JEFFREY ARTHUR HUTH

EMPLOYMENT EXPERIENCE

HAMRICK SCHOOL
Medina, Ohio
Assistant Campus Director/Director of Education
December, 2013 – Present

Responsible for all administrative aspects of accredited school specializing in truck driver training. As Assistant Campus Director, supervise all departments of school including admissions, financial aid, accounting, and career services. Prepare weekly reports on operations and metrics of all departments. Responsible for some marketing functions. As Director of Education, responsible for all aspects of the educational functions of the school, including selection, training, supervision and evaluation of all faculty; development of instructor schedules within established budget guidelines; supervision of Registrar and Training Managers, regulatory compliance and reporting, including Ohio Department of Public Safety and ACCSC. Responsible for monitoring student progress and academic eligibility.

Prepared all documentation and monitored all preparations for reaccreditation in 2015, including application for reaccreditation and self-study report, prepared and supervised staff during site visit.

BLACK LETTER DISCOVERY
Cleveland, Ohio
Document Reviewer

September 2013

Temporary work for legal discovery firm on large scale document production project for major law firm. Performed first level, privilege review and log, and quality control work. Familiar with e-Direct software.

B3 LEGAL
New York, New York
Document Reviewer

April 2013 – August 2013

Temporary work for legal discovery firm on document production project in major financial litigation. Performed first level and privilege review work. Familiar with Relativity, Catalyst, and Attenex software.

MEDTECH COLLEGE
Lexington, Kentucky
Director of Education

January 2011 – April 2012

Responsible for all aspects of the educational functions of the school, including selection, training, supervision and evaluation of all faculty; development of the quarterly master schedule of classes and instructor schedules within established budget guidelines; supervision of Registrar and Program Directors, regulatory compliance and reporting, including State of Kentucky and ACICS. Responsible for monitoring student progress and academic eligibility.

ACADEMY OF COURT REPORTING
Akron, Ohio
Instructor / Dean of Legal Studies/Director of Education/Registrar

January 2000 - January 2009

I started teaching at the Academy of Court Reporting in 2000 as a part-time instructor in the night school. I remained a part-time instructor until early 2004, at which time I became the Dean of Legal Studies in the paralegal program. In March, 2008, I became Director of Education for the entire school. While Director of Education, I also performed the Registrar duties for the school.

Job Responsibilities: Director of Education

Responsible for all aspects of the educational functions of the school, including selection and evaluation of all faculty; development of the quarterly master schedule of classes and instructor schedules within established budget guidelines; regulatory compliance and reporting, including state of Ohio (Board of Career Colleges and Schools and Board of Regents), National Court Reporters Association, and ACICS. Responsible for monitoring student progress and academic eligibility. As Registrar, created quarterly student schedules, evaluated transfer credits, maintained all student files, evaluated and approved students for graduation.

During my time as Director of Education, student retention increased nearly 25%.
Also final master schedule I created was 40% under the allowed budget for teaching expense.

Job Responsibilities: Dean of Legal Studies

Responsible for the general operation of the paralegal program, including selection and evaluation of faculty, class materials and texts, and development of supplementary materials; student counseling, advising and retention; monitoring student progress toward graduation; placement and monitoring of students in internships, as well as acting as liaison between the school and the sponsors of our interns.

Job Responsibilities: Instructor

Responsible for delivery of course materials in accordance with the syllabi for each class and measuring and monitoring student achievement of the educational objectives of each class; providing extra assistance to students as requested or required. Each quarter scored well over 95 % on student evaluations for all my classes.

JEFFREY A. HUTH CO., LPA
Medina, Ohio
Attorney/President
January 2000 to January 2011

Attorney sole practitioner with general civil practice. Primary areas of practice included consumer bankruptcy, social security disability, and general civil litigation.

PASSALACQUA & SEIFERT
Cleveland, Ohio
Attorney/Partner
March 1997 to December 1999

General civil law practitioner in firm of three attorneys, including preparation of wills, contracts, business formations, and real estate transactions. Also represented clients all aspects of litigation matters, from pleadings through appeal, including representation in arbitrations and both jury and bench trials. I also performed substantial research for one of the other partners whose practice consisted almost entirely of criminal law, and assisted her at several criminal trials.

McCARTHY, LEBIT, CRYSTAL & HAIMAN CO, LPA
Cleveland, Ohio
Associate Attorney (7 years); Law Clerk (2 years)
November 1987 to February 1997

Began legal career as a law clerk at McCarthy, Lebit during my second year of law school and stayed on after graduation as an associate in the litigation department, working primarily on research, drafting pleadings and motions and discovery. Primary research/writing member of the department, preparing most of the major written motions, papers and briefs for trial courts and all of the firm's appellate briefs. For my last three years at the firm handled all the firm's appellate work, including all oral arguments.

EDUCATION

CLEVELAND-MARSHALL COLLEGE OF LAW
CLEVELAND STATE UNIVERSITY
Cleveland, Ohio

J.D., summa cum laude, 1989 Class Rank: 3
Law Review Associate, 2d year
American Jurisprudence Award, Torts, 1st year

KENT STATE UNIVERSITY
Kent, Ohio 44242

Bachelor of General Studies (pre-law), magna cum laude, 1977

OTHER ACTIVITIES

1994 - 2005 LEGAL ADVISOR
Ohio Center for Law Related Education Mock Trial Competition

For twelve years I served as a legal advisor to high school teams entered in the OCLRE's statewide mock trial competition.

PUBLICATIONS

"An Overview of the Amendments to the Federal Rules of Civil Procedure Concerning Discovery, Mandatory Disclosure of Information, and Waiver of Service of Process", Law & Fact, The Cuvahoga County Bar Association Journal. March/April 1994

Co-Authored "Punitive Damages in Non-Tort Litigation" - Seminar materials for Ohio Academy of Trial Lawyers seminar.

REPORTED CASES (sample)

Robb v. Chagrin Lagoons Yacht Club, 75 Ohio St. 3d 264, 662 N.E.2d 9(1996).
Muczyk v. Cleveland State University. 111 Ohio App. 3d 167, 675 N.E.2d 1283 (Cuyahoga County 1996)
O'Neill v. Commissioner. 994 F.2d 302 (6th Cir. 1993) (Briefed)
RTC v. Zimmerman, 853 F. Supp. 1016 (N.D. Ohio 1994) (Briefed)

BAR ADMISSIONS

Ohio Supreme Court
United States Supreme Court
United States Court of Appeals ~ Sixth Circuit
United States District Court - Northern District of Ohio

REFERENCES AND WRITING SAMPLES AVAILABLE ON REQUEST