant for External Relations  
*University of Richmond School of Law; Richmond, Virginia September 2009–August 2010*  
- Designed brochures and promotional materials for the law school  
- Implemented use of social media for the new law school web site  
Office Manager  
*KeyGlobal, LLC; Provo, Utah February 2006–August 2009*  
- Negotiated pricing and services with clients  
- Assembled and submitted monthly financial reports  
- Managed on-site office personnel and processes  
- Managed over 100 off-site transcriptionists to ensure quality and efficiency  
- Developed new training procedures for transcriptionists  
- Conducted interviews for new hires  
- Translated transcripts from Spanish to English  
- Developed websites and managed SEO campaigns  
Total Asset Visibility (TAV) Team Leader  
*FEMA/Manhattan Associates; Atlanta, Georgia September 2005–December 2005*  
- Assisted with hurricane relief efforts during hurricanes Katrina, Rita, and Wilma  
- Managed the TAV team in areas throughout the southeastern United States  
- Submitted daily logistics reports regarding assets going through relief stations

ADDITIONAL INFORMATION Trombonist  
*Orchestra at Temple Square; Salt Lake City, Utah September 2007–July 2009*  
- Performed and recorded with the Orchestra and the Mormon Tabernacle Choir  
LDS Missionary  
*Full-time mission for the LDS Church; Mendoza, Argentina July 2003–August 2005*  
- Supervised English language program for Latino missionaries  
- Managed assignments and transfers throughout three provinces in Argentina