

ADRIAN D. BOOKER, BSC, BS S, MM, ADV. CERT. DR, QMHP



CURRICULUM VITAE

QUALIFICATIONS:

Through continuous professional development I demonstrate my leadership abilities through my integrity, ability to adapt, organize, strategic planning, problem analysis and solving because of my evolving judgment skills, innovative critical thinking and communication skills that are enhanced with effective presentation and coaching skills. As a process and personnel manager, I display an effective and efficient persuasive ability.

AREAS OF ALTERNATIVE DISPUTE RESOLUTION EXPERTISE:

Divorce/Family	Child Protective Service	Domestic Relations
Labor/Labor Management	Workplace	Mediation
Special Education/IEP	Elder Care/Probate	Negotiations
Landlord/Tenant	Custody/Visitation/Modification	Consumer Debit
Real Estate/Property	Personal Injury	Contract
Arbitration	Conciliation	Facilitation
Admission, Review, and Dismissal	Construction	Restorative Justice
Parenting Coordinator	Certified Ombudsman	Decision Maker
Collective Bargaining	Insurance	EEOC
Conflict Coach	Employee Relations	Domestic Violence
Insurance	Surprise-Billing (Insurance)	Unemployment

AREAS OF CONSULTING EXPERTISE:

Develop	Business Management	Compliance
Project Lead	Project Management	Risk Assessment
Develop Costing Proposals	Manage Change Controls	Business Analysis
Business Area Assessment	Business Systems Design	User Needs Analysis
Cost/Benefit Analysis	Information Management	Technology Trends
Research and Data Collection	Facilitating Workshops	Coaching
Emergency Management Plan	Process Documentation	Interviewing
Investigations	Systems Design	Contract

AREAS OF HUMAN RESOURCES EXPERTISE:

Compensation	HR Management	Change Management
Labor/Labor Management	Interpersonal Skills	Compliance
Coaching and Training	Dispute Resolution	Negotiations
Talent Acquisition	Investigations	Teambuilding
Employee Development	Diversity Management	Employee Relations
Performance Management	Policy Development	Training

PROFESSIONAL EXPERIENCE:

2023-Pres. *Registered Certified Arbitration, Court Appointed County, Circuit & Appellate Mediator, Supreme Court of Florida, State of Florida Office of Dispute Resolution, Tallahassee, Florida*

- Plan, direct, and work Independently Complaints
- Conduct and hold hearings
- Conduct case analysis, evidence and testimony review
- Draft and render decisions.
- Plan, direct, and mediate Civil Court Referred Case
- Conduct case analysis, discovery, evidence and testimony review
- Draft settlements and conduct discovery.

2017-Pres. *Licensed Master Private Investigator, ReSync Legal and Investigative Support Services, Dallas, Texas*

- Collecting information about individuals using public records such as birth certificates and real estate records
- Conducting surveillance on individuals, businesses, or locations for security purposes
- Analyzing data and providing reports to clients based on findings for use in court proceedings
- Interacting with clients to develop case strategies and plans of action
- Interviewing witnesses and suspects to obtain information related to cases
- Conducting investigations for individuals involved in personal injury claims, criminal cases, and other legal matters
- Conducting background checks on individuals to determine their suitability for employment or volunteer positions
- Acting as an intermediary between clients and other parties involved in legal disputes, such as attorneys or insurance companies
- Performing research to locate witnesses or locate evidence that is relevant to cases

2021-Pres. *Rostered Arbitrator, for State of Washington, Office of the Insurance Commissioner (OIC), Olympia, Washington*

- Plan, direct, and work independent complaints
- Conduct and hold hearings regarding surprised and/or balanced billing issues
- Conduct case analysis, evidence and testimony review
- Draft and render decisions.

2021-Pres. *Rostered Arbitrator, for Texas Department of Insurance, Independent Dispute Resolution Division, Austin, Texas*

- Plan, direct, and work independent complaints
- Conduct and hold hearings regarding surprised and/or balanced billing issues
- Conduct case analysis, evidence and testimony review
- Draft and render decisions.

