Robert Smith

Mediator/

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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PERSONAL STATEMENT

Expert ADR practitioner, creative and effective trainer, and trusted mentor in the ADR field. Self motivated, organized, and reliable. Consistently deliver high quality work products. Team player and team builder.

WORK EXPERIENCE

Mediator/

Santa Clara County -   November 2013 – 2020

Responsibilities:

- 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 groups for program planning purposes.

Mediator

North County Lifeline Community Services Mediating For The Small Claims Division Of San Diego County Superior Court -   2009 – 2013

Responsibilities:

- Part time.
- Volunteer.
- Mediate small claims cases to a contractual settlement agreement.
- The Court then approves the mediated settlement but does not have to spend time hearing the case.
- Have a 90% success rate with helping people settle their cases without trial..
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Bachelor of Arts in Cultural Anthropology - (Towson State University)

SKILLS

Co-founder and Interim Training Coordinator for Adult.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)