

NADINE SHU RONG TAN
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WORK EXPERIENCE

Associate Clinical Professor of Law
Loyola Law School, Los Angeles, CA

July 2023 - present

- Teach first-year legal writing course. Provide academic advising to students.

Associate Counsel

Nov. 2021- May 2023

Green Dot Public Schools California, Los Angeles, CA

- With General Counsel, advised leadership team on labor and employment, student discipline, board governance, and contract issues for nonprofit network of 18 public charter schools with 1000+ employees and 11,000+ students. Advised on risk mitigation and compliance strategies in alignment with organization's mission.
- Co-led personnel investigations from initial intake through closure and delivery of discipline.
- Drafted, reviewed, and negotiated contracts for all aspects of school operations.

Adjunct Lecturer

Aug. 2021 - May 2022

USC Gould School of Law, Los Angeles, CA

- Taught legal ethics course in LLM program.

Associate Attorney

Sept. 2017 - Jan. 2021

Parker, Milliken, Clark, O'Hara & Samuelian, APC, Los Angeles, CA

- Litigated discrimination, wrongful termination, professional negligence, and business litigation cases. Drafted substantive motions, reviewed discovery, and negotiated and drafted settlement agreements.
- Recruited three lawyers as an active member of hiring committee.

Judicial Law Clerk

Sept. 2015 - Aug. 2017

Judicial Extern

Aug. - Dec. 2014

United States District Court for the Central District of California, Hon. S. James Otero (Ret.), Los Angeles, CA

- Researched and drafted orders in civil cases. Managed chambers operations and supervised approximately 4 externs each semester. Edited draft orders and oversaw extern responsibilities and performance evaluations.

Transactional Legal Extern

USC Stevens Center for Innovation, Los Angeles, CA

May - Dec. 2013

- Reviewed and drafted confidential disclosure agreements for the licensing of USC research.

PRESENTATIONS AND RESEARCH

- *The Homeroom Teacher: How to Leverage the First-Year Legal Writing Classroom as a Launching Pad for Law School Success* – co-presented with Kristen Burzynski. 2024 Rocky Mountain Legal Writing Conference, Loyola Law School.
- A survey and study of academic success programs at California ABA-accredited law schools. Research beginning in Summer 2024.

LEADERSHIP EXPERIENCE

President, Southern California Chinese Lawyers Association (SCCLA)

- Lead Board of Governors to plan professional development, advocacy, and mentorship programs. Oversee best practices for nonprofit operations. Represent SCCLA in local, state, and national bar association events.
- Co-chaired annual community service project since 2020. Produced organization's first virtual banquet in 2021.

EDUCATION

University of Southern California Gould School of Law

J.D. (May 2015)

- Peer Mentor to 1L students; Alumni Relations Chair of the Asian Pacific American Law Student Association.

University of Southern California

B.S. in Business Administration, Minor in Psychology (May 2012)

- 3.80 (*magna cum laude*); Thematic Option Honors Program (1 of 200 freshmen selected). Op-ed columnist for *Daily Trojan* newspaper.