

Vic Buchanon C.V. Mediator – Dallas, Texas

Adjunct Professor School of Human Services at University of North Texas - Dallas

University of North Texas - Dallas

Abilene Christian University

Dallas/Fort Worth, Texas

Dear Sir/Madame:

It is with great determination that I submit my CV to be included on your Jobboard. As a professional with over 33 years of experience in the education, law, marketing, and political sectors and significant contributions as an adjunct professor, mediator, and marketing manager, I am well positioned to make the AltCourt Network succeed and grow.

The following examples from my resume represent the value I can deliver in this new role:

- Negotiated settlements between disputing parties utilising expertise in public policy, debt collection, personal injury, workplace disputes, education, and divorce and family issues
- Delivered financial oversight via budget development, forecasting, planning for expenditures, and increasing funding
- Communicated with, advised, and developed key relationships with diverse clients, state and civil authorities, industry professionals, and higher education students

During my career, I have applied my proven expertise in deploying effective communication methods, developing strategic marketing plans, and spearheading change to lead mediations, propel projects forward, and make positive impacts on the community. Further examples of my skills and achievements are outlined on the attached document. As you will see, I am dedicated to partnering with a team with the same passion for growth and success within the Altcourt network.

I would very much like the opportunity to discuss, in person, how I can meet the demands of this role in order to advance the overall mission of our company. Thank you for reviewing this letter and the accompanying material.

Sincerely,

Vic Buchanon

Vic Buchanon

Lancaster, TX 75134 | 972-757-9062
vicbuchanon@att.net

Distinguished mediator, negotiator, and expert communicator with a diversified 33 – year career facilitating and culminating satisfactory resolutions in municipal and personal capacities. History of formulating strategic direction and plans, pinpointing and resolving issues, and ensuring organizational goals and objectives align with client expectations. Known for delivering relationship oversight, whilst motivating, encouraging, and coaching staff toward success. Cogent representative adept in boosting outreach, awareness, and desired outcomes.

- Operational Planning
- Program & Service Delivery
- Research & Analysis
- Marketing & Consulting
- Performance Management
- Process Improvements
- Contract Administration
- Labor Relations
- Documentation & Reporting
- Public Speaking
- Team Building
- Customer Service

Professional Experience

University North Texas at Dallas, Dallas, TX
Adjunct Professor

8/2016 – Present

Inspire, motivate, and encourage students to advance knowledge of the Practicum in Mediation and Dispute Resolution at the School of Human Services and Management. Deliver comprehensive lectures, foster an interactive learning atmosphere, and lead in-class discussions. Devise and oversee class syllabus, ensuring achievement of all departmental needs and institutional standards. Develop assignments, grade tests, exams, and papers, and track grades.

- Guide students' progress by provisioning timely and constructive feedback, addressing advancement toward goal, and involving learners in the compilation of performance-based data
- Spark conversation by introducing, explaining, and relating new ideas to familiar concepts utilizing details and real-world references
- Drive engagement, classroom interaction, and understanding of materials via presentation of facts, examples, and references

Buchanon Mediation Service, Lancaster, TX
Mediator

1/2013 – Present

Minimize impact on judicial system by facilitating alternative dispute resolution (ADR) spanning basic mediation, divorce and family mediation, and workplace and conflict dynamic certifications. Champion negotiations and settlements between disputing parties by provisioning direction and motivation and partnering with parties to find a mutual solution. Mitigate conflict by initiating and controlling discussions and formulating direction of negotiations. Compile key information including case histories, various documentation, and correspondence, pre-preparation of court reports. Administer financial control by defining business plan budgets and forecasts extending five years.

