



City of Cleveland Heights
 40 Severance Circle
 Cleveland Heights, Ohio 44118

CITY COUNCIL APPLICATION FORM

DATE RECEIVED: _____
 (for official use)

Thank you for your interest and willingness to serve Cleveland Heights. To be considered for appointment to Cleveland Heights City Council, please answer all questions on this form. Attach your resume to your completed form. Please return the completed form to the City Manager's Office, Cleveland Heights City Hall, 40 Severance Circle, Cleveland Heights, Ohio 44118 or email this form and resume to councilapplication@clvhts.com.

Name Leslie Lathrop
 Phone: (home) [redacted] cell) same Email: [redacted]
 Address: [redacted] Keystone Dr, Cleveland Hts OH 44121
 Place of Employment: The North Coast College / Parkmount Consulting
 Position: Professor of Business Administration / Mgmt Consultant
 Length of residence in Cleveland Heights: 17 yrs Event writer
 Are you a registered Cleveland Heights voter? Yes!

What special qualities, abilities, skills, insights or perspectives do you possess which would be of value in serving on Cleveland Heights City Council? A talented writer, teacher/mentor/leader, very meticulous paying grave attention to detail. Above average business aptitude. Works well independently and as part of any team.

What educational training (formal or informal), employment and other life experiences have helped you develop the qualities, abilities, etc., described above? Terminal degree in business administration, paralegal degree, every work experience – primarily those in insurance, law and my stint as a bartender have educated me about people, their needs, their wants and the differences between the two.

Please list your recent community, professional or charitable involvements. List the most recent first. Nine months ago, my husband and I became kinship caregivers for my great niece and nephew (5 and 11 years old). We took these children in to our home as a help to my niece to stop them from going into the foster care system. My great niece had not started school yet and we prepared her for kindergarten at Oxford Elementary, and my great nephew went into sixth grade at Wiley Middle School and went from earning C's, D's and F's and barely passing to earning merit roll his first second and third quarters prior to being reunited with their parents. This experience provided my family some real insight on just how grateful we should be for many reasons. I also actively mentor and tutor students as needed.

What are your goals for our community and are there areas in which you believe the City needs improvement? How would your service on City Council help achieve those goals and improve the City? I would love to see more in the areas of teaching renters how to take more responsibility for their living space and better efforts toward making them homeowners. In my mid-twenties I moved to Cleveland Heights as a single parent with two school aged children because I wanted better for them. As we know, there is nothing common about common sense. People move to Cleveland Heights from all walks of life and with various backgrounds and experiences – and what we think people should know – they may not. I have always had pride in where I live whether or not I owned the property, but we are all different. My thought would be to add a section called “*On Being a Good Neighbor*” as gentle reminders on what people should do to become good neighbors. Another example is a small informative booklet on property upkeep sent through various social media mediums seasonally and at the change of address in an effort to reach everyone – because believe it or not society is changing. This is an observation that I make as I see neighbors move in and out, I love the city.

Do you have other responsibilities which would prevent you from participating in City Council and Council Committee work during certain hours or on certain days? No, as a fully online Professor of Business Administration and Management Consultant, I have the ability to control my schedule.

State any additional information you would like to have considered. Along with how qualified I am to provide assistance in a number of ways, I want to provide this service. This was not an opportunity bestowed upon me, its one that I sought where I am asking to be of service. I believe that we are all here to provide service to one another – maybe this will be another way that I provide service to my community in return for all the service they have provided for my family and I.



your signature

Please return this form to:

City Manager's Office
City of Cleveland Heights
40 Severance Circle
Cleveland Heights, Ohio 44118 or email
to councilapplication@clvhts.com

LESLIE C. LATHON, PhD MBA

Keystone Dr., Cleveland Hts., OH 44121

SUMMARY

Accomplished leader able to build collaborative relationships. Work collectively with other members, departments, and administration to address challenges and ensure resolution and solutions. Excellent researcher, written and verbal communicator, with strong organizational skills, good initiative, and extremely meticulous. Ability to design and deliver innovative learning solutions that engage the learner across multiple modalities, along with the use of formal instructional design methodology to ensure that learning objectives are realized.

EDUCATION

Doctor of Philosophy in Business Administration, Human Resource Management
Northcentral University, 2019

Dissertation/Research: *Human Resource Management Practices and Additional Resources that Aid in Business Sustainability and Growth.*

Master of Business Administration, Leadership
Tiffin University, 2012

Bachelor of Business Administration, Organizational Management
Tiffin University, 2010

Associate of Applied Business, Paralegal Studies
The Academy of Court Reporting, 2001

CONFERENCE PRESENTATIONS

Presented dissertation research at The Academy of Business Research, Spring 2019 Conference Program in New Orleans, LA (3/2019).

