

Gina L. Buckley

3151 Briarpark Drive #125

Houston, TX 77042

SKILLS PROFILE

- Presenting Mediation & Conflict Resolution Programs K-12 & Adult
- Able to successfully handle various training responsibilities & tasks
- Capable to learn/adapt to new systems, computer and people oriented
- Labor Relations experience during hourly contract negotiations (3 months)
- Participated in more than 100 hours of mediation practice during training sessions
- Co-Mediated 50 plus hours during court based mediations in Michigan & Alabama

EMPLOYMENT HISTORY

LENSEC, LLC Houston, TX 201-Present

- Bid and Buy Equipment for all projects in TX, MD, VA and Channel
- Manage Inventory in Houston & PM Warehouses
- Create Bid Packages for new Business Opportunities
- Maintain Salesforce vendors and products for proposal creation needs

Chattahoochee Valley Community College, Phenix City, AL (2010 - 2013)

- Customer Service Academy Instructor(2010)
- GED – Adult Education Instructor (2011)
- Workplace Skills Development Instructor (2011- 2013)
- WorkKeys Testing Coordinator for the AL CRC program (2011- 2013)
- Mediator for HR Dept, special assignment to resolve dispute (2013)

Training Manager, Oakland Mediation Center, Bloomfield Hills, MI (2003-2007)

- Registered participants for our court-based mediation training, 2-3 times each year
- Handled material preparation for our court-based mediation training, 2-3 times each year
- Did presentations to large groups for school & community organizations, 10-12 times each year
- Practiced mediation along with volunteer mediators for many hours

Dynamic Development Resources, Owner/Trainer, Clarkston, MI (2001-2003)

- Responsible for all aspects of business including: bookkeeping, marketing and resources
- Focused on soft-skills training like Leadership Development & Time Management
- Member of Clarkston Chamber of Commerce & involved in committee work for them

General Motors Corp. Metal Fabrication, Systems Analyst, Grand Blanc, MI (1985-1990)

- Participated in the launch of Lean Manufacturing as a part of an 8 person team
- Worked for multiple departments including Labor Relations & Personnel
- Participated in GM's labor negotiations and new hire orientation

EDUCATION

- GMI – EMI (Kettering U), Flint, MI, B.S. Management (1990)
- Wayne State University – M.A. in Dispute Resolution (2005)
- 40 hr Mediation Training & 20 hr Peer Mediation Training (2003)
- 24 + hours Advanced Mediation Training (2003 – 2012)
- ASTD Certified Trainer 2005

COMPUTER SKILLS

Microsoft Applications: Access, Excel, Power Point, Project, Publisher & Word;
ACT WorkKeys & Keytrain, Salesforce & Intacct CRM; Proficient use of Outlook Express,
Internet Explorer, Firefox & many search engines, and Social Networking sites.