

# YEN N. NGUYEN

## **BAR ADMISSIONS**

Massachusetts  
Connecticut

## **EDUCATION**

**New England Law | Boston**  
*Juris Doctor (J.D.)*

Boston, MA  
2020

**Fashion Law Institute**  
*Certificate*  
Business and Legal Issues Involving the Global Fashion Industry

New York, NY  
2018

**Massachusetts College of Art and Design**  
*Certificate*  
Fashion Design

Boston, MA  
2013

**Bentley University**  
*Bachelor of Science (B.S.)*  
Business Management, Marketing

Waltham, MA  
2006

## **LANGUAGE SKILLS**

- English
- Vietnamese

## **LAW TEACHING EXPERIENCE & EMPLOYMENT**

**New England Law Boston**  
*Faculty Fellow*

Boston, MA  
August 2023 - Present

- Contract Drafting: Fall 2023, Spring 2024
- Trademarks and Unfair Competition: Spring 2024

**New England Law Boston**  
*Adjunct Faculty*

Boston, MA  
August 2022 - May 2023

- Taught an experiential-education course on contract drafting with a focus on a series of realistic commercial transactions, with particular attention to the incorporation of the business terms into various agreements, as well as a review of how the standard key legal provisions and concepts interact within an agreement
- Taught students on how to consider how business terms affect the legal provisions in an agreement and how precise drafting can convey the deal terms as intended
- Facilitated an environment where students work in groups and draft documents based upon real transactions
- Provided the opportunity for students to be exposed to the types of drafting assignments that a law firm setting might provide or require

**Brandeis University**  
*Adjunct Faculty*

Waltham, MA  
August 2022 - December 2022

- Served as an appointee to the faculty of the School of Arts and Sciences at Brandeis University as a Joshua A. Guberman Teaching Fellow and Lecturer in the Legal Studies Program
- Conducted two discussion sections per week, as part of *Introduction to Law*, a broad survey class required of all Legal Studies Minors at Brandeis University
- Shared professional experience with students while shedding an invaluable light on how legal rules actually play out in the world of legal practice
- Graded student essays and final exams and provided at least one hour per week as an office hour

## **PROFESSIONAL EXPERIENCE & EMPLOYMENT**

**Arts & Business Council of Greater Boston, Inc. - Volunteer Lawyers for the Arts**  
*Art Law Fellow - Staff Attorney*

Boston, MA  
January 2022 - June 2023

- Researched, learned, and practiced art law, entertainment law, and nonprofit law
- Interviewed and counseled clients on various legal issues such as business entity formation, contract, copyright, trademark, corporate governance, and many more
- Drafted, reviewed, and negotiated contracts on a wide range of legal matters specific to artists, cultural organizations, and creative entrepreneurs

- Supported and assisted with the expansion of legal services and the delivery of all legal programming
- Worked with a variety of diverse constituency groups such as clients, partners, funders, volunteers, board members, other staff and consultants, and interns
- Assisted with interviewing, supervising, and training student legal interns and externs
- Prepared and delivered educational workshops and seminars

**Boston Housing Court/Eastern Housing Court**

Boston, MA

*Student Legal Intern*

October 2018 - November 2018

- Engaged in fieldwork relating to landlord-tenant law and submitted weekly journal entries for landlord-tenant law class
- Shadowed judges, attorneys, and housing specialists regarding both procedural and substantive matters
- Observed courtroom proceedings and mediations including Summary Process (eviction)

**Arts & Business Council of Greater Boston, Inc. - Volunteer Lawyers for the Arts**

Boston, MA

*Art Law Intern*

June 2018 - August 2018

- Exposed to a wide range of issues specific to art law and non-profit organizations, such as copyright, trademark, patent, licensing, and non-profit incorporation
- Conducted trademark clearance search and researched other legal issues such as landlord-tenant, rights of publicity, defamation, and disclaimer
- Drafted client letters, legal memorandums, and article for newsletter while participating in group discussions with attorneys, clients, and opposing parties
- Assisted Volunteer Attorneys with contracts and agreements such as purchase and sale, work made for hire, training, and collaboration
- Provided supervised counseling to artists and clients by telephone, helped discern their legal needs and worked with the VLA staff and other interns addressed their legal needs
- Assisted Director of Legal Services with interviewing prospective legal interns
- Translated webinar and application from English to Vietnamese
- Maintained and managed Salesforce CRM with accurate and updated data regarding attorneys and clients
- Analyzed data and records on Salesforce CRM to create marketing and community outreach recommendations for team

