

Robert Smith

Mediator

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SUMMARY

Seeking a Senior Contract Management position that will utilize advanced education and diverse experience in negotiating, administering and closing out major utility.

SKILLS

Communication, Negotiation, Cross Cultural experience.

WORK EXPERIENCE

Mediator

ABC Corporation - September 2006 – April 2007

- Administered by the State Court, provides an alternative to litigation, training, and a forum for community and attorney mediators.
- Sought conciliation between adversaries by facilitating discussions and mutual resolution options through telephone communication.
- Prepared and submitted to the Court legally binding Conciliation Agreements.
- Facilitated productive group discussions, and identified key issues in the dispute between parties and their legal counsel.
- Prepared and submitted to the Court a Confidentiality Agreement, Mediation Agreement for Adjournment, or a Consent Judgment.
- Mediated consumer complaints filed with the Better Business Bureau in efforts to amicably resolve disputes between consumers.
- Worked with a team to mediate efficient resolutions for disputes between businesses and consumers.

Mediator

ABC Corporation - 2003 – 2006

- Mediator in Private Practice Mediated and resolved conflicts for small and large groups.
- Independently administered all aspects of the practice.
- Maintained confidentiality and security of client files.
- Wrote clients mediated memoranda of agreement and memoranda of understanding.
- Maintained Virginia Mediation Certification.
- Facilitated Restorative Justice Community Conferences Presenter at conferences Participated in Virginia state pilot project to establish mediation in utility damage cases.
- Co-facilitated stakeholder group for program planning purposes.

EDUCATION

JURIS DOCTOR in Dean's List - (Thomas M. Cooley Law School - Lansing, MI)