

Glenda M. Moore, BS, MACR C.V. Mediator – Memphis, Tennessee

TN Rule 31 Listed Family/ Domestic Violence Mediator/ Conflict Resolution Specialist at Moore Solutions, Owner

Moore Solutions, Owner

Bethel University

Memphis, Tennessee

To obtain a full-time Administrative position within an organization, which will offer me the opportunity to utilize organization, interpersonal, and technological skills, as well as provide me with advanced training and experience in my field.

Experience

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TN Rule 31 Listed Family/ Domestic Violence Mediator/ Conflict Resolution Specialist

Company Name Moore Solutions, Owner

Dates Employed Apr 2016 – Present

Employment Duration 1 yr 7 mos

Location Greater Memphis Area

"Where discovering a solution to conflict is our goal"

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Deputy Court Clerk

Company Name Juvenile Court/Memphis, TN

Dates Employed Jan 2011 – Present

Employment Duration 6 yrs 10 mos

Location Juvenile Clerk's Office /Central Records

Receives, examines, researches and develops Juvenile Court family case history and legal records. I have knowledge of Juvenile Justice System. I am experience in modern counseling techniques. Prepare case files for presentation to Criminal Court for juvenile cases that have been bind over transfers. Complies, researches, verifies and records information that includes legal, social, psychological, education information for review. Assists the Attorney General's Office, Juvenile Defender's Office and Public Defender's Office when binding over juvenile defenders. Coordinate with the Attorney General's Office and Criminal Court Clerks Office for legal guidance in preparation of cases and legal files needed for juvenile bind over process. Maintain and gather client information and other relevant information for court cases. Locates, pulls and files case history files and legal records. Provide knowledge and assistance to attorneys, other criminal justice agencies, federal and states agencies concerning court procedures or case information. Answers telephone, look up information to provide assistance to the public or Juvenile Court personnel in order to answer routine inquiries. Prepares and processes attorney petition for court hearing. Perform other related duties as assigned by management.

Education

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Bethel University

Degree Name Master's Degree

Field Of Study Conflict Resolution

Grade A

Dates attended or expected graduation 2012 – 2014

May 10, 2014

Media (1)

This position has 1 media

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Glenda's Graduation

Glenda's Graduation

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Bethel University, McKenzie, TN

Degree Name Current Studies / MBA

Field Of Study Conflict Resolution

Dates attended or expected graduation 2012 – 2014

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Bethel University, McKenzie, Tn

Degree Name Bachelor's Degree

Field Of Study Management and Development

Grade A

Dates attended or expected graduation 2008 – 2010