**Fragomen, Del Rey, Bernsen & Loewy, LLP**

Boston, MA

*Assistant Paralegal I - Business Immigration Analyst*

March 2017 - December 2017

- Drafted and worked on case preparation for petitions, applications, and specialized support letters detailing eligibility for visa classification and other immigration benefits
- Ensured timely and accurate submission and filing of petitions and related applications to the government while maintaining case management system and client contact information
- Interfaced and worked closely with attorneys, corporate representatives, and foreign nationals while building knowledge of the firm and client processes

**Yen Nguyen Designs**

Boston, MA

*Designer*

August 2013 - July 2016

- Communicated clearly with clients and collaborators while working on various projects
- Designed 3-D printed fashion and jewelry collections for events using computer-aided softwares
- Utilized 3-D printing/additive manufacturing technology to print designs with fused deposition modeling and selective laser sintering
- Collaborated with a scientist, engineers, and 3-D Printing entrepreneurs while participating in a fashion show competition hosted by the Massachusetts Institute of Technology's MIT Media Lab

**Bentley University**

Waltham, MA

*Assistant Director, Office of Admissions*

March 2011 - July 2013

- Assisted with the existing and the expansion of its educational services by marketing the institution, and developing strategy for individually assigned geographic recruitment regions
- Supported the Director of Admissions by helping in the administration and delivery of all educational programming including educational workshops and presentations
- Assisted with the recruitment of and engagement of prospective students and families by providing information and services in-person, via telephone, and e-mail
- Participated in strategy meetings, reviewed admission applications, assisted in decision-making process, and participated in file review
- Interviewed, supervised, and trained student fellows with a focus on outreach and support of prospective students

**IBM Corporation**

Waltham, MA

*Account Specialist*

June 2006 - July 2007

- Developed and maintained working relationships with numerous customer contacts at various levels in the organization and served as a focal point for customer inquiries, requests, and complaints
- Ensured accounts operated within approved guidelines and obtained necessary approvals for exceptions
- Prepared materials for use in reviews conducted with local and headquarter management and responsible for customer satisfaction and territory management

**VOLUNTEER WORK**

**New England Law | Boston**

Boston, MA  
May 2022 - Present

*Volunteer*

- Serving as a career mentor through New England Law CONNECT
- Offering insight about my career and professional experiences
- Providing professional information about myself, noting career-related topics I am willing to discuss, and indicating networking assistance I am able to provide

**Brandeis University**

Waltham, MA  
November 2022

*Volunteer*

- Served as a judge at the Annual Louis D. Brandeis Mock Trial Invitational Tournament
- Provided positive observations, specific tips on improving performance in subsequent trials, and sharing insights and experiences beneficial to the students
- Scored, objectively, the performance of two competing teams while providing advice and suggestions as they prepare for upcoming Regional and National rounds of competition

**New England Law | Boston**

Boston, MA  
March 2022 - March 2022

*Volunteer*

- Served as a panelist for the student organizations IPLA, AFSL and ESLO Joint Career Panel
- Shared experiences relating to pre-law school, during law school, and post-law school
- Created the opportunity for students to connect and network
- Connected with students interested in learning more about the connection between the arts and law

**New England Law | Boston**

Boston, MA  
March 2022 - March 2022

*Volunteer*

- Served as a client for a Contract Drafting course
- Observed the students as they presented on two scenarios
- Participated as a client for the student's mock client call and asked questions from a client's perspective

**New England Law | Boston**

Boston, MA  
February 2022 - February 2022

*Volunteer*

- Served as a judge for New England Law's Client Counseling Competition, sponsored by the ABA Law Student Division
- Observed and evaluated the different teams as the teams conducted an interview with a client
- Scored the teams and provided feedback for students to develop and practice the skill of client interviewing and counseling

**Arts & Business Council of Greater Boston, Inc. - Volunteer Lawyers for the Arts**

Boston, MA  
March 2020 - December 2021

*Volunteer*

- Monitored A&BC email account in the case of a request for Vietnamese support regarding resources and legal inquiries to help artists, creative entrepreneurs, and nonprofits navigate the COVID-19 crisis
- Translated COVID-19-related materials and guides into Vietnamese