

**Elka V. Graham, MPA, JD C.V. Mediator – Nashville, Tennessee**

**Available for mediation, employee relations, public policy, political, legislative, legal and administrative projects.**

**Mediator**

**Thomas Goode Jones School of Law**

**Greater Nashville Area, TN**

I am currently seeking employment opportunities in the Franklin/Nashville Tennessee area.

## **Experience**

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### **Independent Consultant**

**Company Name Mediator**

**Dates Employed Aug 2016 – Present**

**Employment Duration 1 yr 4 mos**

**Location Montgomery, Alabama Area**

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### **Law Clerk to Circuit Court Judge Anita L. Kelly**

**Company Name 15th Judicial Circuit**

**Dates Employed Apr 2015 – Nov 2016**

**Employment Duration 1 yr 8 mos**

**Location Montgomery, Alabama Area**

- Appointed Special Master for Pendente Lite hearings for domestic matters
- Conduct legal research for drafting of judicial orders and draft orders
- Set dockets and prepare judicial orders
- Interact with Parties, Attorneys and other Judges
- Grant/deny all Petitions for Protection from Abuse requests
- Inform parties of motions, court dates, hearings and other basic information regarding court dates

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## **Recruiter**

**Company Name Faulkner Law - Thomas Goode Jones School of Law**

**Dates Employed Sep 2014 – Dec 2014**

**Employment Duration 4 mos**

**Location Montgomery, Alabama Area**

- Attended career and graduate school fairs and spoke to students interested in law school
- Discussed law school admissions procedures, curriculum and programs offered at Faulkner Law
- Collected information on interested students for follow-up purposes

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## **Research Assistant for Professor John Craft**

**Company Name Faulkner Law - Thomas Goode Jones School of Law**

**Dates Employed Jul 2013 – May 2014**

**Employment Duration 11 mos**

**Location Montgomery, Alabama Area**

- Use legal search engines, library and other resources to search multiple topics concerning elders
- Prepare and deliver presentations on various topics concerning elders, elder abuse, neglect and awareness of other issues pertaining to elders
- Conduct targeted geographical research and nationwide research on various topics and prepare draft legislation for presentation by legislative action committee

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### **Mediation Clinic**

**Company Name Faulkner Law - Thomas Goode Jones School of Law**

**Dates Employed Jan 2014 – Apr 2014**

**Employment Duration 4 mos**

**Location Montgomery, Alabama Area**

- Alternative Dispute Resolution Certification (Certified Civil, Foreclosure, Divorce and Family Mediator)
- Mediate civil court cases for Montgomery and Autauga County District Court
- Interview clients and legal counsel, if retained and facilitate negotiation between parties to reach a settlement
- Prepare settlement contract and execute final documents

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### **Elder Law Clinic**

**Company Name Faulkner Law - Thomas Goode Jones School of Law**

**Dates Employed Aug 2013 – Dec 2013**

**Employment Duration 5 mos**

**Location Montgomery, Alabama Area**

- Prepare estate planning documents for clinic clients
- Conduct client interviews, gather, organize and prioritize information for requested documents
- Conduct research and gather information to prepare requested documents
- Set follow-up client meetings for document review
- Conduct execution of final documents

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## **Legal Intern**

**Company Name Alabama Law Institute, Alabama State Legislature**

**Dates Employed Jan 2013 – Apr 2013**

**Employment Duration 4 mos**

**Location Montgomery, Alabama Area**

- Research legislative issues on a variety of topics
- Draft legislation for current and upcoming legislative sessions
- Conduct research based on statutes and case law to prepare legislation
- Prepare memorandums based on a variety of topics
- Monitor legislative session and track the progress of targeted legislation

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## **Political Consultant**

**Company Name D and R Strategies**

**Dates Employed Jun 2010 – Nov 2010**

**Employment Duration 6 mos**

**Location Huntsville, Alabama Area**

- Provide consulting services to 4 campaigns: State School Board, Congressional, County Commission Chair, State Senate
- Campaign management for County Commission Chair including robo call scripting, field direction, media buys and campaign strategy
- Election day activity coordination
- Coordination of fundraising campaign
- Election night watch party event coordination
- Field coordination including turf cutting, data entry and analysis

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**North Alabama Coordinator, Artur Davis for Governor**

**Company Name Artur Davis 2010 for Governor Campaign**

**Dates Employed Mar 2010 – Jun 2010**

**Employment Duration 4 mos**

**Location Huntsville, Alabama Area**

- Execute prepared field plan for a Birmingham based campaign for 10 counties in the North Alabama region.
- Coordinate community outreach activities
- Coordinates strategic grassroots efforts to advance electoral campaign objectives
- Manage volunteer phone banks, canvassing, visibility events, schedule house parties
- Strategically identify beneficial events based on cost, attendance, demographics and other factors as well as events and appearances for candidate
- Organize GOTV events

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**Team Coordinator**

**Company Name Barack Obama Organizing Fellows Program**

**Dates Employed Jul 2007 – Aug 2007**

**Employment Duration 2 mos**

**Location Greater Seattle Area**

- Extensive training in organizing, volunteer recruitment/retention, voter registration, canvassing and other aspects of grassroots/community organizing
- Trained and proficient in the use of the Vote Builder Database
- Responsible for ensuring that all goals set by the Field Director are met
- Served as liaison to Regional Field Director
- Coordinate and support team members
- Created agendas and lead meetings
- Served as resource coordinator for the team
- Ensure all events are effectively planned and prepared with appropriate resources
- Responsible for organizing and coordinating phone banks
- Ensure data is reported accurately and in a timely manner

## **Education**

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**Thomas Goode Jones School of Law**

Degree Name J.D., Juris Doctorate

Field Of Study Law

Dates attended or expected graduation 2011 – 2014

Activities and Societies: Jones Public Interest Law Foundation Phi Alpha Delta Earnestine S. Sapp Chapter of the Black Law Students Association Jones Law Democrats Women's Legal Society 2014 Fred Gray Civil Rights Symposium Chair

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**Troy University in Montgomery**

Degree Name MPA

Field Of Study Public Administration

Dates attended or expected graduation 2004 – 2005

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**University of North Alabama**

Degree Name BS

Field Of Study Major: Sociology and Political Science; Minor Women's Studies

Dates attended or expected graduation 2000 – 2003

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**Hickman Real Estate Scchool**

Degree Name Alabama Licensed Real Estate Agent

Field Of Study Real Estate

Dates attended or expected graduation 2009 – 2009