

Vivian Etter

EDUCATION

The Pennsylvania State University, The Dickinson School of Law, University Park, PA J.D.
May 2017

Activities: Arts and Cultural Legal Society, Member; Corporate Law Society, Member

Kent State University, Kent, OH

B.A., Political Science, *summa cum laude*, May 2014

Honors: Honors College Scholar, Phi Beta Kappa, Pi Sigma Alpha

Activities: Student Conduct Officer, Student Advisory Council, Faculty Meeting Representative,
Provost Leadership Academy

BAR ADMISSIONS

Licensed and Active in the Commonwealth of Pennsylvania (Licensed as Tyler Reed Etter)

LEGAL EXPERIENCE

Entrepreneur Assistance Clinic, State College, PA

Staff Attorney, August 2017-Present

Research Assistant, Lead Clinic Intern, May 2016-May 2017

- Interviewing startup and small-business clients to determine legal needs, with over 1,000 clients served
- Counseling regarding choice of entity and preparing formation documents for different forms of businesses in the Commonwealth of Pennsylvania
- Drafting diverse early stage documents for clients, including operating agreements, restricted unit agreements and other equity sharing documents, confidentiality and IP assignment documents, and employment and consulting contracts
- Counseling on employment and HR issues, including hiring, equity schedules, termination options and intellectual property contributions for employees and contractors
- Analyzing federal and state securities laws for limited and private offering exemptions for client fundraising
- Researching and advising on 501(c)(3) non-profit entities and qualifying charitable purposes
- Providing guidance on the appropriate code designations and categories for non-profit and tax-exempt organizations
- Drafting terms of use, privacy policies and other documents for Internet-based businesses
- Providing day-to-day instruction and guidance to student interns, revising and correcting documents and drafting errors
- Assisting interns with initial meetings and drafting skills for more efficient workflow and client assistance
- Giving presentations to classes and organizations regarding legal aspects of startup businesses

- Managing various administrative tasks such as student intern project assignments, research schedules, timesheet reports on intern activity, and Clinic data gathering for various referral sources

Center for Agricultural and Shale Law, State College, PA

Research Assistant, May 2015-January 2016

- Researched legal problems and presented summaries of trends in the law
- Constructed resource databases for specific topics
- Researched and wrote twice-weekly blog posts on agriculture law and activities

INTERESTS

Creative fiction writing, Design Artistry, Tabletop Fantasy Games