

# OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION

## CANDIDATE INFORMATION

<b>Name:</b> Kara M. Jakubec	
<b>Ohio City Incorporated Membership:</b>	<input checked="" type="checkbox"/> I am currently a Resident Member in-good-standing
<b>Length of Ohio City residency:</b>	4+ years

## EXPERIENCE & PROFESSIONAL EXPERTISE

<input type="checkbox"/> Accounting	<input type="checkbox"/> Developer/Builder	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Bilingual	<input type="checkbox"/> Education	<input checked="" type="checkbox"/> Legal
<input type="checkbox"/> Community Activist	<input type="checkbox"/> Finance/Lending	<input checked="" type="checkbox"/> Marketing
<input type="checkbox"/> Community Connections	<input checked="" type="checkbox"/> Fundraising	<input type="checkbox"/> Outreach
<input type="checkbox"/> Construction Contractor	<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Design/Architecture	<input type="checkbox"/> Historic Preservation	<input checked="" type="checkbox"/> Strategic Planning

## PERSONAL STATEMENT

### 1) Why do you wish to serve on the Ohio City Incorporated Board of Trustees?

My love of this neighborhood is rooted in its diversity, but it carries on through the established strength of our intimate and familiar community feeling maintained in a major metropolitan area. I was raised in Lorain, Ohio, as part of an extended family that perfectly represents the international and cultural diversity for which the city is well-known. Later, I spent 10 years in Chicago, living in a number of neighborhoods that embodied a small community feel in a major metropolitan area. I have been so happy to find a continuation of these experiences in Ohio City.

Though I have been a resident for four years, I am still only involved in the community to a much smaller degree than I would like for both myself and other community members. As we champion ourselves as a “complete urban neighborhood,” my intent for service with the Board would be geared toward expanding and growing on that principle to a level of inclusion and engagement even farther reaching than the recent and rewarding accomplishments.

### 2) Please describe your experience in the areas checked in Part 2. Include any special achievements and/or experiences that you feel would enhance the organization.

*Fundraising, Marketing, Strategic Planning:* In Chicago I worked for and on behalf of the theater with which I was involved during the last five years of my residency. Our company was a non-profit, artist-led cooperative that relied on the leadership of proactive performers looking to contribute to the maintenance and growth of what was a unique institution in a saturated market. My direct responsibilities included marketing, communications, and performance scheduling, all of which required collaborative strategic planning with other theater operations leaders.

As the leader of marketing, I collaborated with our company to source and execute ideas which: brought in larger and more diverse audiences; increased community involvement at all levels of performers and created a stronger brand recognition and level of respect for our operations. On the fundraising side, I worked with individual actors, troupes, and non- or negative-profit activity into one that at a minimum created goodwill if not actual cash. Our annual marketing budget never exceeded zero dollars, and during each year I was involved, our revenue increased exponentially.

Legal: I am a lawyer licensed in Ohio and Illinois, and I maintain a small practice in both states; however, my principal work is as a consultant.

**3) Describe your involvement in Ohio City neighborhood organizations or Ohio City Incorporated sponsored committees, projects, or block clubs.**

I have volunteered for Evening in Ohio City for three tours, both day-of at residents' homes and as part of a planning committee, and as a mentor to the mock trial team at Garrett Morgan.

**4) Describe your involvement in non-Ohio City neighborhood organizations/activities.**

I currently volunteer with Secondhand Mutts in Tremont and Hillary for Ohio in Lakewood. I have also worked in the past with Cherished Cockers Rescue, Habitat for Humanity, and HRC.

My best friends and I formed a book club, the Book Club Ballers, which as met monthly for the last two years. We have 20 members in Cleveland - lawyers, nurses, non-profit executives, and artists - and a chapter in D.C. now as well. This month's pick is All the Light We Cannot see.

# Kara Jakubec

## **BAR MEMBERSHIP**

State of Illinois, admitted 2010

State of Ohio, admitted 2014

## **EDUCATION**

**The John Marshall Law School**, Chicago, Illinois

*Juris Doctor*, January 2009

**Loyola University Chicago**, Chicago, Illinois

*Bachelor of Business Administration in Marketing*, May 2003

## **LEGAL EXPERIENCE**

**Black Letter Discovery**, Cleveland, Ohio

Dec. 2014 – present

*Discovery Consultant*

Counsel: Jones Day (Cleveland, New York, Washington D.C.); Goodwin Proctor (New York); Littler Mendelsohn (San Francisco); Skadden Arps (New York); Williams & Connolly (D.C.)

