

## Darr, Savannah

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**From:** Planning & Design Services <no-reply@wufoo.com>  
**Sent:** Saturday, November 9, 2019 2:39 PM  
**To:** burcum.keeton@louisvilleky.gov; Darr, Savannah; Gorman, Becky  
**Subject:** Architectural Review Committee Application Form

**Name \*** Jennifer A Schultz

**Date of Application \*** 11/9/2019

**Address \*** 

**E-mail address \***

**Employer \***

**Ethnicity \***

**Party Affiliation \***

**Occupation \***

**Which Historic Preservation District to you live in? \*** Cherokee Triangle

**Primary Phone Number \***

**Alternate Phone Number**

**Volunteer Activities**

- 1) Assistant Secretary (2019 to present) & Board Member (2015 to present), Phi Beta Kappa Association of Kentuckiana
- 2) Trustee (2017 to present), Cherokee Triangle Association
- 3) Volunteer, Graffiti Abatement Coalition of Louisville (2015 to 2017)
- 4) Board Member (2012 to 2014), Bonnycastle Homestead Association (BHA)

**Have you ever served on any City and County Boards and Commissions? If yes, please list** No

board/commission info, as well as dates of service. \*

Are you employed by Louisville Metro Government? \* No

Do you or a member of your immediate family have ownership interest in any company that does business with Louisville Metro Government? \*

Do you or a member of your immediate family have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which Louisville Metro Government or its agencies are interested parties? \*

Do you have any contract or matter pending before any Louisville Metro Government agency? \* No

Have you ever been sued by the former City of Louisville, Jefferson County or Louisville Metro Government? \* No

Please attach your resume \*



[resume\\_schultz\\_2019.pdf](#) 57.23 KB · PDF

Electronic Signature \* Jennifer Schultz

# Jennifer A. Schultz

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## PROFESSIONAL PROFILE

- Versatile professional with over 20 years of private and public sector (federal) experience, including extensive consulting, relationship management, project management, policy development, and change management implementation.
- Extensive experience in developing, redesigning, implementing, and optimizing organizational processes to maximize results from multiple perspectives (from user to statutory/regulatory requirements).
- Creative and enthusiastic problem solver who seeks holistic solutions to accommodate internal and external organizational partners with a keen ability to quickly assess challenges, develop action plans, and lead teams to achieve defined goals.

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## PROFESSIONAL EXPERIENCE

### Director of Product Compliance & Operations

July 2014-present

Product Strategy & Management, Group & Military Segment  
HUMANA INC.

LOUISVILLE, KY

Leading a team that provides compliance consultation and research, contract language development, and negotiation with state and federal agencies [e.g., Department of Insurance (DOI), Centers for Medicare & Medicaid (CMS), Department of Labor (DOL)], when required, to launch compliant product initiatives across all product categories as well as maintaining existing and legacy product forms and contracts for the Group & Military Segment, which includes employer medical (fully insured and self-funded) and employer and individual specialty products. Ongoing efforts include creating, filing in SERFF and HIOS, and building/testing standard and custom production forms with state and federal agencies, such as policies, certificates, applications and enrollment forms, Summaries of Benefits & Coverage (SBCs), binders, customer mailings (driven by Product Strategy and regulation), and marketing materials. Champions on behalf of Product Strategy & Management with business partners on defined business functions and technologies, including process (e.g., Group Product Intake and Stage Gate Process), training, and authoring of product design documents; supports operations by researching and responding to product-related questions and product error resolution. Plans, manages, and adheres to business and technical budgets to ensure business continuity; implements new product strategy and design system for the Segment, including migration of existing products; and monitors Product Strategy & Management activity, ground taken, and barrier/solution reporting. Responsibilities include setting strategy filing product initiatives with DOIs, prioritizing the filing of competing product initiatives, and assigning owners to compliance and operation issues related to product initiatives within Product Compliance & Operations. Role expanded to include Product Operations in August 2015, individual specialty in April 2017, and self-funded in September 2018.

