

## **Tyrone Parker**



**EDUCATION:** MA Human Relation, Oklahoma University – August 2013  
BA Hospital Administration, Trident University – December 2009

### **Certifications/Training/Membership**

- 40 hours- Basic Mediation Trained, Mediators and Arbitrators of America- 2020
- 10 Hours- Basic Arbitration Trained, Mediators and Arbitrators of America- 2020
- 20 hours- Child Protective Service Mediation Trained, Mediators and Arbitrators of America - 2020
- 10 hours- Advanced Arbitrator Trained, Mediators and Arbitrators of America - 2020
- 30 hours- Advanced Family Mediation Trained [Company Name] – 2020
- Certified Mediator, TAMC
- State Bar Mediation Section
- Texas Mediation Roundtable
- International Ombudsman

### **Relevant Knowledge, Skills, and Abilities:**

- Knowledge of ICD -10 codes and how they should apply to medical billing
- Trained over 40 medical personnel on ICD coding and proper documentation
- Challenged providers on effective and proper coding to bill properly
- Knowledge of HR policies, programs, and procedures, and the relationship of various personnel discipline and how they integrate.
- Knowledge and skill in planning and organizing to negotiate effectively with management to accept and implement recommendation, and to provide, secure, or negotiate for needed resources.
- Knowledge of a wide range of federal Human Resources (HR) laws, executive orders, regulations, policies, directives, instructions, and concepts governing HR functions such as merit promotion, recruitment and placement, affirmative employment, employee and labor-management relations, employment performance and conduct issues, and other programs.
- Knowledge of federal human resources management (HRM) principles, concepts, practices, analytical methods, a wide range of qualitative and quantitative techniques, and relationships of various HR disciplines as well as consultative skill sufficient to resolve HRM problems.
- Knowledge of organizational structures, missions, objectives, operating programs, key positions, and administrative/protocol policies and procedures.

- Skill in conducting reviews and analyzing and assessing HR program operations to include identifying deficiencies; measuring compliance, consistency, and effectiveness; and making recommendations for enhancements and improvements.

### **Relevant experience:**

- 26 years experience in hospital administration
- Supervised 16 departments throughout the United States and Overseas
- Researches HR and Personnel policy and program options, conducts analyses, surveys, and/or projects of moderate scope to determine impact to individual directorates and/or AFPC, and develops internal administrative policies and procedures on behalf of the HR Programs Branch.
- Researches and analyzes information, identifies trends and impact, and presents findings, valid options, and recommendations for senior management approval.
- Provides HR and Personnel procedural guidance and information to managers and supervisors in support of realignment actions, reorganizations, workload transfers/realignments due to re-engineering, mandated reductions.
- Conducts internal policy reviews to evaluate the effectiveness of current policies and practices and develops proposals for improvements.

### **Arbitrator-Mediator 5/96 - Present**

Practicing Mediation and since 1996 for various military installations in the following areas: labor and employment; employee management relations; insurance claims; and the Uniform Code of Military Justice (UCMJ). I have mediated over 100 throughout the military. I'm also trained and conducted negotiations between the union and the military stakeholders. As a Mediator I used my collective bargaining skills to assist the parties in coming to a mutual agreement to settle their dispute and to ensure all parties are satisfied. I'm a mediator for my business RTR Arbitration and Mediation. I currently volunteer with the Dispute Resolution Center in Comal County. I'm currently building my experience on the civilian side as a mediator and arbitrator. I'm a contractor for Mediation and Arbitrators of America delivering training for cultural sensitivity. I currently work as a Human Resources Specialist for the United States Air Force.

**-References provided upon request-**