2020-Pres. ***Rostered Arbitrator, for 2nd, 3rd, 13th, and 18th Judicial Circuit, The Supreme Court of Florida, Tallahassee, Florida***

- Plan, direct, and work Independently Complaints
- Conduct and hold hearings
- Conduct case analysis, evidence and testimony review
- Draft and render decisions.

2018-Pres. ***Roster Mediator, Administrative Office of the Courts, General Civil Family Mediator; Frankfort, Kentucky***

- Plan, direct, and mediate Child Custody, Guardianship and Divorce Cases
- Conduct case analysis, discovery, evidence and testimony review
- Draft settlements and conduct discovery.

2017-Pres. ***Neutral Panelist, United States Department of Equal Employment Opportunity Commission, Los Angeles District Office's Hearings Unit; Los Angeles Mediation/Settlement Program (LAMP); Washington DC***

- Plan, direct, and mediate EEOC charges Involving Federal Employees
- Conduct case analysis, discovery, evidence and testimony review
- Draft settlements and conduct discovery.
- Prepares case files for presentation of EEO reasonable cause recommendations to Commissioners.
- Presents testimony, evidence, and findings in meetings with Commissioners, in court, and if for a fair housing complaint, in formal administrative hearings

2016-Pres. ***Registered Certified Arbitration, General Civil Mediation, Domestic Relations Mediation, Specialized Domestic Violence Mediation, Dependency Mediation, Delinquency Mediation, & Early Neutral Evaluation, State of Georgia Office of Dispute Resolution, Atlanta, Georgia***

- Plan, direct, and work Independently Complaints
- Conduct and hold hearings
- Conduct case analysis, evidence and testimony review
- Draft and render decisions.
- Plan, direct, and mediate Civil Court Referred Case
- Conduct case analysis, discovery, evidence and testimony review
- Draft settlements and conduct discovery.

2016-Pres. ***Surrogate Decision Makers (SDMs) and Surrogate Consent Committees (SCCs), Texas Department of Aging and Disability Services; Austin, Texas***

The following treatment decisions are authorized under the SDMP:

- Major medical treatment;
- Major dental treatment;
- Administration of psychoactive medication;
- Use of a highly restrictive behavior procedure;

- Release of records and other information relevant to the treatment or condition necessary to facilitate the process of obtaining consent for treatment; and
- Consent decisions that the interdisciplinary team (IDT) agrees involve risk to individual protection and rights, which are not specially reserved to a SDM or SCC.

2015-Pres. *Court Appointed Special Advocate and Guardian Ad Litem, Dallas CASA; Dallas, Texas*

- Establish a relationship with the child to better understand the child’s needs and desires. Meet with him/her at least once a month.
- Support the child throughout court proceedings: explain the court proceedings to the child (if age appropriate), attend each hearing with or without the child, attend appropriate interagency meetings regarding the child.
- Explain the CASA volunteer’s role, duties and responsibilities to all parties associated with the case.
- Review available records regarding the child’s family history, school behavior, medical or mental health history, etc.
- Identify and explore potential resources that will facilitate family preservation, early family reunification, or alternative permanency planning.
- Interview all parties involved with the child regarding the child’s circumstances and needs, as determined by the CASA plan.
- Communicate the child’s needs to the court in written reports including concerns and recommendations.
- Ensure that the court-ordered plans for the child are being implemented.
- Communicate and coordinate efforts with the child’s case manager, probation officer, and/or Guardian ad Litem.
- Comply with the National CASA Association standards.
- Other duties and responsibilities as determined by the presiding Juvenile Court Judge or Magistrate.

2015-Pres. *Ombudsman, Texas Department of Aging and Disability Services; Austin, Texas*

- Handles complaints
- Provides information and assistance
- Advocates for system and legislative changes

2015-Pres. *Roster Mediator, Texas Department of Insurance; Austin, Texas*

- Plan, direct, and mediate Insurance charges and Texas Windstorm Insurance Association
- Conduct case analysis, discovery, evidence and testimony review
- Draft settlements and conduct discovery.

2015-Pres. *Roster Mediator, State Office of Administrative Hearing; Austin, Texas*

- Plan, direct, and mediate Insurance charges and Consumer Health Benefit Disputes
- Conduct case analysis, discovery, evidence and testimony review
- Draft settlements and conduct discovery.

