

Objective

To obtain a position where my education can be utilized, my leadership skills can be sharpened, and relevant experience can be gained.

Skills

Legal Research, Administrative.

Work Experience

Mediator/

MAPS (Mediation Arbitration Professional Systems) - September 2008 – 2020

- Assembled and put together all teaching materials and book portfolios used for Mediation classes.
- Involved were Teachers, Counselors, Students, and some time with Parents of Students.
- Mediated disputes as a third-party neutral working towards a result with both parties.
- Demonstrated ability to think on feet while under pressure.
- Mediated "Bad Check" hearings in order to reach an agreed payment to satisfy "bad" checks.
- Investigated consumer complaints involving business deception and illegality.
- Collected, organized, reviewed, and evaluated evidence to develop strategies to mediate complaints.

Mediator

Washington County Community Mediation Center - 2003 – 2008

- Certified Community Mediation Maryland mediator.
- Assist in the training and development of new mediators.
- Selected to perform mediations dealing with development of parenting plans and conflict resolutions such as landlord/tenant, employer/employee, and spousal conflicts.
- Selected by the Maryland States and Washington County, MD District Court for court ordered mediations.
- Write Memorandums of Understanding which are legal binding documents enforced by the courts.
- 2007 Assisted with a large group mediation between various levels of civil and government agencies in Frederick County, MD..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

State of Hawaii Certified Nursing Assistant Certificate Certification in Nursing -
2011(Healthcare Training & Career Consultant, Inc. - Honolulu, HI)