

# SHERRY RICKARD KISH

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## PROFESSIONAL LICENSURE

Attorney, State of Ohio – November 2005

## EDUCATION

**Capital University Law School**, Columbus, Ohio  
*Juris Doctor* (May 2005) Cum Laude, Member of Order of the Curia

**Youngstown State University**, Youngstown, Ohio  
*Bachelor of Arts & Sciences, Political Science* (June 1999)

## EMPLOYMENT EXPERIENCE

**City of Columbus, Mayor's Office**, Columbus, Ohio  
*Deputy Chief of Staff, June 27<sup>th</sup>, 2010 - present*  
*Director of Policy, March 24<sup>th</sup>, 2008- June 26<sup>th</sup>, 2010*  
*Advisor to the Chief of Staff, January 2007 to March 23<sup>rd</sup>, 2008*  
*Policy Advisor, August 2006 to January 2007*

- Support the Mayor and Chief of Staff by providing direction, guidance and facilitation to the strategic planning and policy process
- Oversee and direct day to day operations of the Policy Office
- Create and implement city programs
- Act as a liaison between the Mayor and the Departments of Public Safety, Finance, Civil Service, Human Resources and Technology
- Oversee and coordinate large scale projects: Scioto Mile, Scioto Peninsula and the Casino

**The National Center for Adoption Law & Policy**, Columbus, Ohio  
*Contract Consultant, February 2006 to August 2006*

- Consulted on the overall organization of the spring fundraiser, **Forever Home**
- Prepared task agendas and reasonable deadlines for advertising and fundraising
- Assisted in the creation of contracts for the Adoption Law Fellowship program

**City of Columbus, Department of Public Safety**, Columbus, Ohio  
*Interim Assistant Director, April 2005 to October 2005*

- Researched and prepared legal memoranda on various issues including gun violence and gangs
- Assisted the Columbus Police Crime Lab in preparation of guidelines for NIBIN (National Integrated Ballistic Information Network)
- Drafted and outlined speeches for the Director of Public Safety
- Acted as Interim Executive Director for the Neighborhood Safety Working Group (NSWG)
- Assisted on a funding opportunity for NSWG which resulted in a grant of \$300,000 through the Justice Department's grant program
- Organized and coordinated speakers for NSWG monthly group meetings

**Clark, Perdue, Arnold & Scott**, Columbus, Ohio  
*Paralegal, August 2001 to March 2005*

- Prepared legal documents for personal injury and business clients
- Performed intake on potential new clients
- Communicated with clients regarding case updates
- Drafted probate paperwork for settlements of minors and decedents
- Developed time-saving documents for inter-office use

- Performed reviews of Medicaid, Medicare, and health insurance subrogation issues
- Assisted Human Resource Director in coordinating employer-employee functions and philanthropy fundraising efforts

**Gentile & Martin, Youngstown, Ohio**

*Paralegal, August 1997 to August 2001*

- Prepared legal documents for domestic, probate, criminal, business and personal injury clients for two attorneys practicing in municipal, county and federal courts
- Reviewed Chapter 7 bankruptcy paperwork and procedures with clients
- Assisted in preparation of trial exhibits and witnesses for civil and criminal cases
- Communicated with clients and court staff daily
- Managed and purchased office supplies and office equipment
- Prepared bookkeeping (payroll and taxes)

**VOLUNTEER ACTIVITIES**

Vice President of Fairy Goodmothers, Inc.

Externship Supervisor for Capital University Law School students