2015-2019. *Workshop Trainer-Facilitator, Texas A&M University; College Station, Texas*

- Plan, direct, conduct and facilitate Independently individual and workshop training
- Conducted workshops in the areas of mediation, facilitation and coaching
- Conduct case analysis and consult on various cases

2014-Pres. *Arbitrator, Better Business Bureau, Dallas, Texas*

- Plan, direct, and work Independently BBB Complaints
- Conduct and hold hearings
- Conduct case analysis, evidence and testimony review
- Draft and render decisions.

2014-2018. *Contract Mediator, United States Department of Equal Employment Opportunity Commission; Washington DC*

- Plan, direct, and mediate EEOC charges
- Conduct case analysis, discovery, evidence and testimony review
- Draft settlements and conduct discovery.

2013-2016 *Volunteer Mediator for Dallas County Dispute Resolution Center, Dallas County Department of Court Administrations; Dallas, Texas*

- Mediates court ordered debt disputes, property disputes, labor disputes, injury disputes, and family law matters involving custody, support and domestic abuse issues.
- Negotiate resolution of divorce cases.
- Draft settlements and conduct discovery.
- Conduct case analysis.

2010-Pres. *President, Lead Investigator and Director of Operations, ReSync Dispute Resolution Services, LLC; Dallas, Texas*

- Plan, direct, or coordinate the operations of dispute resolution services organization;
- Formulate policies, manage daily operations, and plan the use of materials and human resources including personnel, purchasing, or administrative services;
- Mediate, arbitrate, facilitate and perform conciliations;
- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc. to ensure effective, current and competent expertise as an alternative dispute specialist;
- Act as a third party whose job it is to rule impartially on a dispute;
- Conducts intake to gather information from callers who have complaints alleging violations of Equal Employment Opportunity (EEO) employment law and Fair Housing law.
- Work to bring the two parties to a mutually agreed upon decision;
- Knowledgeable about the tactics and theories needed to attain contractual agreements and resolve disputes;
- Work with labor and labor management to resolve disputes, often working directly for one side or the other;
- Work with families to resolve disputes regarding divorce, assets division, child support, custody, visitation, modifications and enforcements;

- Work with companies and individuals to resolve premise liability and personal injury cases;
- Work with the attorney general, child protection agency and adult protective services to resolve issues;

1998-Pres. *Director of New Business Development, (1998-2003) Director of Human Resources (2003-2007) and President of Risk Management (2008-Pres.), Stratovare, LLC; Dallas, Texas (Formerly Elite Preeminence LLC; Dallas, Texas/ San Diego, California/ New Orleans, Louisiana/Tallahassee, Florida and BluTree HR (Human Resources) Consulting LLC; Tallahassee, Florida)*

- Plan, direct, or coordinate the operations of business consulting and development firm;
- Formulating policies, managing daily operations, and planning the use of materials and human resources including personnel, purchasing, or administrative services;
- Consult, develop, analysis, manage, and resolve/manage risk or organizational deficiencies;
- Direct overall responsibility for revenue and achieving goals; development and maintain compliance with fiscal budgets, and are responsible for profit and loss planning;
- Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and independent contractors;
- Oversee new business development and develop strategies to meet profit goals;
- Provide strategic and operational planning;
- Plan, manage, and conduct recruitment, selection of staff, new employee orientation;
- Identify and manage training and development needs for employees;
- Develop and implement human resources policies and procedures;
- Administer HR policies and procedures;
- Administer and benchmark compensation and benefits in accordance with company; policies and legislation;
- Support annual salary review;
- Implement and monitor performance management system;
- Investigate employee complaints, grievances and disputes;
- Administer employee discipline processes;
- Conduct exit interviews;
- Review and update employee rules and regulations;
- Maintain the human resource information system and employee database;
- Coordinate employee safety, welfare and wellness;
- Maintain knowledge of legal requirements and government reporting regulations affecting HR functions;
- Through a Scope of Work duties are performed with general oversight for contract compliance from a liaison from client. Investigations are performed in consultation with said liaison, which could be managers and supervisors, with considerable latitude for the use of initiative and independent judgment.
- Has the ability to determine jurisdiction and refers customers to federal, state and local agencies as appropriate.
- Drafts complaints of discrimination and/or amendments and conducts investigations into allegations within jurisdiction.

