

# Theodore Kelly, Esq.

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## EDUCATION

**CAPITAL UNIVERSITY, 2017**, Juris Doctor  
Pro-Bono Legal Honors

**THE OHIO STATE UNIVERSITY, 2012**  
BA Political Science

## SKILLS

MS Office Suite, Access, MSP,  
Black Knight Lender Desktop,  
Acrobat Pro, Public Speaking &  
Engagement, Group Organization,  
Google Docs

## EXPERTISE

Bankruptcy   
Clinical Skills   
Business Analytics   
Customer Experience 

## RELEVANT EXPERIENCE

### Default Servicing Operations Supervisor | JPMorgan Chase & Co.

July 2015-Present, Columbus, OH

Manage a team of bankruptcy analysts • Perform legal research for in-house counsel • Liaise with outside legal partners • Perform business analytics & forecasting • Monitor bankruptcy filings for hundreds of accounts • Assess risk and controls • Perform process improvement & project management • Lead the Employee Morale Committee

### Team Lead & Returns Department Supervisor | Rogue Fitness

September 2012-February 2016, Columbus, OH

Monitored customer experience • Led a team of 5-18 employees to ensure customer and government contract orders were processed and shipped within 24 hours • Supervised reverse logistics process • Reported inventory shortages to purchasing

### PBX Operator | Ohio Health

September 2010-September 2011, Columbus, OH

Connected in- and out-bound calls for 9 regional hospitals and hundreds of primary care physicians • Initiated emergency code procedure via phone, pager, and intercom

### Military Police Officer | Ohio Army National Guard

August 2008-September 2012, Springfield, OH

Led platoon of military police in Guard functions • Created and performed yearly training guidance for company • Developed yearly budget for company • Ensured training and documentation was up-to-date

### Switchboard Operator/Maintainer | United States Marine Corps

October 2005-August 2008, Cincinnati, OH

Managed communication security codecs for TCC/42VN Switchboard • Provided connectivity for high-level inter- and intra- base communications • Platoon Guide at basic training and MOS training

## COMMUNITY OUTREACH & ORGANIZATIONS

Vice President | Student Bar Association | 2016-2017

Volunteer Income Tax Assistance Program | January 2015-Present

Legal Aid Society of Columbus | Bankruptcy Bypass Clinic & Expungement Clinic | March 2015

JPMorgan Chase & Co | Good Works Volunteer | July 2015-Present

Tutormate - 1st Grade Reading Tutor | Slate Ridge Elementary | October 2015-December 2016

## CURRENTLY LEARNING

Federal financial regulations, SQL, Six Sigma

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