- Serve as neutral third party facilitator subject matter expert (SME) in public policy, debt collection, personal injury, workplace disputes, education, and divorce and family issues
- Lead dispute resolution workshops and seminars for groups and organizations, assisting individuals in selecting and utilizing effective methods of communication

Buchanon Associates, Lancaster, TX
Marketing Manager & Consultant

10/2002 – 8/2017

Represent and advocate for clients during planning and zoning issues regarding land use and development propositions, provisioning an effective, approachable voice. Build and nourish key contacts within municipal, county, state, and federal levels, benefitting clients amid planning, marketing, and execution of commercial and residential development projects. Develop innovative marketing plans and strategies designed to capture client requirements, desired outcomes, and project scopes. Exert financial oversight via development of five year budgets and forecasts and devising costs while formulating project proposals and executing campaigns.

- Coach, advise, and collaborate with candidates running for local and statewide elected offices as campaign manager and political consultant, resulting in increased exposure
- Stimulate project progression by meeting with and acting as proxy with appropriate officials, civic and community organizations, leaders, and governing bodies

Buchanon Company Art, Lancaster, TX

8/1986 – 8/2017

Partner & Sales Manager

Drive the artistic and commercial success of the gallery by buying, selling, and collecting various genres of visual art. Trigger sales by marketing pieces to targeted buyers and promoting artists. Reach diverse clientele with a spectrum of budgets by offering quality custom framing, reproduction, and distribution services. Improve return on investments by defining five year budgets and forecasts.

- Expand artists' outreach by advising on negotiating with publishers to copyright, reproduce, and distribute art to the general public and scheduling engaging exhibits

City of Lancaster, Lancaster, TX

6/1994 – 6/2002

Councilman District Six

Facilitated strides within the community as a member of numerous city boards and commissions; whilst conducting thorough research and review of current and relevant issues. Executed various changes to the betterment of the community without raising taxes, including, planning and creating a 289 - acre park and piloting the passing of a half-cent sales tax funding the Lancaster Economic Development and Recreation Development Corporations. Represented the Great State of Texas as a member of the National League of Cities Small Cities Steering Committee and Council. Reduced expenditures by researching and implementing areas to trim costs.

- Boosted funding for the Lancaster Independent School District by assisting with the passing of a \$110M bond package, while serving as co-chairman for the School Bond Committee

*Previous employment includes **Customer Automation Specialist** for Airborne Express.*

Education & Credentials

Master of Art in Conflict Resolution & Reconciliation, Abilene Christian University, Abilene, TX, 8/2015

Inducted into Alpha Chi National Honor Society, GPA 4.0

Bachelor of Arts in Political Science, Rutgers University, New Brunswick, NJ

~ Certifications ~

Family Law & Dispute Resolution, Negotiation, Mediation Training, Domestic Relations & Dispute Resolution, Certificate of Achievement, (license class 06DS758), Effective Dispute Resolution Skills for Local Elected Officials

~ Honors & Awards ~

Certificate of Appreciation - G.W. Carter Creative Arts Learning Center, Leadership Award - Martin Luther King Jr. Parade Committee, Certificate of Recognition - Lancaster Independent School District, Community Service Award – City of Lancaster, Best Outstanding Volunteer of the Year – Creative Vision Social Services, Certificate of Achievement in Leadership Excellence – National League of Cities, Outstanding Service Award – TABCCM, Mediator of the Year – Dallas County Dispute Resolution

Extensive experience in the field of mediation, both as a mediator and from previous work experience. Have held positions in Project Planning, International Customer Service Management, and Customer Automation, all of which have required me to use skills in cooperation, negotiation, and collaboration to come to satisfying resolutions for all parties. Always making an effort to help establish working relationships between people and businesses. My experience with community and civic situations has taught me to be tactful and flexible. Mediation also allows me to continue to develop and polish my team building skills.

Communication is the key. Without it, there is no result. This is the reason I was drawn to the field of mediation. It is an enjoyable experience assisting people in finding ways to communicate more effectively when resolving a conflict or dispute. The combination of teaching plus mediation is an incredible opportunity for me to continue to grow and learn as a mediator while helping my clients grow and learn as individuals, a community or business professionals.

