

FCI 10

September 20, 2010

Mary Hagan
Clerk of Council – City of Lakewood
12650 Detroit Road
Lakewood, OH 44107

Dear Ms. Hagan:

I am writing in regards to the vacated councilmember-at-large which will become vacant on or about January 1, 2011 upon Nickie Antonio's appointment as a state representative.

I've maintained residency in Lakewood for 12 years, as well as being a homeowner and landlord within the city since 1999 with 2 residential rental properties and my current primary residence on Belle Avenue. My work experience includes 15 years of operations, financial analysis, and internal audit experience with multiple, Fortune 500, publicly-traded corporations in northeast Ohio including Key Bank, American Greetings, Sterling Jewelers (Kay, JB Robinson, and Jared), and currently with Developers Diversified Realty in Beachwood. This experience has afforded knowledge and expertise to the banking and finance, manufacturing, and retail consumer industries, as well as the most recent 5 years within commercial real estate, property management, and development for an international corporation specializing in retail shopping centers.

I received my undergraduate degree from John Carroll University with a B.S.B.A. in Business Management. While attaining internal and corporate audit experience over the past 12 years, I have also pursued and attained two specialized certifications within the profession: the CIA (Certified Internal Auditor) and the CFE (Certified Fraud Examiner). The CIA requires 40 hours of continuing education training and the CFE requires 20 hours of specialized fraud prevention and detection training each year in these related disciplines. These certifications and business experience has provided expertise in Corporate Governance, Risk, and Control Assessments, Project Management and Consultation, Business Process and Information Technology Analysis, and Strategic and Process Management and Reporting Skills including real estate developer and contractor review and audit, as well as extensive review of contractual agreements for leasing, third party, joint venture partnerships, and real estate transactions.

Consequently, I look forward to the opportunity to discuss the vacated council position in further detail with the appropriate personnel. Further, I believe that my personal investment in the community as a Lakewood property owner and landlord may provide unique insight and additional views to City Council. Please find attached a list of references. My phone number is (216) 235-3945 and may also be reached at kenfarley28@yahoo.com. Thank you for your consideration.

Sincerely,

Kenneth W. Farley Jr.
1566 Belle Avenue
Lakewood, OH 44107
216-235-3945 cell
Kenfarley28@yahoo.com

References

Tom Fraser
EVP of Lending
First Federal of Lakewood
216-529-2601 work
216-798-8708 cell

Jeff Crossman
Crossman Legal -- Attorney at Law
216-373-6926 cell

William George
Credit Risk Manager
First Merit Bank
216-408-1424 cell
216-521-1424 home

John J. Potts
VP of Audit Services
Developers Diversified Realty
216-334-5466 cell
216-755-5652 work

KEN FARLEY
1566 Belle Avenue
Lakewood, Ohio 44107
(216) 235-3945
kenfarley28@yahoo.com

EDUCATION: John Carroll University - B.S.B.A. – Business Management
Certified Internal Auditor (CIA) Certification – May 2005
Certified Fraud Examiner (CFE) Certification – Nov 2008

EXPERIENCE:

**Developer's Diversified Realty
Audit Services**

**Operations & Process Review Auditor
May 2005 – Present**

Major responsibilities include performing operational and process reviews, corporate and third party financial and compliance audits, as well as perform Sarbanes-Oxley Compliance testing and reporting for real estate development and property management in accordance with professional standards and departmental policies. Responsibilities also include providing value-add activities to Senior Management through participation in operational, consultative, and fraud investigation reviews upon request within all business processes for NYSE real estate investment trust.

- ❖ Implemented a Computer Assisted Auditing Techniques Plan in 2010 utilizing continuous auditing principles, fraud detection skills and testing procedures for company-wide accounts payable and general ledger activities. Also, proficient with ACL (Audit Command Language) - auditing and fraud detection software and attended numerous training seminars on business applications and fraud detection techniques with the data mining software.
- ❖ Sarbanes Project duties include preparation and participation for audit committee presentations regarding project status and deficiencies, discussion and facilitation of project scope for business processes including financial mapping and identification of significant processes, review of documentation narratives, risks/controls assessment, testing design, testing assessment of key controls, and remediation of weaknesses and deficiencies.
- ❖ Other duties include designing audit plans and managing staff for the performance of operational consultative reviews and fraud-related reviews of Corporate Departments and Operations, as directed by Senior Management for the examination and evaluation of the organization's internal control environment. These procedures include the assessment of business processes and internal control environments, as well as the delivery of written reports and recommendations to communicate the project results to requesting Senior and/or Process Owner Management.
- ❖ Participated in project management, infrastructure, and implementation of web-based, Sarbanes-Oxley Compliance software to maintain process and testing documentation, communicate with process owners, and establish reporting functionality for Internal Audit department's management of regulatory compliance.

