

MARISELA MADDOX SMOOKLER

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EMPLOYMENT

- 2009-present *Stories to Solutions*
MEDIATOR
- 2008-present *SakeSocial*
CO-FOUNDER & CHIEF OPERATING OFFICER
Conceptualized the largest online retailer of premium Japanese sake. Execute all day-to-day responsibilities, including working with vendors, assisting customers, and marketing campaigns.
- 2010-2012 *Institute for Public School Initiatives, College of Education
The University of Texas at Austin*
PROJECT SPECIALIST
Drafted grants and contracts for programs that produced academic professional development and student coursework.
Communicated with grant and contract funders and vendors to assure budgets, invoices, and agreements were timely processed.
- 2007-2010 *Undergraduate Admissions & Relations with Schools
University of California, Los Angeles*
MEDIA COORDINATOR
Researched, wrote, and edited brochures and higher education policy reports.
Wrote admissions blog to share campus events, answer questions, and provide information to prospective and admitted students.
Maintained working relationship with vendors, UC Office of the President staff, and student workers to guarantee that all internal and public communications are appropriately coordinated.
- 2005-2006 *Law and Mediation Office of Forrest S. Mosten, Los Angeles*
LEGAL ASSISTANT
- 2002-2004 *Texas Sunset Advisory Commission, Austin*
ADMINISTRATIVE ASSISTANT
Researched, designed, published, and edited government reports.
- 1995-2002 *Texas Capitol Information and Guide Services, Austin*
SENIOR TOUR GUIDE/WEEKEND SUPERVISOR

EDUCATION

- 2007 *Juris Doctor*
UNIVERSITY OF ST. THOMAS SCHOOL OF LAW, MINNEAPOLIS, MN
- 2004 *Bachelors of Journalism*
UNIVERSITY OF TEXAS AT AUSTIN
- 2019 Completed 40 Hour Basic Mediation Training, Advanced Family Mediation Training, and CPS Mediation Training

COMMUNITY & MEMBERSHIP

- Licensed to practice law, State of Texas since 2009
- Volunteer with Austin and Central Texas Dispute Resolution Centers
- Secretary for the Judges Hill Neighborhood Association
- Member of Austin Bar Association, ADR and Court Appointed Family Advocates Sections
- Texas Association of Mediators – Full Member
- Austin Mediators Association – Member
- Texas Mediators Credentialing Association – Credentialed Mediator