

# DEBORAH F. TOMLINSON

10622 St. Lazare Drive, Dallas, Texas 75229

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## MEDIATOR / ARBITRATOR

Partner with senior leadership in providing strategic, compliance, and collaborative support as a mediator/facilitator utilizing negotiations, settlement, and constructive cross-cultural dialogue techniques. Consultative approach fosters a culture that embraces a "do the right thing" philosophy. Skilled in identifying problems, defining solutions, and implementing new processes and procedures. Areas of expertise include:

- Conflict, Mediation and Facilitation Management
- Multicultural/International Specialization
- Compliance Reporting
- Financial Analysis & Reporting
- Forecasting
- Payroll
- Tax Preparation
- Budgeting
- Travel Reconciliation
- Contracts & Risk Management and Insurance

## PROFESSIONAL EXPERIENCE

**NORTH TEXAS LEGAL AID**  
**Mediator / Family Law** 2018 – present

**DALLAS COUNTY ALTERNATIVE DISPUTE RESOLUTION CENTER**  
**Mediator / Family Law and Civil** 2017 – present

**SOUTHERN METHODIST UNIVERSITY, Dallas, Texas** 2016 – present  
**Mediator / Mediation and Conflict Resolution Services**  
**Collaborative Law** 2016 – present

**SOUTHERN METHODIST UNIVERSITY, Dallas, Texas** 2012 – 2015  
**Associate Director / International Center**  
Responsible for Finance and Operations including contractual agreements, compliance and regulatory issues, risk management, budgetary and funding, faculty and administrative support. Managed foreign bank accounts; annual forecasting and projections: tracking of expenses and revenue and re-alignment of \$8M budget. Crafted best practices training and orientation seminars. Supervised new marketing initiative that increased student enrollments by 50%. Managed scholarships and financial aid for students attending Study Abroad programs.

**Marketing/Financial Officer / International Center** 2008 – 2012  
Responsible for marketing and publicity; created new print materials and managed the web page. Conducted quarterly reconciliations, faculty/staff/student payroll compensation and monthly financial reports. Produced journal entries for corrections and transfers; managed procurement card processes, budget preparation, expense reporting and foreign bank account management for department and Study Abroad programs.

**Assistant Financial Officer / Office of the Provost** 2005 – 2008  
Supervised special projects for SMU-in-Taos and The International Center. Responsible for quarterly travel reconciliations: compensation and payroll reports. Trained staff/faculty. Produced journal entries for corrections and transfers; budget preparation, grants and managed procurement processes.

**Assistant Financial Officer / Development and External Affairs** 1998 – 2003  
Assisted in planning/production of SMU's Time to Lead campaign that raised over \$532M, the Medal of Freedom award, SMU's Ford Stadium, Hart Global Leaders' Forum; implemented and developed DEA's new training manual; trained staff and managed procurement card processes for the division; supervised \$150K budget for Junkins's Building opening. Responsible for paying invoices, travel reconciliations and managing event budgets.

**PRESIDENT/CO-OWNER / Maternity Consignment/Formal Rental Business Enterprise** 1993 – 1995

**CENTEL COMMUNICATIONS SYSTEMS, Dallas, Texas** 1989 – 1991  
**Account Executive**

**THE WALT DISNEY COMPANY, Burbank, California**  
**Production & Programming Coordinator / Buena Vista Television** 1987 – 1989

## EDUCATION & PROFESSIONAL DEVELOPMENT

M.A. Dispute Resolutions, Southern Methodist University, Dallas, May 2017

B.A. English Literature, University of California, Los Angeles, 1984

University of Paris, Sorbonne, 1986

Licensed Notary

**SOLIYA, New York, New York** 2017-2018  
Facilitator volunteer