- Uses phone, email, fax, mail, and personal interaction with complaining party, responding party, and their representatives to gather initial facts and information regarding potential violations.
- Plans, organizes and conducts investigations by personal contact, examination of records, performing desk reviews, interviewing potential witnesses and if necessary, on-site investigations.
- Issues Requests for Information and drafts and processes subpoenas as necessary.
- Attempts pre-determination and post-determination settlement/conciliation with all parties.
- Recommends administrative dismissal, cause, or no cause in written reports of determination.
- Evaluates, summarizes, and accurately documents investigative activities and findings and maintains organized hard copy and electronic case files.
- Prepares weekly and monthly reports while managing multiple cases concurrently.
- Interacts with hostile or challenging customers and situations, demonstrates excellent verbal and written communication skills, and maintains professionalism and confidentiality while working with all contacts.
- Performs work in a fast paced, high volume, multiple priority, and challenging and busy environment.

2006-2007 *Intern Public/Intergovernmental Officer, Gadsden County Manager Office; Quincy, Florida*

- Create plans and document procedures for the county;
- Effectively represented the county in the media by providing statements and document creation;
- Performed background and investigative research, created the legal foundation and formation of all county concepts;
- Addressed legislative and multi-governmental issues;

2005-2006 *Project Manager Assistant to the Director, Florida State University (Economics); Tallahassee, Florida*

- Coordinated project materials and research, generating schedules and reports managing minutes from meetings, and updating project information and scheduling;
- Organized project files, assisting with assigning specific tasks to team members, handling scheduling for project material, maintaining the client list and retaining purchase order and invoices for project materials;

2000-2001 *Intern Investigator, State of Florida Public Defenders Office: Leon County; Tallahassee, Florida*

- Conducted investigations to support the legal defense of a variety of civil and criminal cases;
- Interviewed clients, suspects, relatives and others to obtain statements, documents and related factual evidence;
- Visited scenes of crimes to evaluate physical and environmental factors related to case investigations; prepares diagrams, charts, and drawings and takes photographs of crime scenes;

- Located and interviews witnesses and analyzes their statements; presents findings and evaluations to the Public Defender or his deputies; may appear in court; prepares reports and correspondence; and Serve subpoenas;

EDUCATION AND CREDENTIALS:

Education:

- 2013-2014** **Abilene Christian University, (Abilene, Texas) 4.0 G.P.A.**
Major: Advanced Graduate Certificate in Dispute Resolution
- 2012-2013** **Southern Methodist University, (Dallas, Texas) 3.67 G.P.A.**
Major: Advanced Graduate Certificate in Dispute Resolution
- 2010-2012** **University of Phoenix, (Frisco, Texas) 3.5 G.P.A.**
Major: Masters of Management, *Magna Cum Luade*
- 2004-2010** **Florida State University, (Tallahassee, Florida)**
Major: Criminology / Criminal Justice, BS | Sociology, BS
Minor: Political Science | Public Administration

Certificates and Training:

- 2022** **The Adjuster School (Katy, TX)**
Adjuster Pre-Licensing Training: (40 hr.)
- 2022** **Codex Legal Services Training Center (Austin, TX)**
Texas Process Server Orientation Course: (7 hr.)
- 2022** **University of South Florida (Tampa, FL)**
Inclusive and Ethical Leadership Training: (42 hr.)
- 2021** **University of South Florida (Tampa, FL)**
Diversity, Equity & Inclusion in the Workplace Training: (42 hr.)
- 2021** **American Health Law Association (Washington, D.C.)**
Health Care Arbitration Training: (28 hr.)
- Arbitrator Selection and Legal Ethics and Disclosures (5.25 hrs.)
 - Arbitrator Authority and Responsibilities(4.25 hrs.)
 - Claim Management: Pre-Hearing Process, E-Discovery, Hearing, Awards, and Post-Hearing Issues (5.25 hrs.)
 - Special Concerns: Pro Se Parties, Class Actions, Employment Cases, Consumer Cases (3.25 hrs.)
- 2021** **American Bar Association (Chicago, IL)**
Comprehensive Training in Advanced Arbitration Skills: (24 hr.)
- The All-Important Preliminary Hearing (4 hr.)
 - Discovery and Motion Practice (4 hr.)
 - The Evidentiary Hearing (4 hr.)
 - Awards and Post-Award Issues (4 hr.)
 - Arbitration Ethics (4 hr.)
 - Remote Arbitration Hearings: A Practicum (4 hr.)
- 2020** **Dunlap Mediation, (Altamonte Spring, FL)**
Arbitration: Florida Supreme Court Approved Training Program (4 hr.)
Appellate Mediation : Florida Supreme Court Approved Training Program (7 hr.)
County Mediation : Florida Supreme Court Approved Training Program (20 hr.)