Matters: Pharmaceutical Litigation (Antitrust, FCA, Patent Infringement); FCPA Compliance Investigations (Anti-Bribery); CPA Class Actions

## **Accomplishments**

Through project management and negotiation, retained client from initial, three-week project of 20 attorneys valued at \$100K for three subsequent matters, following through a change of outside counsel and engaging up to 90 attorneys, presently valued at \$4M and counting.

Negotiated with counsel to secure projects with new and existing clients for present combined value of \$500K, including upgrades of services offered and exclusivity of vendor relationship.

## **Responsibilities**

Provide analytical, technical, and administrative support to law firm and corporate clients engaged in discovery phase of litigation and internal investigations from initial consult to production, including design of review process, protocol, and search terms.

Create, implement, manage, and supervise teams of attorneys engaged in document review at all stages, including organizing and supervising first-pass review for responsiveness, privilege, and relevancy; establishing QC practices at individual- and project-wide levels; and applying privilege designations by authoring protocols, privilege logs, and redaction criteria.

Advise in-house and outside counsel on next steps resulting from discovery process, including development of and improvement upon document retention policies and programs; collaborate with counsel to implement best practices in drafting and executing e-discovery plans; and provide initial analysis and continuing feedback on scoping relevance, search term creation and refinement, and clustering ideas in furtherance of both predictive coding and efficient review.

**The Law Offices of Kara Jakubec**, Chicago, Illinois & Cleveland, Ohio Nov. 2009 – present  
*Attorney & Consultant*

- Solo practice undertaken principally providing civil legal services to family, friends, acquaintances, and colleagues in home state of Ohio and second home of Illinois.

**Major Legal Services**, Cleveland, Ohio Dec. 2013 – Nov. 2014

**Black Letter Discovery**, Cleveland, Ohio Feb. 2012 – Oct. 2013

*Contract Attorney*

- Serve as team lead for quality control, privilege, and communication purposes with local law firm clients engaged in discovery and trial stages of complex litigation involving antitrust, false claims, copyright and patent infringements, business, and tax.
- Supervise authoring of privilege logs, oversee redactions for privilege and confidentiality, and assist lead counsel with trial preparation, such as exhibit identification and witness evaluation.
- Expertly utilize the electronic document review platforms Relativity, Kroll, Visual Evidence, and E-Direct on both reviewer and administrative levels.

**Janik L.L.P.**, Cleveland, Ohio March – July 2013

*Associate Attorney*

- Researched, authored, and edited insurance coverage analyses, memorandums of opinion, case briefs, and various motions at litigation practice focusing on insurance and professional liability.
- Managed large-scale document review utilizing Westlaw's e-discovery software, CaseLogistix.

**The John Marshall Law School Fair Housing Legal Clinic**, Chicago Jan. 2008 – Jan. 2009

*Clinical Intern*

- Authored memorandums of recommendation and case briefs for clinical professors' review, as well as communications with clients and opposing counsel.
- Drafted requests for review, appellate briefs, and attorneys' fees petitions for new and existing cases before the IDHR, HUD, and the Court of Appeals for the Seventh Circuit.

**Brian Clauss, Military Law & Veterans Benefits Professor**, Chicago Jan. – March 2008

*Research Assistant*

- Researched and drafted articles pursuant to a variety of topics, including, "Employees Called to Duty in the National Guard and Reserve," Ill. Municipal Review, Feb. 2008.

## **OTHER EXPERIENCE**

**The Playground Theater**, Chicago, Illinois June 2006 – June 2012

*Director – Marketing & Communications*

**The Cleveland Orchestra**, Cleveland, Ohio Aug. 2010 – Feb. 2012

*Research Associate – Philanthropy & Advancement*

**SpencerStuart**, Chicago, Illinois Feb. 2004 – Dec. 2005

*Research Associate – Mergers & Acquisitions*

**Emercent Solutions**, Chicago, Illinois May 2002 – Feb. 2004

*Marketing Coordinator*