

Nancy Chang

Professional Goals

I am a legal professional seeking the next challenge, bringing my diverse experience ranging from medical to corporate roles and ready to apply my repertoire of legal skills.

Get in touch!

Mobile:

(510) 909-6305

Email:

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Located:

SF Bay Area

Skills

- DocuSign
- Novatus/Conga Contracts
- Kiteworks
- Microsoft Office (including Office 365)
- Google Workspace
- Adobe
- Nuance Power PDF

Languages

English, Chinese

Work Background

Legal Administrative Assistant

Tailored Brands, Inc. | 2019 - Present

- Providing assistance to in-house legal department including attorneys specializing in IP, Compliance, Governance, Litigation, and Contracts
- Working mainly on Contracts team assisting Counsel with triaging review requests; guiding clients through contracting processes; organizing items and progress through Sharepoint; executing contracts at final stage; checking file documentation
- Overseeing legal document drafting, amendment and novation agreement preparations, and all NDA matters
- Managing communication with internal and external stakeholders, including serving as the main point of contact for interdepartmental members and vendor representatives
- Fielding email and physical correspondence and ensuring correct recipient per concern
- Tracking and compiling contract auto-renewal notice reports; notifying business owners, preparing amendments or termination papers as needed
- Managing invoice processing for department expenses
- Coordinating team events and outings

Optometric Assistant

East Bay Vision Center Optometry | 2017 - 2019

- Actualized the start-up of the newest branch of EBVC by creating the foundation for daily operations, training new employees, and delegating responsibilities
- Maintained relationships with representatives from insurance and product companies
- Supported the other three locations of EBVC
- Handled patient care through scheduling, pre-testing, contact lens training, and interpreting optical prescriptions
- Inspected, dispensed, and repaired eyewear for patients

Academic Background

University of California, Santa Cruz

Bachelor of Arts in Legal Studies | 2016-2019

- VP External, Treasurer for Sigma Omicron Pi
 - Philanthropy work with Hopestart International and Food Not Bombs; other volunteer work at local libraries and schools