- Circuit Civil Mediation: Florida Supreme Court Approved Training Program (40 hr.)
- 2020 Georgia Office of Dispute Resolution, (Atlanta, GA)**
Domestic Relations Supplemental Training (3 hrs.)
- 2018 Texas Council on Family Violence, (Austin, TX)**
SB 539 Mediator Training Part 3: Intersection of DV and Child Custody (1 hr.)
SB 539 Mediator Training Part 4: Safety Centered Practice (1 hr.)
SB 539 Mediator Training Part 1: Dynamics of Domestic Violence (1 hr.)
SB 539 Mediator Training Part 2: Child Exposure and Resiliency (1 hr.)
- 2017 Collin College Continuing Education, (Plano, TX)**
Certificate in Grant Writing and Non-Profit Management (9.6 hrs.)
- 2016 Financial Industry Regulatory Authority, (Washington, DC)**
Dispute Resolution: Basic Arbitrator Training (8 hrs.)
Dispute Resolution Expungement (1.5 hrs.)
- 2016 Florida State University, Coll. of Social Work (Tallahassee, FL)**
Understanding Domestic Violence as a Social Service Professional (3 hrs.)
- 2016 State of Texas, Department of Aging & Disabilities Services (Austin, TX)**
Surrogate Decision Makers (SDMs) and Surrogate Consent Committees (SCCs), (4 hrs.)
- 2015 State of Texas, Department of Aging & Disabilities Services (Austin, TX)**
Detecting and Preventing Abuse, Neglect, and Exploitation in Nursing Facilities: A Proactive Approach (6 hrs.)
State Long Term Care Ombudsman Certification Training (16 hrs.)
- 2015 Court Appointed Specialist Advocates, (Dallas, TX)**
CASA Mediation Training
Basic Advocate and Guardian Ad litem Training (30 hrs.)
- 2013-2015 City of Dallas, Office of Emergency Management (Dallas, TX)**
Community Emergency Response Team Training
- 2012-2015 State of Texas, Department of Family & Protective Services (Austin, TX)**
Reporting Suspected Abuse or Negligence of a Child
Trauma Informed Care
Medical Consent Training for Caregivers
STAR- At Risk Youth Acton Plan Development Training
- 2014-2015 American Bar Association (Chicago, IL)**
What Every Practitioner Needs to Know About Domestic Violence
Due Process Rights in Charter Schools, Training
Mirandized Statements: Successfully Navigating the Legal & Psychological Issue
Negotiating Non-Monetary Terms in Employment Settlement Agreements
What Makes a Question Backfire? The Art of Asking Powerful Disarming Ones
- 2014 Better Business Bureau (Dallas, TX)**
Binding Arbitration and Ethics, CEU Training
- 2014 State of Texas Region XIII Education Service Cntr (Austin, TX)**
The Basic: Facilitating ARDs/IEP Meetings (FIEP Online) (FA1219851)
- 2014 State of Texas Region X Education Serv. Cntr (Richardson, TX)**
Collaboration in the IEP Environment
- 2014 State of Texas Comptroller of Public Accounts, Property Tax Assistance Division (Austin, TX)**
Arbitration Training: Part I-IV Certificates of Completion

