

**JEREMY KIRKHAM, ESQ.**

**EDUCATION**

**Louis D. Brandeis School of Law at the University of Louisville, Louisville, KY**  
J.D. Degree

Assistant Editor, *Journal of Law and Education*

**George Washington University, Washington, DC**  
B.A., English Minor: Political Science

George Washington University Kentucky Alumni Honors Scholar

**SYNOPSIS OF SKILLS**

- For-profit and not-for-profit start-up
- Not-for-profit leadership development
- Budget development and accountability
- Contract negotiation and administration
- Strategic planning
- Human resources management
- Partnership and alliance formation and maintenance
- Property management

**RELEVANT PROFESSIONAL EXPERIENCE**

**Louisville Metro Property Maintenance and Nuisance Board, Louisville, KY - 2/16-Present**

**Hearing Officer**

Adjudicate appeals for violations of Chapter 156 of the Louisville-Jefferson County Government Property Maintenance Ordinance. Review appeals, hear testimony, make findings of fact, issue orders, and impose civil fines and/or order demolition.

**Jeremy Kirkham, Attorney At Law, PLLC, Louisville, KY - 10/07–Present**

Represent clients in a wide variety of transactional business matters. Form not-for-profit and for-profit corporations, partnerships, and LLCs. Help not-for-profit boards of directors attain not-for-

profit status with state and federal governments. Advise not-for-profit boards of directors on leadership training and development. Negotiate franchise agreements. Assist franchisees with site selection and negotiating commercial lease agreements. Assist businesses in managing existing leases. Draft and negotiate commercial leases for small business landlords. Draft and negotiate intellectual property licensing agreements.

**Caldwell - Ellison Real Estate Partnership, Louisville, KY - 6/06–12/13**

Manage multi-unit residential properties. Draft and manage leases. Manage P&L.

**Law School Closings, LLC, Louisville, KY - 5/06–12/07**

**Co-Founder/CEO**

Provided residential real estate closing services for title companies in Kentucky. Conducted residential real estate closings. Trained and supervised independent contract closers. Managed all aspects of business operation.

**Independent Consultant, Louisville, KY - 1/03–8/04**

Advised clients on a wide range of subject matter areas, including association management, strategic planning, and real estate technology.

**Sarasota Association of REALTORS®, Sarasota, FL - 1/02–12/02**

**Executive Vice President**

Chief executive officer of 2,500 member local trade association. Supervised staff of 14. Developed and managed \$2.5M annual budget. Major responsibilities:

- Represented the Association in local governmental matters affecting the real estate industry, including meeting with and giving presentations to local organizations.
- Administered web based data sharing system used by all members.
- Responsible for the billing and collection of member dues and fees. Tracked membership trends.
- Initiated and implemented political and legislative programs and actions to promote the association's interests.
- Property manager for 10,000 ft.<sup>2</sup> commercial space.

**Accomplishments:**

- Lowered dues and cut costs 10% - the first such cuts in the Association's history.
- Developed partnership with local interest groups to promote common political goals.

- Developed and implemented a new real estate industry technology concept: a data sharing system which enables users on different platforms to share information without forcing a conversion to a new system.

**Northern Virginia Association of REALTORS®, Fairfax, VA - 7/98–1/02**

**Director of Operations - 5/00–1/02**

Responsible for the day-to-day functioning of 6,500 member local trade association. Supervised staff of 12. Administered \$3M annual budget. Major accomplishments:

- Oversaw Human Resources responsibilities for the association's 28 staff, including recruitment, dismissal, and benefits.
- Laid the foundation for a web based transaction management platform through the creation of strategic alliances.
- Negotiated all vendor and partnership agreements (200 affiliate-partner members).
- Worked with the association's real estate finance committee to promote the association's members through the development of an annual regional "Economic Summit."
- Managed industry focused retail outlet with \$750,000 in annual sales.
- Property manager for 25,000 ft.<sup>2</sup> office building with 4 tenants.

**Manager of Professional Services - 7/98–4/00**

Coordinated arbitration, grievance, professional standards (general ethics), standard forms, bylaws and elections for the association. Responsible for facilitating the creation and revision of NVAR's form contracts through the association's standard forms committee. Certified ethics instructor.

**Carmen & Muss, PLLC, Washington, DC - 1/97– 6/98**

**Office Manager/ Capitol Hill Intern Program Coordinator**

Assisted real estate attorneys with Federal Government bidding process, both new buildout/ renovation of existing buildings, and bids for new construction. Coordinated with landowners, architects, construction contractors/engineers, and agents to produce a viable and timely bid in response to RFPs from the General Services Administration. Following successful bids, worked with those professionals to keep the project moving to a satisfactory completion.

Responsible for the routine daily operations of the firm. Administered intern program. Duties included hiring and supervising interns (2-3 per semester), and directing and engaging in research and collection of data helpful to the representation of the firm's clients. Congressional committees covered: House Committees on Government Reform and Oversight, Transportation and Infrastructure.

**Preston Gates Ellis & Rouvelas Meeds, Washington, DC - 3/94–12/96**

**Paralegal**

Conducted law and government library and online research, attended hearings of Congressional Committees and various Federal Government agencies. As part of the information-technology practice group, monitored technology industry issues and kept clients informed of trends. Supported maritime law, reinsurance, and American Indian practice groups. Drafted basic agreements for review.

**COMMUNITY SERVICE EXPERIENCE**

- 2011–2016 Member, Eastern Area Community Ministries Mission Advancement Team
- 2015 Two Day Seminar Presented to Students at Louisville Presbyterian Theological Seminary, “Consumer Finance for Young Professionals”
- 2009–2013 Co-Founder and Vice President, Kenyan Kids Foundation
- 2013 Judge, ABA Regional Negotiating Competition
- 2006 Volunteer, Habitat for Humanity, Site Selection Committee
- 2005 Volunteer, Office of the Commonwealth’s Attorney
- 1999–2001 Volunteer, Northern Virginia Literacy Council
- 1999–2001 Volunteer, Graham Road Elementary School Adult Literacy and Urban Survival Skills Program

**MEMBERSHIPS**

American Bar Association  
Kentucky Bar Association  
Louisville Bar Association  
Louisiana Forestry Association

**PUBLICATION**

“Civilian Military Educators: Are Their Civil Rights Being Protected?” *Journal of Law and Education*, January 2007.