Kevin Marsh

ALTERNATIVE DISPUTE RESOLUTION COORDINATOR

Phoenix, AZ (602) 555-0141 kevin.marsh@email.com linkedin.com/in/kevinmarsh-adr

SUMMARY

Alternative dispute resolution coordinator with 5 years running court and community mediation programs in the Phoenix area. Manages intake screening, case scheduling and a roster of 45 volunteer mediators, and builds the data reporting courts use to fund ADR services.

SKILLS

Case Scheduling • Intake Screening • Mediator Roster Management • Program Evaluation • Data Reporting

Case Management System • Microsoft Excel • Mediation • Training Coordination • Attention to Detail

EXPERIENCE

Alternative Dispute Resolution Coordinator

02/2023 - Present

Saguaro Regional Court Services

Phoenix, AZ

Court-annexed ADR program for civil, small claims and family cases.

- Coordinate **1,100** referred cases a year from referral through mediation, reporting outcomes to the presiding judge.
- Handle mediator roster management for 45 volunteers, covering recruitment, training calendars and observation sign-offs.
- Run intake screening calls with both parties, flagging domestic violence or capacity concerns before any session is booked.
- Built a program evaluation survey and Microsoft Excel dashboard showing a 64% settlement rate for the 2025 budget request.

Mediation Program Specialist

06/2021 - 01/2023

Desert Valley Community Mediation Center

Mesa, AZ

Nonprofit center offering neighbor, landlord-tenant and small claims mediation.

- Scheduled **60** mediations a month across four sites, cutting the average wait from six weeks to three.
- Entered every case in the case management system and produced quarterly data reporting for two grant funders.
- Co-mediated 40 neighbor and landlord-tenant disputes after completing basic mediation training.
- Organized materials and logistics for 3 basic mediation courses a year with 20 participants each.

EDUCATION

Bachelor of Science

05/2021

Arizona State University

Tempe, AZ

Justice Studies

CERTIFICATES

Basic Mediation Training (40 Hours)

Desert Valley Community Mediation Center

09/2021