### Attorney

February 2009-October 2009 / May 2012-July 2014

DRESSMAN BENZINGER LAVELLE PSC (formerly REED WICKER PLLC)

LOUISVILLE, KY

Providing legal services for both criminal and civil cases, including mediation and arbitration, in the areas of contract disputes, federal small business contracting issues, general business litigation, and white collar crimes. Duties include: appearing in state and federal court; advising clients; drafting motions, orders, briefs, and appeals; conducting legal research; analyzing statutes and regulations; and examining and investigating claims under law or contract.

### Adjunct Research Staff Member

April 2012-November 2018

### Research Staff Member

November 2009-April 2012

INSTITUTE FOR DEFENSE ANALYSES

ALEXANDRIA, VA

As a member of the Information Technology and Systems Division, providing consulting services and conducting independent studies for various Offices of the Secretary of Defense (OSD) -- including reports for Congress or in areas of Congressional interest -- in the following areas: TRICARE health information technology; information technology policy related to information resources management, information sharing, governance, and portfolio management; agency Chief Information Officer-related statutory authorities and responsibilities; acquisition oversight; legal, regulatory, and management aspects of defense business processes, including acquisition/procurement and business process reengineering; and supply chain risk management procurement-related procedure analysis (e.g., developing implementation guidance for Section 806 of the National Defense Authorization Act for Fiscal Year 2011 and Fiscal Year 2013). Duties include: maintaining a consistent dialogue with senior- and flag-level individuals within OSD, the Military Departments, and Defense Agencies; interviewing DoD senior leadership and program office personnel; responding with task proposals and research studies that meet the various OSD offices' strategic goals; engaging with private sector company leadership on various research studies; supporting the DoD Chief Information Officer in reviewing various legislative drafts and statutes and Office of Management and Budget memorandums; preparing detailed annotated briefings for senior leadership; and conducting legal research and analysis primarily in Titles 10 (Armed Forces) and 50 (War and National Defense) of the United States Code, contract law in Title 48 (Federal Acquisition Regulation) of the Code of Federal Regulations, and various Defense and Intelligence authorization and appropriations statutes.

### Consultant

#### • FORT KNOX NATIONAL COMPANY (ELIZABETHTOWN, KY)

December 2008-November 2009

Investigating business opportunities and marketing FKNC to the Federal Government and Commonwealth of Kentucky. Activities included determining the company's business size for federal small business set-aside programs, reviewing open solicitations, addressing current contract management issues with federal contracting organizations, meeting with the U.S. Small Business Administration, etc.

#### • IROBOT CORPORATION (BEDFORD, MA)

September 2008-December 2008 & May 2009-November 2009

Assisted the Contracts Department with various federal government acquisition issues -- such as researching various legal issues (Small Business Administration business size determinations, Buy American Act, GSA Schedule concerns, Defense Contract Management Agency audits including government-owned property, funding expiration issues related to cost-type contracts, etc.), developing policies and procedures (e.g., teaming agreements), software licensing issues, open architecture and open source policy issues, contract management concerns, workload trend analysis, market research (researching federal contract awards to other vendors), developing training materials for program managers overseeing government contracts, and submitting Freedom of Information Act requests.

- **ACQUISITION SOLUTIONS, INC. (ARLINGTON, VA)** **May 2007-July 2008 & January 2009-June 2009**  
Supported the development of and monitored 22 program budgets, obligation plans, and expenditure plans exceeding \$150 million for fiscal years 2007 and 2008 for the Department of Defense's Business Transformation Agency. Provided acquisition guidance for the overseas voter ballot registration system in support of the 2008 presidential election; and assisted with other engagements.

**Information Technology Specialist / Senior Policy Analyst**

**May 2004-August 2005**

DEPARTMENT OF DEFENSE (DoD), OFFICE OF THE DoD CHIEF INFORMATION OFFICER (DoD CIO)

ARLINGTON, VA

As part of the DoD CIO's Information Management Directorate, formulated information (data) policy promoting the design, evaluation, and integration of effective information systems and services as well as the exploitation of information technology (IT) for competitive advantage to enable DoD Net-Centric operations.

- Assisted in the development, comment resolution, and coordination of the Deputy Secretary of Defense signed DoD Directive 8320.2 – "Data Sharing in a Net-Centric Department of Defense," December 2004.
- Co-chaired team to develop DoD Directive (8115.01 signed in October 2005) on IT portfolio management across the Warfighting, Business, and Intelligence communities.
- Interfaced with industry groups on enterprise services and service-oriented architectures to garner lessons learned and IT policy considerations.

