

Timothy H. Carroll
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February 16, 2011

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

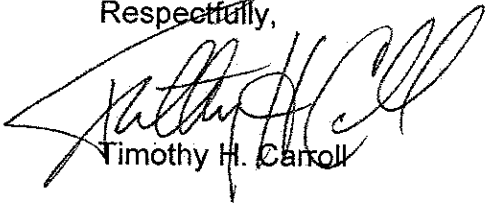
Re: Ward 1 Vacancy on Lakewood City Council

Dear Ms. Hagan;

In response to the Public Notice, I hereby submit my name for consideration for the appointment to the Ward 1 seat on Lakewood City Council.

I look forward to exploring this opportunity with the Members of Council.

Respectfully,



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EXPERIENCE:

Legal:

**July 1999 - Present Squire, Sanders & Dempsey
Paralegal**

Responsible for Case File Management including reviewing of Documents, organizing documents for exhibits in Pleadings and Trials. Conducted research; Contacting Client and Witnesses in preparation for Trial. Use of various discovery databases to maintain case information. Involved in cases relating to Construction Cost Overruns, Lease Buyback, Bankruptcy, SEC Investigations, Shareholders Litigation and Class Action suits involving Gasoline Retailers and Pharmaceuticals.

March 1999 - July 1999 Contract Paralegal/Legal Assistant

Squires, Sanders & Dempsey - Case Management and document review dealing in Anti- Trust and SEC Litigation

Jones, Day - Review of documents relating to patent infringement and intellectual properties.

Cleveland Cliffs Corp. - Assisting on temporary basis in conducting legal research, document reviews. Assisted with researching background investigation on companies related to an accident investigation.

**January 1997 - March 1999 Risk International Services, Inc.
Sr. Insurance Researcher / Independent Contractor**

Responsible for identifying and locating insurance policies and proof of insurance coverage for possible future environmental claims. Use of various sources to assist in corporate background investigations. Worked independently of normal offices although work was transferred through the regional office.

**June 1989 - June 1992 Kelley, McCann & Livingstone (n/k/a Taft Stettinius & Hollister)
Legal Assistant**

Managed all case files in the following areas of law: product liability, environmental and personal injury. Responsible to conduct preliminary investigations regarding claims against municipal clients. Assisted with monitoring bankruptcy matters.

**Oct. 1987 - Jan. 1989 Arter & Hadden
Case Assistant**

Case management. Reviewed documents for several civil actions including Resolute Trust Corp/FSLIC banking scandal and asbestos type litigation.

Non Legal Experience

June, 1996 - January, 1997 Northern Summit County Coalition, Inc.

Director - Administrative & Governmental Relations

Responsible for drafting grant proposals to government agencies. Assist with the administering of the program. Act as a liaison with government and political groups and agencies.

June 1994 - March 1996 Agency Rent - a - Car

Manager

Responsible for the overall management of operations of a field office, including profit and loss, fleet management and utilization, and training of personnel for the management position.

January 1993 - April 1994 Marden Capital Advisors

Account Representative

Responsible for all prospecting, client development and client retention. Developed client financing/business proposals. Range of plans \$450,000 - \$20 million.

July 1992 - Dec. 1992 Infocision Management Corporation

Telemarketer

Fund raising for national political, environmental and Christian groups.

EDUCATION:

American Institute for Paralegal Studies - Certificate - May 1987

Niagara University - Bachelor of Arts - Criminal Justice - May 1984

ACTIVITIES:

Niagara University Alumni Board - Member - 2008 - Present

Cleveland Chapter Niagara University Alumni - Co-Chair 2008 - Present

St. James Catholic Church Finance Council - 2008 - 2010

St. James Catholic Church Parish Council - 2006- 2010

Candidate - Lakewood City Council - 2005

Maplecliff Drive Homeowners Association Board of Trustees - 2002-2004; 2010