- 2014** **State of Texas Region XX Ed. Serv. Cntr (San Antonio, TX)**
Collaboration in the IEP Environment: Module II
- 2013-2014** **Abilene Christian University, (Abilene, TX)**
Negotiation and Mediation: Principles and Practices
Conflict Management Systems Design
- 2013-2018** **Mediation World PLLC, (Dallas, TX)**
Co-Parenting, Domestic Relations and Family Stabilization Resolution (90 hrs.)
Domestic Violence and Dispute Resolution (60 hrs.)
Eldercare and Dispute Resolution (8 hrs.)
Probate and Dispute Resolution (16 hrs.)
Advanced Training in Healthcare Mediation (16 hrs.)
Mediating High Complex Commercial/Business Cases, Certificate of Completion
Arbitration, Collective Bargaining, Property, and Dispute Resolution, Certificate of Completion (60 hrs.)
Multi-States Parenting Coordinator, Parenting Facilitator & Dispute Resolution (60 hrs.)
Ombudsman and Dispute Resolution, Certificate of Completion (60 hrs.)
Equal Employment Opportunity Commission and Dispute Resolution, Certificate of Completion (60 hrs.)
Labor, Commercial, Construction, and Employment Arbitrations, Certificate of Completion (60 hrs.)
- 2014** **Cntr for Nonprofit Management & Jackson Lewis, (Dallas, TX)**
Non-Profit Employment Law Academy: Managing Smarter in Tough Times
- 2012-2013** **Southern Methodist University, (Dallas, TX)**
Mediation and Dispute Resolution, Certificate of Completion
Domestic Relations and Mediation, Certificate of Completion
Conflict Coaching, Certificate of Completion
Special Education and Dispute Resolution
International Conflict Management
Workplace Conflict
Generational Conflict
- 2013** **Hays County Dispute Resolution Center currently known as Central TX Dispute Resolution Center, (San Marcos, TX)**
Best Interest of Child in CPS Mediations (Advanced), Certificate of Completion
- 2013** **El Centro College, (Dallas, TX)**
Child Protective Service Mediation, Certificate of Completion
- 2012** **Dallas Bar Assoc. & Am. Institute of Mediation, (Dallas, TX)**
Advanced Mediation and Dispute Resolution, Certificate of Completion
- 2011** **University of Phoenix, (Phoenix, AZ)**
Conflict Management
- 2010-2011** **Florida State University, (Tallahassee, Florida)**
Public Administration, Undergraduate Certificate of Achievement
Emergency Management, Undergraduate Certificate of Achievement
- 2010** **PM PrepCast, (Silverado, CA)**
Project Management Professional, Certificate of Completion
- 2010-2015** **Federal Emergency Management Agency, (Emmitsburg, Maryland)**
National Incident Management System (NIMS) An Introduction
Introduction to the Incident Command System, *Certificate of Achievement*;
Incident Command System for Single Resources and Initial Action Incidents, *Certificate of Achievement*

State Disaster Management, *Certificate of Achievement*
 Fundamentals of Emergency Management
 Emergency Planning and Devolution Planning, *Certificate of Achievement*
 Introduction to Individual Assistance, *Certificate of Achievement*
 National Response Framework; An Introduction, *Certificate of Achievement*
 Emergency Program Manager; An Orientation to the Position, *Certificate of Achievement*
 Protecting your home or Small Business from Disaster, *Certificate of Achievement*
 Exercise Design, *Certificate of Achievement*
 Multi-Hazard Emergency Planning for Schools, *Certificate of Achievement*

2003 Tallahassee Community College, (Tallahassee, FL)
 Introduction to Dispute Resolution, *Certificate of Completion*

KEY ACCOMPLISHMENTS, SKILLS AND HIGHLIGHTS:

EXPERIENCE

- Successfully prepared, prosecuted and defended cases to conclusion either by trial or settlement cases involving either physical injuries or economic losses.
- Prevailed with default, partial, traditional and no-evidence summary judgment
- Extensive experience in the preparation and trial of personal injury, custody, modification, family law, breach of contract, probate and landlord/tenant claims in addition appeals.
- Exceptional knowledge of administrative procedures, rules of evidence, and trial practices
- Extensive experience in the preparation and trial of Student Administrative Hearings
- Prevailed with several Student Administrative Hearing decisions
- Extensive experience in the investigation of, preparation and trial of Student Administrative Hearing appeal
- Able to communicate clearly and concisely with persons of diverse backgrounds and levels of authority
- Interviewed witnesses, propounded and responded to interrogatories, requested productions and admissions, took and defended depositions, briefed interlocutory motions, and filed requested finding and conclusions of law in non-injury case
- Drafted temporary, final, clarifications, nunc pro tunc and modifications, motions and orders in Federal, District, Family, County, Eviction and Justice Court
- Defined case issues and facts, then determined the type of expert witnesses that were needed
- Examined and cross-examined all types of fact witnesses and expert witnesses
- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc.

