

# JACOB N. TINGEN

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## EDUCATION

**UNIVERSITY OF RICHMOND SCHOOL OF LAW**, Richmond, Virginia  
*Juris Doctor Candidate, 2012, GPA: 3.14*

Honors: Richmond Bar Business Law Practice Brief Competition, *First Place*  
Associate Editor, *Journal of Law and Technology*

Activities: Electronic Discovery Symposium  
Barnett Moot Court Competition  
International Law Student Association

**BRIGHAM YOUNG UNIVERSITY**, Provo, Utah  
*Bachelor of Arts in Music, 2007*

## EXPERIENCE

**WILLIAMS MULLEN**, Richmond, Virginia  
*Litigation Intern, July 2010 – December 2010, June 2011 – Present*

- Researched law for civil, immigration, and criminal cases
- Prepare legal memoranda and briefs for review by supervising attorney
- Interpret for clients from the Hispanic Chamber of Commerce Pro Bono Clinic

**VAULT26: E-DISCOVERY SOLUTIONS**, Provo, Utah  
*Legal Intern, May 2011 – August 2011*

- Researched current E-discovery laws and trends
- Advised programmers on creating a system compliant with current E-discovery laws
- Created a system map for an online document repository
- Presented research findings to Vault26 CEO and management

**INTERNATIONAL BUSINESS PRACTICE CLINIC**, Richmond, Virginia  
*Student Placement, January 2011 – April 2011*

- Worked with a team of law and MBA students for a multinational corporation
- Researched international business, tax, and intellectual property laws
- Prepared legal memoranda for review by the faculty instructor
- Created a market entry strategy for client's expansion into Asia and Central America
- Analyzed and provided recommendations for client's contracts
- Presented research findings to client's corporate counsel and CEO

**UNIVERSITY OF RICHMOND SCHOOL OF LAW**, Richmond, Virginia  
*Research Assistant, May 2010 – August 2010*

- Researched juvenile justice defense law in the Mid-Atlantic region
- Translated documents between English and Spanish
- Created a web site for the Mid-Atlantic Juvenile Defender Center

**KEYGLOBAL**, Provo, Utah  
*Office Manager, February 2006 – August 2009*

- Assembled and submitted monthly financial reports
- Negotiated a business deal between U.S. client and several Mexican companies
- Managed on-site office personnel and over 100 off-site transcriptionists
- Created new training procedures for transcriptionists
- Translated transcripts from Spanish to English

## ADDITIONAL INFORMATION

Fluent in Spanish  
Web Marketer and Developer proficient in SEO, CSS, HTML, and some PHP  
Trombonist for the Mormon Tabernacle Choir, 2007 - 2009  
Two-year Mission for the LDS Church, Mendoza, Argentina, 2003 – 2005

## PUBLICATIONS

Jacob Tingen, *Understanding and Implementing Advanced Search Technologies in E-Discovery*, 19 RICH. J.L. & TECH. (forthcoming Fall 2012).