PROFESSIONAL ACCOMPLISHMENTS

- Secured contract for Good Hands Transportation with Cleveland Metropolitan School District for supplemental student transportation services (annual contract with potential 1-year extension) (07/2019).
- Secured contract for Good Hands Transportation with Cleveland Metropolitan School District for school year supplemental student transportation services (annual contract with potential 2-year extension) (10/2018).
- Secured contract for Healthy Home Care Transportation with Western Reserve Area of Aging for transportation services for older persons (2-year contract) (12/2017).
- Secured contract with Healthy Home Care Transportation with Cuyahoga County, Division of Senior & Adult Services contract for transportation services (annual contract with potential 2-year extension) (09/2017).
- Secured contract for Greathouse Medical Transportation with the Cleveland Metropolitan School District for school year student transportation services (annual contract with potential 2-year extension) (01/2017).

- Secured contract for Greathouse Medical Transportation with Euclid City School District for school year student transportation services (annual contract with potential 2-year extension) (06/2016).

PROFESSIONAL EXPERIENCE

The North Coast College (formerly Virginia Marti College of Arts & Design)

08/2017 – Present

Adjunct Faculty of Business Administration

Teaching a range of business, management, financial, entrepreneurship and writing courses that include: Consumer Behavior, English Writing, Foundations of Written Communication, Entrepreneurship & Business Plan, Entrepreneurial Finance, Financial Accounting, Managing Growth and Failures, Principles of Marketing, Strategic Management and Statistics for Managers in teaching formats that include face-to-face, blended and online.

- Curriculum design and development of various courses for use in an engagement-friendly learning environment.
- Volunteer as a mentor, fostering student support and academic success as a resource for students.

Cuyahoga Community College

08/2016 – 12/2018

Adjunct Faculty of Business Administration

Taught a range of business and management courses that include: Business Law, Introduction to Business and Business Communication.

- Curriculum design and development of various courses for use in an engagement-friendly learning environment.
- Volunteer as a mentor, fostering student support and academic success as a resource for students.
- Online Teaching Certification.

K-6 Long-Term Substitute Teacher

10/2015 – 06/2016

Taught Honors Language Arts & Math, Reading, Science, Social Studies, Art, and Music (band and vocal music). Encouraged emotional growth, conflict resolution, and intercultural relations. Gained recognition for flexibility, dependability, and organization, resulting in much higher than average rate of calls to work from specific schools/teachers. Applied conflict resolution and problem-solving techniques toward the timely resolution of differences, questions, and concerns.

High School Long-Term Substitute Teacher

10/2015 – 06/2016

Taught Math, Honors Language Arts, Literature, Communications, Science, and Art. Effectively presented subject matter in engaging contexts to stimulate interest and enthusiasm. Ability to be authoritative, calm, and maintain an objective viewpoint under duress. Evaluated student progress and reported the same to regular teacher. Gained recognition for flexibility, dependability, and organization, resulting in much higher than average rate of calls to work from specific /teachers. Applied conflict resolution and problem-solving techniques toward the timely resolution of differences, questions, and concerns.

Parkmont Consulting

06/2010 – Present

Business & Human Resource Management Consultant/Life & Business Mentoring/Coaching

Assist small business owners with services that range from business start-up and organization and marketing assistance to grant and proposal writing.

- Start-up, sustainment and expansion strategies.
- Marketing/Branding promotion strategies.
- Misc. writing projects that include EEOC and other claims, appeals, contracts, certification paperwork, etc.
- Development and enhancement of policies and procedures manual in accordance with Federal and State laws.
- Provides training on employment, compliance, safety, and leadership topics.
- Grant proposal writer securing contracts for business expansion.

Learn & Play Child Care

Family Home Child Care Provider

08/2003 – 06/2010

Planned and implemented age-appropriate educational programs and activities for up to six children (aged 6 months to 3 years) in a home setting. Responsible for the preparation of nutritious meals, maintenance of daily records, supplies and materials, and for the overall physical and emotional well-being of children.

Rubin Guttman & Associates, L.P.A.

Office Manager

12/2004 – 08/2006

Personal injury/Medical Malpractice firm. Responsible for handling all aspects of bookkeeping, case disbursements and file management.

Anne D. Veneziano Co., L.P.A.

Paralegal/Office Manager

04/2001 – 08/2003

General practice with specializations in domestic relations, mental health, and school law. Assisted in criminal trials and mediations.

- Interviewed and managed talent.
- Interviewed clients/trial preparation.
- Performed legal research.
- Drafted pleadings, motions, and discovery requests.
- Prepared and served subpoenas.
- Handled firm bookkeeping and case disbursements.

The Court Reporting Academy

01/2000 – 06/2001

Full-time Paralegal Student

Completing an Associate degree, graduating cum laude, taking courses such as:

Contracts Civil Procedure Legal Research Workers Comp Family Law
Evidence Debtor/Creditor Law

Weltman, Weinberg & Reis Co., L.P.A.

Legal Assistant

05/2000 – 12/2000

Assisted the debt collections department with client and court follow-up efforts to locate clients and client information.

The Equitable

Licensing & Compliance Coordinator

06/1997 – 06/2000

Responsible for onboarding agents and agency licensing compliance for the sale of insurance and other investment products.

- Streamlined the license renewal process for agents, saving time and money for the agency.
- AP/AR for the firm and signer on firm banking account.