

# JENNIFER H. KAPPUS

## WORK EXPERIENCE

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### **Cleveland State University College of Law, Cleveland, OH**

*Legal Writing Professor*

*August 2025*

*Visiting Legal Writing Professor*

*August 2022 – July 2025*

- Educate approximately thirty five first-year law students and LLM students in a year-long legal writing course, focusing on legal writing, analysis, research, and citations skills. First semester curriculum focuses on objective legal writing, including preparing objective legal memoranda and emails to supervising attorneys. Second semester curriculum focuses on persuasive legal writing, writing trial briefs, and methods to effectively advocate for their client.
- Connect with students on an individual level by providing extensive, constructive feedback on drafts and final documents as well as holding individual and peer group conferences to discuss feedback.
- Teach students how to handle constructive feedback as well as how to provide professional and constructive feedback through peer review assignments and associated conferences.
- Emphasize professionalism, civility, and inclusivity inside and outside the classroom by giving a professionalism score and discussing professional and ethical considerations throughout curriculum.
- Collaborate with other professors to develop rigorous curriculum and expectations that prepare students for summer associate positions and post-graduation roles. Actively participate in faculty meetings, retreats, and workshops, including Diversity Equity and Inclusion trainings and workshops on promoting inclusivity and leadership in the classroom.
- Mentor current and former students and provide professional connections by hosting guest attorney panels focused on legal writing in practice and connecting upper level students with first year students.

### **KeyBank, Cleveland, OH**

*Regulatory Intelligence/Regulation W Compliance Officer*

*March 2019 – August 2019*

- Performed detailed analysis of the Regulation W compliance program and proposed enhancements.
- Supported lines of business to ensure that affiliate transactions were conducted within regulatory limits and properly reported. Tracked and analyzed affiliate transactions data for reporting purposes.

*Risk Evaluation & Assurance Compliance Officer*

*March 2016 – March 2019*

- Collaborated with the Chief Compliance Officer and directors to review and revise management's written responses to regulators as well as materials for executives.
- Analyzed and edited policies and procedures to ensure consistency with current laws and regulations.
- Led testing reviews on significant compliance topics, reported on identified issues to management, and partnered with management and risk colleagues to ensure proper remediation.

*Public Entities/Regulatory Intelligence Compliance Analyst*

*October 2014 – March 2016*

*Public Entities Compliance*

- Oversaw pre-approval program for providing gifts and entertainment to public officials by researching federal, state, local, and Native American ethics laws and determining approval parameters.
- Delivered virtual and in-person trainings to line of business partners and compliance colleagues.
- Represented the Compliance Department in Key's cross-departmental Republican National Convention (RNC) working group. Prepared and delivered RNC-related trainings to executives and employees. Researched applicable laws and drafted content for RNC-related FAQs and internal website.

*Regulatory Intelligence*

- Identified, evaluated, and summarized the development of legislative, judicial, and regulatory provisions that impact financial institutions.
- Provided content to the appropriate risk partners and supported subject matter experts in their analysis.
- Coordinated the annual review of all compliance metrics by streamlining the documentation process, supporting subject matter experts in their review, and synthesizing material for review by management.

**The Supreme Court of Ohio**, Columbus, OH

June 2013 – June 2014

*Judicial Attorney for Justice Terrence O'Donnell*

- Reviewed and analyzed case records, briefs, and motions. Researched and analyzed case law and statutes.
- Prepared and discussed bench memoranda and draft opinions.

**Tucker Ellis, LLP**, Cleveland, OH

*Associate, Trial Department*

September 2011 – May 2013

*Summer Associate*

May – July 2010

- Prepared variety of motions throughout all stages of litigation across multiple jurisdictions.
- Conducted legal research and analyzed complex legal issues.
- Managed the defense of multiple cases nationally and acted as local counsel for cases in Ohio.
- Member of two trial teams, both of which achieved defense verdicts.
- Prepared for and participated in depositions of plaintiffs, fact witnesses, expert witnesses, and corporate representatives.
- Engaged in fact investigations, drafted discovery responses, and prepared document productions.

## EDUCATION

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**Case Western Reserve University School of Law**, Cleveland, OH

May 2011

Juris Doctor, *magna cum laude*, Order of the Coif

GPA: 3.754/4.0

- *Case Western Reserve Law Review*, Executive Symposium Editor (2010-2011); Associate Editor (2009-2010)
- CALI Awards for Highest Grade in Legal Research & Writing, Torts, Health Law, Business Associations, Pre-trial Practice: Medical Malpractice, and Leadership & Communication
- School of Law Writing Center Tutor (2010-2011)
- Legal Writing and Research Fellow with Professor Jonathan Gordon (2009-2010)

**The College of William and Mary**, Williamsburg, VA

May 2008

Bachelor of Arts, *summa cum laude*, History and Government

GPA: 3.96/4.0; High Honors awarded for Honors Thesis

- Phi Beta Kappa; Recipient of Phi Beta Kappa's Departmental Award in Government
- Multiple scholarships received for academic merit, thesis research, and study abroad

**Study Abroad: Pembroke College, Cambridge University**, Cambridge, England, January - June 2007

**Katedra Nyelvviskola**, Budapest, Hungary, Summer 2006 (Hungarian language program)

**W&M in Washington Program**: Washington, D.C., Fall Semester 2006

## BAR ADMISSIONS

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- Ohio, 2011
- United States District Court, Northern District of Ohio, 2011
- United States District Court, Southern District of Ohio, 2012

## PUBLISHED WORK

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Jennifer Hoover Kappus, Note, *Does Immunity Mean Impunity? The Legal and Political Battle of Household Workers Against Trafficking and Exploitation by Their Foreign Diplomat Employers*, 61 CASE W. RES. L. 269 (2010).

Jennifer Hoover, *Refuge at Pannonhalma: Rescue and Relief Efforts at a Hungarian Monastery in 1944*, THE MONITOR: JOURNAL OF INTERNATIONAL STUDIES 12, No. 2, (Spring 2007).

## VOLUNTEER ACTIVITIES

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- Volunteer, Cleveland Metropolitan Bar Association's 3Rs Program (2011-2013; 2022-2023)
- Judge, American Moot Court Association's Midwest Regional Moot Court Tournament (November 2022)