

**Pamela Briggs C.V. Mediator – Tallahassee, Florida**

## **Certified County Court Mediator at Florida Supreme Court**

**Florida Supreme Court**

**Florida Institute of Technology**

**Tallahassee, Florida**

I am a self-starter, detail oriented, proactive individual that leads with positive ideas and the courage to "think outside the box". Demonstrated exceptional work ethic that continues until the job is done while providing excellent customer service to my customers.

### **Experience**

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**Certified County Court Mediator**

**Company Name Florida Supreme Court**

**Dates Employed May 2013 – Present**

**Employment Duration 4 yrs 6 mos**

**Location State of Florida**

Currently serve as a certified county court mediator for Small Claims Court in Leon County.

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**Retired**

**Company Name retired**

**Dates Employed Jul 2012 – Jun 2013**

## **Employment Duration 1 yr**

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## **Postmaster**

**Company Name United States Postal Service**

**Dates Employed 1984 – 2012**

**Employment Duration 28 yrs**

Responsibilities included overseeing a main Post Office with 50+ employees and one satellite office with one Station Manager and 15+ employees. Daily goals include: Customer Service, Delivery of Mails, Growing the Business, Employee Development.

## **Education**

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## **Florida Institute of Technology**

**Degree Name Bachelor of Business Administration (BBA)**

**Field Of Study Business Administration and Management, General, Minor in Human Relations.**

**Grade 3.96**

**Dates attended or expected graduation 2006 – 2008**

All studies necessary for Bachelor's Degree in Business Administration/Management. Also graduated with a minor in Human Resource Management

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**Kaplan University**

Degree Name Associate of Science (A.S.)

Field Of Study Business Administration and Management, General

Grade 3.98 GPA

Dates attended or expected graduation 2004 – 2006

Activities and Societies: Graduated Suma Cum Laude, Member Golden Key Honor Society

All studies required for AS degree in Business Administration/Management.