**Sterling Jewelers – Signet Group (SGY)
SOX Compliance Project Coordinator**

**Corporate Risk Auditor – Corporate Audit
May 2004 – May 2005**

Responsibilities as SOX Compliance Project Coordinator for NYSE-traded, Retail Jewelry company reporting to the U.S. SOX Project Manager, U.S. SOX Steering Committee, and UK Project Management Office for implementation of Section 404 compliance

- ❖ Experience includes coordination and facilitation of day-to-day SOX activities for 6 corporate auditors and SOX Consulting Advisers (E&Y), as well as assisting the U.S. Project Manager with overall project management of decentralized approach, including communication to business process owners, parent company counterparts, internal finance management, and key operational management.
- ❖ SOX Project Management duties include discussion and facilitation of project scope for 12 business process streams through financial mapping and identification of significant processes, as well as documentation training, documentation standards, delivering milestones, project status reporting, as well as responding to business specific issues with operational business owners, review of documentation narratives, and identification of risks and assessment and testing design of key controls.
- ❖ Other duties include audit planning and performing reviews of Corporate Departments and Operations as directed by Senior Management and/or Director, Corporate Audit for the examination and evaluation of effectiveness of the organization's systems of internal controls, including report writing and communication of results to Management.

**American Greetings Corporation
Operations Audit Analyst**

**Audit & Operations Review
July 2000 – April 2004**

Major responsibilities include performing operational consulting and financial auditing within manufacturing and retail environment in accordance with professional standards and departmental policies. Responsibilities also include providing value-added activities through hard dollar recovery reviews and process recommendations for all subsidiaries of NYSE publicly traded, international social expressions company.

- ❖ Ongoing collaboration with operational and financial process owners, as well as the Corporation's external auditors to establish the scope, objectives, documentation, and develop audit tests of the key internal controls with financial reporting impact in accordance with Sarbanes Oxley Act 302 and 404 certifications
- ❖ Assist independent external auditors in fiscal year-end auditing of operational controls and detailed financial statements in preparation of annual audit plan and reporting. Annual participation in Inventory Control & Testing, Subsidiary Analytical Financial Review, and A/R Circularization Validity & System Testing
- ❖ Utilize written and verbal communication skills in conducting client interviews, as well as effectively communicating an evaluation of controls and review findings to department and executive management.
- ❖ Primary participation in developing Travel & Entertainment Expense Reporting Policy Manual and utilizing fraud detection skills and operational consulting to implement continuous monitoring programs of web-based Travel and Entertainment expense reporting system to identify recoveries, minimize losses, and increase cost efficiencies
- ❖ Performed consulting support to Executive Management for Cost Reduction Initiative, gathering information on operational processes and the costs associated from numerous subsidiaries and departments in an effort to reduce operational costs and increase efficiency as part of global restructuring project.

**KeyCorp - Key Bank
Senior Staff Auditor**

Main responsibilities included performing operational and credit risk review procedures with responsibility for day-to-day supervision and review of fieldwork audit tests, in accordance with IIA standards and departmental policies within the Consumer Finance product lines, including Small Business products and Outsourced Collections.

- ❖ Establish scope, objectives, and risk approach, as well as developing audit tests and determining samples for reviews of internal controls for operational, compliance and credit risks
- ❖ Perform consulting support for internal operational/financial controls, using work/transaction flow analysis and fieldwork testing to identify key exposures to risk and provide suggestions for procedural control enhancements.
- ❖ Utilize written and verbal communication skills in conducting client interviews with all levels of operational management, requiring detailed documentation and a thorough understanding of procedures, in order to effectively evaluate controls.
- ❖ Effectively manage multiple client support requests, formal reviews, and internal consulting projects, supervising staff, and efficiently resolving conflicts with line of business clients and risk management partners

**Consumer Finance Risk Management Services
December 1998 – July 2000**

**Mellon Bank Corp – Mellon Mortgage Company
Asset Management – Portfolio Manager**

February 1998 – December 1998

Actively monitor and service portfolio of 225 commercial mortgage-backed securities loans, representing an overall net worth over \$750 million dollars, including multi-family properties, hotels, office buildings, and retail strip locations.

- ❖ Monitor and analyze monthly, quarterly, and annual commercial property financial statements, as well as review of legal loan documents to discuss and interpret with rating agencies, borrowers, and investors.
- ❖ Prepare written/oral presentations of portfolio performance based on financial statement analysis to rating agencies, investment banks, and certificate holders/investors.
- ❖ Respond to borrower and investor inquiries regarding financial statement analysis, occupancy rates, escrow account disbursements, account reconciliation, collection, property inspections, and letters of credit for commercial real estate loans.

Ohio Savings Bank

**Mortgage Telephone Banking Center – Assistant Manager
September 1997 – February 1998**

Assist with management and productivity of 12-15 mortgage banking specialists in call center environment, involving inquiries and relationship management for national network of 1,400 residential mortgage correspondents and 10 regional satellite offices. Assist correspondents with inquiries involving fixed and ARM underwriting and documentation requirements, loan registrations/rate locks, correspondent pricing and customer service.

**Telephone Banking Center – Senior Personal Banking Specialist
December 1995 – September 1997**

Assist with management of 10-12 customer service representatives in call center environment, involving retail customer inquiries and sales opportunities on residential mortgages, home equity lines, credit cards, deposit accounts, IRAs, as well as on-line banking

Professional and Other Interests:

Current Member - Institute of Internal Auditors and the Association of Certified Fraud Examiners
 Attended 2009 ACL Training Seminar in Chicago, Illinois and utilized in audit program for 2 years.
 Proficient with J.D. Edwards and Microsoft Applications
 NCAA and High School Basketball Official