**Award:** Office of the Secretary of Defense Civilian Career Service Award – July 2005.

**Senior Financial Systems Analyst / Acting Branch Chief, Acquisition Strategy/Governance**

**Dec. 2002-May 2004**

DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS), BUSINESS MANAGEMENT MODERNIZATION PROGRAM (BMMP) ARLINGTON, VA  
BUSINESS MODERNIZATION AND SYSTEM INTEGRATION OFFICE (BMSI)

As part of the Office of the Under Secretary of Defense (Comptroller)'s BMSI office,

- Supported efforts to integrate BMMP into the Department's existing decision support systems (programming/budgeting, acquisition, and requirements/capabilities identification),
- Worked to establish a DoD-wide governance structure based on business-lines (Domains),
- Created processes to handle cross-Domain issues for IT portfolio management, architecture compliance, and business transformation, and
- Served as BMMP representative at DoD Strategic Planning Guidance and Programming review meetings and interfaced with the Department's Senior Executives, Political Appointees, and Flag Officers on a daily basis.

**Award:** Office of the Secretary of Defense, Certificate of Appreciation for BMMP – May 2003.

**Financial Systems Analyst**

**December 2001-December 2002**

DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS), FINANCE DIRECTORATE

ARLINGTON, VA

Assisted in the development and execution of Electronic Commerce (EC) initiatives. Focus was to improve the financial information interface from the acquisition systems to the financial systems and the effectiveness and efficiency of DFAS performance. Duties:

- Reviewed/evaluated existing Federal Acquisition Regulations and financial management policies, standards and procedures to improve day-to-day operations utilizing effective EC solutions, such as Electronic Data Interchange (EDI) and imaging;
- Assisted with organizational change management efforts to improve business and financial operations via sharing "best practices";
- Served as DFAS spokesperson at DoD course offered through Defense Acquisition University – Contracting 301; and
- Served as a liaison with industry, other DoD Agencies, the Military Services, Defense Procurement, and applicable Federal EC/EDI offices.

**Award:** Office of the Secretary of Defense, Certificate of Appreciation for eBusiness Working Group – December 2002.

**Procurement Analyst / Standard Procurement System (SPS) Deployment Manager**

**July 2001-December 2001**

NAVAL AIR SYSTEMS COMMAND (NAVAIR), NAVAIR ELECTRONIC ACQUISITION PROJECT OFFICE

PATUXENT RIVER, MD

Implemented the transition from a paper-based to an electronic acquisition environment via the deployment of the SPS software product throughout the NAVAIR community, which includes over 1,000 contracting professionals in four locations – California (2), Florida, and Maryland.

**Contract Specialist / Standard Procurement System (SPS) Chief Operating Officer**

**October 1999-June 2001**

OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT & ACQUISITION)

ARLINGTON, VA

ACQUISITION BUSINESS MANAGEMENT (ASN(RD&A)ABM)

Provided direction to Navy/Marine Corps' SPS community to realize DoD's paperless goal of full operational capability of SPS; increasing SPS usage and productivity at sites; improving day-to-day operational capability and leveraging functional productivity knowledge sharing; initiating business process reengineering efforts utilizing SPS across organizational lines; monitoring and analyzing metrics for productivity problem resolution ("how to avoid re-work"); coordinating system usability software requirements with the other Military Services and Defense agencies; and participating in the Navy's strategic plans for the "to-be" paperless environment. Accomplishments:

- Navy SPS Site Visits: Developed and executed a 25-site knowledge sharing and change management initiative to evaluate operational effectiveness of SPS implementation. Conducted all SPS focus groups sessions with site contracting personnel. In 2000, SPS was operational at over 200 Navy/Marine Corps sites worldwide with over 4,400 users (120,000 contract awards valued at \$7 billion).
- Central Contractor Registration (CCR) / Electronic Funds Transfer (EFT): Designed and executed a successful compliance strategy: (1) Organized and facilitated meetings with key stakeholders from the Military Services' contracting and financial management communities, DFAS leadership, OSD Defense Procurement, and DoD's CCR Program Office; (2) Initiated bi-monthly CCR/EFT non-compliance e-mail communications within the Navy that quickly expanded DoD-wide; (3) Aggressively pursued cross-functional and cross-agency assistance for resolution of CCR/EFT problems; and (4) Significantly increased DoD contracting sites' usage of and vendor compliance with CCR. For the DFAS-Cleveland location, this resulted in a 15 percent increase in contract invoices paid by EFT in less than a year.

