

JESSICA SCOTT

Alternative Dispute Resolution Professional

/ Address: Houston, TX

SUMMARY/OBJECTIVE

Jessica Scott founded Bayou City Mediation Center with a goal of teaching clients of all backgrounds conflict resolution strategies that not only save time and money, but contribute aid to the overflow of lawsuits that affect the proficiency of Houston's legal system. Jessica graduated from Howard University with a degree in Strategic, Legal and Management Communication, with a concentration in Legal Studies. Jessica has a keen skill of implementing creative strategy for the most basic disputes between merchants and consumers to even more complex problems arising in corporate America.

WORK EXPERIENCE

Mediator-Arbitrator

Bayou City Mediation Center, LLC
2019 - Current

- Has a 90% settlement rate for all civil disputes mediated between 2020- present 2022.
- Facilitates negotiation, provides direction, & finds ways to reach a mutual solution, while staying up to date on current legislation
- Expertly promote the organization, programs, and principles of mediation to various audiences. Proficiently maintain schedules, establish mediation sessions while reliably assisting with reviews and consultations. Capably oversee record-keeping processes ensuring documents readily on-hand and up to date.
- Delivered quality mediation service-delivery to members of the community by remaining open-minded, neutral, and unbiased to differences.
- Enhanced brand awareness and established successful and effective programs and services within the community by adeptly promoting PR and outreach activities.

Mediator

Texas Department of Insurance,
2020 - Current

- Mediates disputes between local health providers and insurance networks in a timely fashion.
- Inputs corresponding information on State regulated portal with ease and efficiency.

Mediator

Houston Police Department,
2022 - Current

- Mediates disputes between employees of the Houston Police Department and civilians.
- Scribes outcome of mediation and submits it to the HPD Alternative Dispute Resolution Staff.

Strategy

Consultant,
2020 - Current

- Assist businesses with a tentative plan of action in place execute said plan of action with efficiency, timelines, and upward momentum while also contributing effective strategy.
- Helped raise over a quarter of a million dollars in 2 months of learning the objective direction of a mud utility solutions company, for working capital until official funding was processed.

Volunteer Mediator

Fort Bend Dispute Resolution Center,
2019 - 2021

- Observed and assisted with mediations involving several parties to reach a satisfactory resolution
- Provided unbiased and creative solutions to challenging problems.

EDUCATION

B.A. Strategic, Legal & Management Communication, Concentration Legal Studies, Minor in Political Science
Howard University, Washington, DC

Graduated 2018

Manouso Mediation & Arbitration, LLC,
Houston, TX
2019

- Forty (40) hours of Basic Mediation Training
- Thirty (30) hours of Advanced Mediation: Divorce-Family-Child Custody Training
- Nine and a half (9.5) hours of Arbitration Training

Texas Mediator Credentialing Association

- Credentialed as a **Credentialed-Advanced Mediator** for the year of 2022, being one of only 23 mediators in Harris County with this recognition.

SKILLS

HARD SKILLS: Advanced Strategizing, Legal Writing, Data Input, Scheduling, Litigation Support, Insurance Claims, Negotiating

SOFT SKILLS: Empathetic Communication & Listening Skills, Highly Adaptable, Fast Paced Learner, Time Management