
JEFF WHITE

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EDUCATION

Capital University Law School, Columbus, OH

Juris Doctor (May 2011)

- Member Delta Theta Phi
- Received CALI Excellence for the Future Award in Negotiation; Law of Amateur Sports
- Order of the Curia
- Dean's List
- Intern at the Ohio House of Representatives
- Admission to the Ohio Bar (2011)

Ohio Dominican University, Columbus, OH

Masters of Business Administration (July 2006)

- Relevant course work includes Strategic Management, Business Ethics, Human Resource Management, Operations Management, Managerial Accounting, Managerial Finance, Managerial Economics

The Ohio State University, Columbus, OH

Bachelor of Arts in History (June 2000)

PROFESSIONAL EXPERIENCE

Trilogy Fulfillment, Columbus, OH

Assistant General Counsel/HR Consultant (2011-Present)

- Assist General Counsel with Workers Compensation, ADA, ADEA, FMLA, and all harassment claims.
- Manage workers compensation account and handle all injury reporting onsite.
- Handle ADA compliance and harassment compliance issues.
- Support HR staff with unemployment claims and assist with hearings.
- Developed reduction in force plan and analyzed demographic information to ensure compliance.
- Worked with Employment Office and Loss Prevention to develop a DFWP program.
- Creating Employee Handbook and updating company policy and procedure book.

Hutchinson and Webster, LLC, Columbus, OH

Paralegal (2011)

- Draft pleadings for all areas of General Practice and Workers Comp law including discovery requests, complaints, answers, and various types of motions.
- Draft living wills and trusts.
- File motions in Franklin County and Delaware County.
- Interact with opposing counsel on multiple cases to assist attorneys.
- Prepare and file subpoenas, C-9's, C-84's, R-9's, etc.
- Prepare Discovery requests and organize and label them for use.
- Draft Request's for Production of Documents and Interrogatories to be served on opposing party.

Bureau of Workers Compensation, Columbus, OH

Employer Services Specialist (2009-2011)

- Drafted cancellation notices, lapsed coverage notices, and complaints.
- Problem-solved issues on behalf of employers and injured workers as they arise.
- Assisted injured workers and their representatives with settlement offers and disbursement of funds.

- Interact with employers, employees, third party administrators, managed care organizations, and medical providers to provide support to both injured worker claims and employer services.
- Skilled in the use of NCCI Manual codes used to assign risk to employers and actuarial services utilized in group rating.
- Handled jurisdiction issues, processed settlement offers, and supported staff in with subrogation claims.
- Process new policy applications and support Claims Service Specialists in processing of new injured worker claims.
- Completed BWC Risk Training and Claims training.
- Developed thorough knowledge of employment law as well as workers compensation law.

Mount Carmel Health Systems, Columbus, OH***Site Operations/HR Manager (2006 –2009)***

- Created a shared vision of success and empowered employees to go above and beyond daily expectations.
- Served as the chair for the Internal Continuous Quality Improvement committee.
- Drafted policies and procedures to ensure compliance with Federal Regulations.
- Served as compliance coordinator for Outreach health centers.
- Teamed with HR to screen, interview, and hire applicants for multiple positions.
- Mediate differences between departments through a shared vision of the health center.
- Worked with management team and increased cash collections by 30% over previous 12 months and decreased uninsured patient mix 21% in 11 months.
- Collaborated with billing department and front office staff to develop and implement collection strategies.
- Teamed with PIS to develop, implement, and train for a new billing system (NextGen).
- Responsible for creating budgets and resource utilization within each department of the health center.
- Worked with Finance department to create annual budgets and monthly reports.
- Collaborated with senior leadership to analyze and more accurately gauge fiduciary needs of the Health Center.
- Prepared all performance evaluations and handled any disciplinary issues as they arose.
- Responsible for day to day operations of the health center.

Cornerstone Marketing Services, Columbus, Ohio***Director of Operations (2005 – 2006)***

- Increased sales from \$800,000 to \$1.2 million through strategic planning initiatives and efficiency initiatives, 2006
- Conducted the day-to-day operations of all aspects of the Columbus office including all payroll, staffing, recruiting, training, staff development, interviewing, employee benefits and all other HR issues.
- Developed HR campaign that included implementation of harassment testing and training and risk management.
- Created training package and marketing promotion that was utilized by 20 national sales representatives.
- Implemented Strategic Planning initiatives to focus on strategy and efficiency and responsible for performance management and coaching.
- Developed and implemented diversity training as a part of the HR training program.
- Developed customer care kit (Welcome Kit) to establish best in class service.

DialAmerica Marketing, Columbus, Ohio***Operations/HR Manager (2000 – 2005)***

- Directed the #1 rated office nationally for 8 successive quarters, and 10 out of 12 overall under my direction.
- Directed and supervised over 90 Inside Sales Reps and management staff and responsible for performance management and coaching.
- Formulated and implemented marketing plans, strategies and programs, budgeting, training, staff development, interviewing, hiring, and scheduling.
- Created a shared vision of success and empowered employees to go above and beyond daily expectations.
- Responsible for all HR issues including compliance testing and performance reviews.
- HR compliance coordinator for Columbus office for two years.
- Manager of the Year, 2003-2004
- Manager of the Quarter, 10 of 12 quarters from 2002-2004