**Award:** Admiral Recognition (ASN(RD&A)ABM), Special Act/On-the-Spot Award for "Being Worth A Million Dollars to the Navy Contracting Community" – February 2001.

**Contract Specialist / SPS Functional Implementation Manager****June 1997-October 1999**

FLEET &amp; INDUSTRIAL SUPPLY CENTER NORFOLK DETACHMENT WASHINGTON

WASHINGTON NAVY YARD, DC

- Directed the functional implementation of SPS to move the site towards full operational capability after the retirement of a legacy contract writing system.
- Negotiated a wide range of complex, non-routine contracts ranging in value from \$25,000 to \$2 million for various services and supplies.
- Determined price reasonableness, developed negotiation targets, and assisted in training new negotiators.

**Award:** Employee of the Quarter (FY98-4<sup>th</sup> Quarter).**PROFESSIONAL LICENSES**

- Admitted to practice law in Kentucky (2008), District of Columbia (2011), and the Eastern & Western Districts of Kentucky, U.S. District Court (2009)

**VOLUNTEER EFFORTS**

- Assistant Secretary (2019 to present) & Board Member (2015 to present), Phi Beta Kappa Association of Kentuckiana
- Trustee (2017 to present), Cherokee Triangle Association – neighborhood association in Louisville
- Volunteer, Graffiti Abatement Coalition of Louisville (2015 to 2017)
- Board Member (2012 to 2014), Bonnycastle Homestead Association (BHA) – neighborhood association in Louisville

**PROFESSIONAL ACCOMPLISHMENTS & TRAINING**

- Center for Creative Leadership, Maximizing Your Leadership Potential (9/2011)
- Department of Defense, Executive Leadership Development Program, Class of 2002
- Defense Acquisition University's Information Management courses: Intermediate Systems Acquisition (1/2005), Basic Information Systems Acquisition (6/2003) and Fundamentals of Systems Acquisition Management (2/2003)
- U.S. Office of Personnel Management: Maximizing Information Technology Investments Seminar (8/2004)
- Department of Defense, Defense Acquisition Workforce Improvement Act (DAWIA) certified in Acquisition-Level III (2002). Defense Acquisition University courses: Management for Contracting Supervisors (6/2001), Executive Contracting (6/2000), Intermediate Contract Pricing (1/1999), Intermediate Contracting (8/1998), Government Contract Law (5/1998), Principles of Contract Pricing (12/1997), & Basics of Contracting (8/1997)
- University of Virginia, Darden Graduate School of Business (Executive Education): "Managing Individual and Organizational Change" Course (4/2001); "Business Resources Management" Course (4-week Navy-sponsored mini-MBA program) (3/1999); Award: Superior Academic Performance Commendation
- Graduate, Department of the Navy Acquisition Intern Program (2000)

**EDUCATION****Juris Doctor**

LOUIS D. BRANDEIS SCHOOL OF LAW, UNIVERSITY OF LOUISVILLE

- Vice President-Day Division, Student Bar Association 2007-2008
- Member, Brandeis Law Journal 2006-2007

**Awards:** Recipient, Leon Seidman Memorial Award (award for honesty, integrity & commitment to public service)  
 Recipient, Donald & Marjorie Sorenson Scholarship (tuition scholarship – 2005-2008)

**May 2008**

LOUISVILLE, KY

**Master of Public Administration**

GEORGE MASON UNIVERSITY

**May 1998**

FAIRFAX, VA

**Bachelor of Arts**

OHIO WESLEYAN UNIVERSITY, SUMMA CUM LAUDE, PHI BETA KAPPA

Majors: Politics &amp; Government and Sociology/Anthropology

**May 1992**

DELAWARE, OH

**REFERENCES**

- Available upon request