

Stacie Thornhill C.V. Mediator – Columbus, Georgia

Paralegal and EEO Mediator

1-16 Cavalry Regiment

Abilene Christian University

Columbus, Georgia Area

I am currently seeking opportunities in mediation and conflict resolution, specifically in the states of Georgia and Alabama. I would welcome the opportunity to present your business, church, or organization training in conflict resolution methods and techniques.

I have 24 years experience in leadership, coaching, mentoring, and management in the legal and human resources fields, specializing in military and criminal law. I routinely train individuals in legal processes and give group training on various topics. I also have experience in family law, claims, investigations, administrative law, FOIA, and paralegal career development.

I support the community through volunteer service for children and veteran's organizations.

Experience

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Paralegal and EEO Mediator

Company Name 1-16 Cavalry Regiment

Dates Employed Jan 2011 – Present

Employment Duration 6 yrs 10 mos

Location Fort Benning, Georgia

I serve as the legal assistant to the leadership of a 500-person military organization on matters pertaining to military justice, administrative eliminations, courts-martial, investigations, client services and referrals and personnel actions. I serve as an installation mediator for the Equal Employment Opportunity Office to assist in resolving workplace conflicts between management and employees.

I am considered a subject-matter expert on administrative legal matters, personnel operations and

mentorship. I routinely research and prepare written communications, detailed reports and course of action recommendations, in addition to providing normal administrative support expected of a paralegal. I established effective collaborative working relationships within and outside the organization to facilitate seamless information exchanges on a case by case basis. These organizations including Physical Evaluation Board Liaisons, Civil Liaison, local attorneys, court personnel and law enforcement officials.



Volunteer

Company Name Our House at Carpenter's Way Ranch

Dates Employed Jan 2014 – Jan 2015

Employment Duration 1 yr 1 mo

Develop a Conflict Resolution Program and teach Conflict Resolution skills and techniques to at risk youth.

Media (1)

This position has 1 media

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UNDERSTANDING AND RESOLVING CONFLICT

UNDERSTANDING AND RESOLVING CONFLICT

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- ## **Senior Paralegal**

Company Name Office of the Staff Judge Advocate

Dates Employed Oct 2008 – Oct 2010

Employment Duration 2 yrs 1 mo

Location Fort Rucker, AL

I actively supervised administrative, training, support and logistics for a 31 person office consisting of paralegals and attorneys with a client base of 62,000 personnel. I managed the paralegal career development; placed paralegals in diverse job assignments to ensure technical competence. I was sought by junior attorneys for mentorship and career guidance. I monitored the security and maintenance of office equipment valued over \$100k without loss. I ensured paralegals; legal assistants and support staff were developed into experts within their subject area. I participated in management meetings, safety and security and equal opportunity meetings to ensure compliance within the organization

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Senior Paralegal

Company Name US Army, Brigade Legal Office

Dates Employed Mar 2006 – Sep 2008

Employment Duration 2 yrs 7 mos

Location Fort Stewart, GA

I provided administrative and legal support to a combat brigade and staff which supported over 15,000 personnel. I provided quality control in the preparation and filing of documents for military trials and administrative actions. I supervised, trained, and evaluated six paralegals, directly supporting two attorneys and providing indirect support to several others in the area of operation. I supervised the personal and foreign aid claims services and legal assistance services, including the preparation of last wills and testaments, powers of attorney, and notarial services in accordance with 10 U.S. Code, Section 1044a, operational law and administrative law matters. I managed a seven person organization in combat during Operation Iraqi Freedom V. I supervised the administrative, training, operational, and logistical support for the legal section. I reviewed investigations; ensured completeness and legal sufficiency prior to submission to a higher headquarters in accordance with the Freedom of Information Act. I routinely reviewed classified documents and coordinated with the classified document custodian to redact files as required prior to release. I routinely handled and processed classified documents in accordance with their classification. Additionally, I was responsible for the health and welfare of two local nationals hired as interpreters. I ensured they were properly equipped, housed and utilized in accordance with mission requirements. I would co-ordinate with the State Department to provide services of Naturalization and Immigration and Passports for all eligible personnel.

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Senior Paralegal, Criminal Law and Enlisted Management

Company Name US Army, Office of the Staff Judge Advocate, 3d Infantry Division

Dates Employed Sep 2003 – Feb 2006

Employment Duration 2 yrs 6 mos

Location Fort Stewart, GA

Trained and provided professional development and assignment of 36 paralegal support personnel. Served; Supervised legal services to a community of over 100,000; Ensured the maintenance and security of property valued over \$500,000. Managed the administration of military justice for a jurisdiction of 17,000 Soldiers. Compiled and forwarded reports to higher echelons. Managed court-martial witness budget of over \$150,000. Maintained oversight over post-trial processing time, court-martial jury selection and administrative officer separations; supervised witness procurement which included preparation of travel arrangements and payment documents; served as primary inspector for subordinate units.

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

Dates attended or expected graduation 2013 – 2014

http://conflictres.acu.edu/lpap/?Access_Code=ACU-ALLMCR-SEO2&utm_source=SEO2&utm_medium=SEO

Media (1)

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ACU Diploma

ACU Diploma

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Abilene Christian University

Degree Name Certificate of Graduate Study

Field Of Study Conflict Resolution and Reconciliation

Dates attended or expected graduation 2013 – 2013

Media (1)

This position has 1 media

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ACU Grad Cert 2013

ACU Grad Cert 2013

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Liberty University

Degree Name Bachelor

Field Of Study Multidisciplinary (Business & Religion)

Grade 3.30 GPA

Dates attended or expected graduation 2005 – 2010