One of the greatest feats a mediator can accomplish is bringing two sides together to resolve the issue while strengthening the relationship. Better still is when the parties walk away with a positive view of the process and are willing to trust the process to work for them.

Experience

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Adjunct Professor School of Human Services

Company Name University of North Texas - Dallas

Dates Employed Aug 2016 – Present

Employment Duration 1 yr 3 mos

Location Dalas, Texas

Adjunct Professor in School of Human Services. Currently teaching Practicum in Mediation and Dispute resolution.

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Mediator

Company Name Buchanon Mediation Service

Dates Employed Jan 2013 – Present

Employment Duration 4 yrs 10 mos

Location Dallas/Fort Worth Area

As a neutral third party facilitator, engage disputing parties in a process working toward an agreement understanding or reconciliation. Mediate assigned cases from various sources in the areas of public policy, debt collection, personal injury, workplace disputes, education, divorce and family issues.

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Consultant

Company Name Buchanon Associates

Dates Employed Oct 2002 – Present

Employment Duration 15 yrs 1 mo

Advocate for clients regarding Planning and Zoning issues for land use and development. Establish and maintain key contacts on the municipal county state and federal level on issues of interest to my clients. Assist in the development of a strategy in the planning marketing and implementation of commercial and residential development projects. Meet with elected officials at every level as well as civic, community organizations and leaders in an effort to identify and address concerns to ensure projects move forward in a timely manner. Represent clients before various governing bodies; assisting them in moving projects forward in their jurisdiction.

Consult advise and manage political candidates seeking elective office.

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Manager/Partner

Company Name Buchanon Company Art

Dates Employed Aug 1986 – Present

Employment Duration 31 yrs 3 mos

Buy, sell, distribute and reproduce visual art. Represent artists in scheduling exhibits and negotiating reproduction rights. Develop new commercial accounts and manage the daily operations of an art gallery. Provide quality custom framing.

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Councilman District Six

Company Name City of Lancaster, TX

Dates Employed 1994 – 2002

Employment Duration 8 yrs

During my tenure on the Lancaster City Council, spearheaded many improvements to the city without raising taxes; including the planning and development of a 289 acre park which currently includes a youth baseball field, soccer fields, Pop Warner football and practice fields, a 60,000 sq. ft. recreation center, a 25,000sq. ft. library, 12 acre lake and amphitheater. Spearheaded the passing of a half – cent sales tax to fund the Lancaster Economic Development Corporation and the Lancaster Recreation Development Corporation. Known for my thorough research and review of the issues being addressed. Served on numerous City Boards and Commissions from 1989 to present. Also worked closely with the Lancaster Independent School District on various projects. Most recently served as co-chairman for the School Bond Committee, assisting in the passing of a \$110 million bond package.

- Represented the Great State of Texas as a member of the National League of Cities Small Cities Steering Committee and Council; December 1999 – May 2002.

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Customer Automation Specialist

Company Name Ariborne Express

Dates Employed Oct 1984 – Feb 2000

Employment Duration 15 yrs 5 mos

Location DFW Airport, Texas

- ♣ As a member of the marketing team, trained new Tech Reps, assigned and scheduled the installation, training and maintenance of a computerized data entry system; along with software used by client locations to process their daily shipping activity. Resolving disputes between operations, technical support, customers and Airborne Express personnel. Created oral and written presentations, as well as reports.
- ♣ Created inventory management control system for all computer equipment and provided data file conversions to clients.
- ♣ Awarded the APEX Award (Airborne's Program for Excellence), the highest award given by the company and the Employee Tagline Recognition Award.

Education

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Abilene Christian University

Degree Name Master of Arts (M.A.)

Field Of Study Conflict Resolution and Reconciliation

Grade 4.0 GPA

Dates attended or expected graduation 2014 – 2015

Activities and Societies: Alpha Chi National Honor Society

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Rutgers University-New Brunswick

Degree Name Bachelor's Degree

Activities and Societies: Kappa Alpha Psi Fraternity, Inc.