

**DR. NORMA ELIA RODRIGUEZ JD, LL.M.**

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Admitted to practice Law in the Republic of Mexico. License Number 1385413, 1989.  
Advance Bilingual Mediator in Texas with following certifications Child Protective Services, Family,  
Employment and Elder Mediation  
Parent Coordinator/Facilitator in Texas.

**Hill Country Dispute Resolution Center**, San Antonio, Texas  
Basic Training Mediator (40 Hours), September 2012

**St Mary's University School of Law**, San Antonio Texas  
Family Mediation Training (24 Hours), January 2012

**Corpus Christi Resolution Center**, Corpus Christi, Texas  
Mediation Training on Child Protective Services, (16 Hours) March 2013

**Austin Resolution Center**, Austin Texas  
Elder Mediation Certification (16 Hours). March 2017

**Manouso Mediation Training**, Houston Texas  
Parent Coordinator (32 Hours) March 2018

Commented [NR1]:

**National Bilingual Certification**; Spanish Specialist for children and adults  
First Aid/CPR Certificate

**EDUCATION**

**St. Mary's University School of Law**, San Antonio Texas  
Masters of Law in American Legal Studies, May 2013  
Certificate in Family Law Mediations, 2012  
Immigration Law Symposium 2012 - 2018

**University of Texas at San Antonio**, San Antonio Texas  
Child Development Associate Degree, GPA 4.0, May 2002

**Latin American Bible Institute**, San Antonio Texas  
Christian Education, GPA 4.0, May 1995  
Salutatorian Award, Leader of Students Mission Program, Assistant Editor for Year Book, Assistant  
Pastor/Counselor, Bible School Night Assistant Director

**Universidad Autónoma de Nuevo León, School of Law**, Monterrey, México  
Juris Doctor Degree, GPA 3.68, May 1988  
Academic Dean Award. Student Bar Association Secretary and Treasurer

**EXPERIENCE**

**Bryco Resolutions Center**. August 2018 to present. Bilingual Advanced Credentialed Mediator and Parent  
Coordinator. Mediating disputes in the areas of Family, Child Protective Services, Landlord/Tenant,  
Employment law, Contracts, Elder and negotiations and arbitrations. Working with high conflict parents  
to reach a parenting plan for the best interest of the child and families.

San Antonio Shoe, Inc. Human Resource Manager/Benefit Administrator, January 2015 to December 2018. Managed the sourcing and recruitment process for manufacturing and other business areas at Del Rio and San Antonio Texas. Worked together with the Head of HR to develop strategies and initiatives that align with manufacturing strategies. Lead and develop HR department of more than twelve staff members. Provide training to Directors and Supervisors in different areas of OSHA and employment regulations compliance. Worked as HR Benefit Administrator, ensure compliance in the areas of OSHA, EEO, ADA, FMLA, TWC, LTD, STD, and 401 K, Medical and Dental Insurance Benefits, Cobra, Open Enrollment, and implementation of New Insurance Carriers, 1095-A-B and C, 1094 Report. Administer established HR plans and procedures revision and implementation of them.

Office of the Attorney General, Child Support Division. Volunteer. San Antonio TX, February 2014-February 2015. Intake applications, locating, Research project.

Texas Rio Grande Legal Aid, Law Clerk, San Antonio, Texas, June 2012-February 2015. Perform initial intake interviews for clients on a wide variety of Immigration, Family and Civil law cases. Reviewing, revising, and translating contracts and various legal documents.

St. Mary's Center for Legal and Social Justice, Volunteer Income Tax Preparer, Immigration DACA Project. San Antonio, Texas, January 2013-April 2013. Prepared Tax returns for low income families. Participated in family law and wills clinics, Immigration Clinic. DACA (Deferred Action for Childhood Arrivals).Petition for Alien Relatives.

Translator/ Court Interpreter, San Antonio, Texas, May 2003-present. Member of the American Translators Association.

Aguirre Law Office, Attorney, Monterrey, Nuevo Leon Mexico, January 2006-2012. Counseled clients in the areas of Mexican Immigration Laws, Contracts and International Business Law.

Tribunal Superior Agrario, Representative of the Agriculture, Victoria Tamaulipas, Mexico, February 1992 to September 1993. Lead and conducted City board meetings in different Counties.

Law Office of Norma Gonzalez, Monterrey and Nuevo Leon, Mexico, March 1990-January 1992. Practiced in the areas of Family, Contracts, Immigration, Civil and Criminal law

Tribunal Superior de Justicia Del Estado de Nuevo León, Law Clerk, Monterrey Nuevo León, México, 1984-1988. Assisting in Civil and Family Court.

#### **ORGANIZATIONS AND MEMBERSHIPS**

Professional and Businesswomen of Assemblies of God  
Federal Bar Association, Bexar County Women's Bar Association and Women's Law Association  
National Association of Woman Lawyers, Hispanic Lawyers Association.  
Member of Texas Association of Mediator, Texas Credentialing for Mediator Association  
Texas Estate Bar Dispute Resolution  
Society of Human Resources Management  
Bexar County Dispute Resolution Center San Antonio Texas.  
Brazos County Dispute Resolution Center Bryan Texas

**LANGUAGES AND COMPUTER SKILLS**

Fluent in Spanish- reading, writing and speaking,  
Knowledge of ADP, Nova Time and Leadtec  
Microsoft Office/Power Point

**COMMUNITY ACTIVITIES AND INTEREST**

Christian Assistant in Ministry Board Member  
Coordinator of Health Fairs Breast Cancer Awareness  
St Mary's Pro-Bono and Legal Civil, Tax Clinic Volunteer and Immigration Clinic.  
Sharing with Others our Services, Benevolence.