

Kyle A. Weigand
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September 30, 2010

VIA US MAIL

Hon. Kevin Butler
President
Lakewood City Council
12650 Detroit Ave.
Lakewood, OH 44107

Re: Submission of Resume and Qualifications for Council Consideration

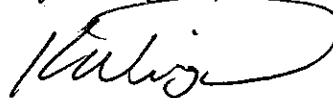
Dear Council President Butler:

I am asking to be considered for appointment to Councilwoman Antonio's At-Large Lakewood City Council seat in the event that it becomes open. After much deliberation and careful thought, I am confident that now is the appropriate time (politically, professionally, personally) for me to be able to devote my time, efforts and talents to the city where I was born and raised.

For your consideration, I enclose my resume. With experiences such as a) serving on the Lakewood bond counsel team at Vorys Legal Counsel for nearly four years; b) working as a corporate/commercial/public finance Paralegal for seven years and; c) managing a 16-attorney, 30-total employee law firm with three offices, I am confident I will bring insight and collaboration to the decision-making of council.

I know many of you personally, and I believe you know how strongly I believe in our City. I want nothing more than to continue making it better – to build on forward momentum made on economic, social, housing and safety issues that we face as an inner-ring suburb of Cleveland. I was born here and plan to stay here. I appreciate your consideration to allowing me to join you in helping make our city the best it can be.

My best regards,



Kyle A. Weigand

Enclosures

cc: Members of Lakewood City Council
Mary Hagan, Clerk of Lakewood City Council
Mayor Edward FitzGerald

KYLE A. WEIGAND

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Lakewood, Ohio 44107
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EXPERIENCE:
December 2009 –
Present

Thacker Martinsek LPA; Cleveland, OH
Firm Administrator

- Please see list of responsibilities attached hereto

March 2004 –
December 2009

Vorys, Sater, Seymour and Pease LLP; Cleveland, OH
Paralegal; Corporate, Commercial and Public Finance Groups

- Sole fulltime Paralegal in Cleveland office Corporate, Commercial and Public Finance groups
- Responsible for governance of all Corporate Records of all Cleveland and Akron office clients
- Considerable client-contact and great amount of substantial decision-making responsibilities
- Perform multitude of Litigation group duties including research, large case/class action document reviews and indexing and various background searches
- Continue to execute all substantive responsibilities described below in previous employment

September 2002 –
January 2004

Jones Day; Cleveland, OH
Legal Assistant/Paralegal; Business Practice Group, Mergers and Acquisitions

- Assistance with filing of registration statements and other '34 Act documents with the SEC (including the preparation of exhibits, assistance at the financial printer and filing of documents via LivEdgar)
- Research of client-specific issues in preparation of '34 Act documents
- Legal research utilizing Westlaw, Lexis-Nexis and various Internet research programs
- Preparation, filing and research of incorporation, limited liability company, foreign qualification and trade name documentation in numerous jurisdictions
- Creation and maintenance of corporate record books and stock record books
- Extensive preparation, tracking and maintenance of various UCC filings
- Assistance with closings of various corporate transactions, including mergers, acquisitions, public offerings and bankruptcies
- Organization, preparation and distribution of bound closing materials
- Drafting, proofreading, editing and circulation of numerous substantive legal documents
- Maintenance and organization of client files for attorneys
- Manage the Corporate Reference Center; consisting of researching all general corporate and litigation research inquiries, maintenance of all client-related annual reports and proxies and maintenance of all stock and UCC documents
- Hired full-time in September 2002; many of these tasks are continued from previous summer and winter breaks as a "seasonal" project assistant while in college (1997-2001)

August-May
1999-2001

Jones Day; New York, NY
Recruiting Assistant

- Responsible for tracking all recruiting activity and candidate information in firmwide database
- Create, update and revise candidate status chart and recruiting reports used for hiring decisions
- Assist with all aspects of legal hiring, including preparing and distributing interview schedules, meeting and greeting candidates, coordinating firm expenses reimbursements, preparing candidate correspondents and maintaining records
- Report directly to Recruiting Manager and work closely with attorneys on various hiring matters

EDUCATION:

University of Toledo College of Law; Toledo, OH
First-Year coursework completed: May 2002
Elected Vice-President, Student Bar Association; First-year Class Representative

Fordham University; New York, NY
BA, Political Science, May 2001
Minor in History; Certification in Peace & Justice Studies
Honors: Dean's Scholarship recipient, eight semesters

Saint Ignatius High School; Cleveland, OH
Graduated June, 1997; with High Honors

COMPUTER SKILLS: Microsoft Word/Works; Word Perfect 7.1; Lotus Applications; Lexis-Nexis; Westlaw; LivEdgar (SEC); Acrobat; Oracle databases; various Research and Internet applications

ORGANIZATIONS & INTERESTS:

- Licensed Ohio Real Estate Sales Person – licensed since 2007 and held with Prudential Lucien Realty, Lakewood, Ohio
- Elected to Cuyahoga County Democratic Party Executive Committee, 2010
- Elected to Cuyahoga County Democratic Party Central Committee, 2010
- Member/Secretary – City of Lakewood Community Relations Advisory Commission – (2007-2010)
- Memberships:
Lakewood YMCA, LakewoodAlive, Lakewood Chamber of Commerce, Cleveland Yachting Club
- Representative – Saint Ignatius High School Alumni Association
- Active in sailing, running and real estate

References available upon request (personal and professional)

Kyle A. Weigand (continued)
Thacker Martinsek LPA
Law Firm Administrator, December 2009 – Present
Description of daily/monthly/annual duties:

Manages business functions as well as the overall operations of three (3) offices in Cleveland and Metro Toledo, Ohio and Naples, Florida.

Reports to the President of the Board of Directors and all seven (7) shareholders, and participates in management meetings.

Identifies and plans for the changing needs of the organization, shares responsibility with the appropriate shareholders for strategic planning, practice management and marketing, and contributes to cost-effective management throughout the organization.

Generally solely responsible for financial planning and controls, personnel administration, and systems and physical facilities,

Fully hands-on aspects of management include:

Financial Management:

Including planning, forecasting, budgeting, variance analysis, profitability analysis, financial reporting, general ledger accounting, billing and collections, cash flow control, banking relationships, IOLTA/trust accounting, payroll, pension plans and other financial management functions.

Human Resource Management:

Including recruiting, selection, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, personnel data systems, job design, resource allocation and other human resource management functions for the legal, Paralegal and support staff.

Systems Management:

Including systems analysis, operational audits, cost/benefit analysis, programming and systems development, information services, records management, library management, office automation, document construction systems, information storage and retrieval, telecommunications, litigation support, and other systems management functions.

Facilities Management:

Including space planning and design, purchasing, inventory control, records storage, reception/switchboard services, telecommunications, mail, messenger and other facilities management functions.

And as a member of Thacker Martinsek's management team, manages and/or contributes significantly to the following:

Operations/Management:

Including strategic and tactical planning, business development, risk management, quality control, organizational development, firm planning processes and other general management functions.

Practice Management:

Including lawyer recruiting, lawyer training and development, legal assistant and Paralegal supervision, work product quality control, professional standards, substantive practice systems and other practice management functions.

Marketing:

Including management of client profitability analysis, forecasting of business opportunities, planning client development, marketing legal services and enhancing the firm's visibility and image in the desired markets.