

KARYN C. TREMBLE

Professional Summary

Experienced Mediator with 11 years of experience in Alternative Dispute Resolution. Excellent reputation for resolving problems and improving customer satisfaction.

Skills

- Alternative Dispute Resolution (ADR)
- Conflict Resolution and Mediation
- Negotiation
- Critical Thinking
- Complex Problem-Solving
- Settlement Documents
- Settlement Agreements
- Medical Billing
- Medical Insurance Claims

Work History

Volunteer Mediator , 06/2021 to 06/2022

Dispute Resolution Center Tarrant County Courts – Fort Worth , Texas

- Provide mediation services for Tarrant County Small Claims Court.
- Established calm environment for dispute settlement, utilizing conflict resolution techniques to reach agreements to contentious issues.
- Applied deep understanding of relevant laws and policies to reach agreements.
- Prepared agreements and settlement documentation for each interested party to sign and complete.

Remote Mediator, 12/2019 to Current

Texas Department Of Insurance – Austin , Texas

- Mediate cases assigned, communicate regularly with parties, representatives, and attorneys by telephone, letter, and email.
- Perform scheduling of mediations.
- Coordinate, initiate, and facilitate mediation conference calls and video conferences via Google meet, zoom, and phone.
- Draft detailed legal documentation and meeting notes to support case files and move towards comprehensive conflict resolution.
- Established professional lines of communication, supporting individual interests and achieving legal justice.
- Used mediation techniques to facilitate communication between disputants, to further parties' understanding of different perspectives and to guide parties toward mutual agreement.