

ROBERT SMITH

Mediator/

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

I am seeking a legal position where I can continue to use my experience in law, technology, legal research and writing, and analytical skills.

CORE COMPETENCIES

Microsoft, Computer Skills, Chinese.

PROFESSIONAL EXPERIENCE

Mediator/

Santa Clara County - November 2013 – 2020

Key Deliverables:

- Adjudicated youth for a diversion program that prepares victims and offenders for face to face dialog.
- Responsible for case management and quarterly reporting to Dept. Excellent analytical and communication skills.
- Organized, detail-oriented, able to meet deadlines and handle multiple tasks simultaneously.
- Facilitated agency meetings at Philadelphia Family Court involving cases of abused and neglected children.
- Mediated criminal and civil disputes as an alternative to trial.
- Analyzed contracts and pertinent legal documents that were part of civil and criminal disputes.
- Drafted mediated agreements/contracts.

Mediator

ABC Corporation - 2008 – 2013

Key Deliverables:

- ssisted 90% of caseload assigned reach an amicable agreement on disputes through mediation techniques used to open and/or improve dialogue between disputants.
- Successful mediations include but are not limited to disputes concerning commercial, landlord/tenant, workplace, and family matters.
- Conducted independent mediations and co-partnering in certified mediators in their mediations.
- Helped a vast majority of the parties assigned reach an agreement on disputes through mediation techniques used to open and/or improve dialogue between disputants.
- Facilitated many successful mediations disputes in commercial, landlord/tenant, workplace, and family matters.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Psychology - (Cedar Crest College - Allentown, PA)