WAGE CLAIMS

- Extensive experience in the preparation and trying of Wage Claim administrative procedures
- Prevailed with several payday law decisions
- Extensive experience in the investigation of, preparation and trial of wage claim appeal

SPECIAL EDUCATION | SECTION 504

- Extensive experience in the preparation and trying of Due Process Hearings
- Prevailed with several special education and disciplinary decisions
- Extensive experience in the investigation of, preparation and trial of special education and 504 claims appeal
- Facilitating and Mediating IEP and ARDs Meetings

NEGOTIATIONS

- Extensive experience in the preparation and negotiate personal injury cases involving motor vehicles collisions, slip and falls, workers compensation and premise liability.
- Prevailed in several mediated and/or settlement negotiations
- Extensive experience in the investigation of, and negotiation of client claims

MEDIATIONS

- Extensive experience in the preparation and facilitation of cases involving Motor Vehicles Collisions, Slip and Falls, Workers Compensation, Premise Liability, Divorce/Family, Child Protective Service, Domestic Relations, EEOC, Labor/Labor Management, Workplace Mediation, Special Education/IEP, Elder Care/Probate, Landlord/Tenant, Custody/Visitation/Modification, Consumer Debit, Real Estate, and Contract Disputes
- Prevailed in settling several mediated and/or facilitated settlement negotiations
- Extensive experience in alternative dispute resolution

LICENSES AND ASSOCIATIONS:

Certified Mediator (2003, 2012 and 2013), Lexus Nexus and National Crime Information Center trained (2000-2001), Mental Health and Mental Retardation Technical Trainer and Patients Care, Certified (1998), American Correctional Association Professional: Member (2008), Brothers of the Academy: Member (2003), Minority Owned & Women-Owned Business Enterprises (MBE)/(WBE): Member (2008), Better Business Bureau Accreditation, Tarrant County Family Law Bar Association, American Bar Association – Alternative Dispute Resolution Section, State Bar of Texas – Alternative Dispute Resolution Section, American Cancer Society, Team Captain. Texas Mediator Credentialing Association, Credentialed Distinguished Mediator, The National Center on Dispute Resolution in Special Education, Professional, Association for Conflict Resolution, Member

VOLUNTEER:

- VOLUNTEER JUDGE, MOCK TRIAL, ARBITRATION, MEDIATION, AND NEGOTIATION COMPETITIONS: Southern Methodist University Dedman School of Law intramural competitions; Texas State High School Mock Trial Competition;
- VOLUNTEER MEDIATOR AND MEDIATOR TRAINER: Dallas County Dispute Resolution Center, Dallas, Texas; Southern Methodist University in Legacy Conflict Resolution Program, Plano, Texas;
- VOLUNTEER MENTOR: Big Brothers and Big Sisters Inc., McKinney, Texas
- GUEST SPEAKER, Greater Southwest Chamber of Commerce: Speak as practicing arbitrator and mediator to small business owners.

- HOST AND PRESENTER, American Bar Association, Mediation Week
- TEAM CAPTAIN VOLUNTEER AND FUNDRAISER, American Cancer Society, Relay for Life

PUBLISHED:

2014 Mediating Highly Complex Commercial Cases - co/wrote Dr. Ralph Steele, ESQ

LECTURER:

- 2014 Visiting Lecturer – University of Texas in Arlington – Basic Mediation
- 2015 Visiting Lecturer – Richland Community College – Ethics in Mediation, Advanced Family Mediation
- 2015 Visiting Lecturer – The Center for Appropriate Dispute Resolution in Special Education (CADRE) – Facilitating Special Education Cases