

CARMEN R. WOLFE, J.D.

 CarmenReyesWolfe@iCloud.com |  Cultured | Educated J.D. (Law Graduate) | Flexible, positive, and team-centered personality | Remote preferred/Home Office 

Please note: Any lapses in time between employment can be elucidated. I spent time In South America teaching ESL/TOEFL to children who did not have the means to attend an English academy.

PROFESSIONAL SUMMARY

Bilingual law school graduate (2015) with more than 10+ years of professional experience in legal writing, editing, publishing, legal research and writing, strong organization skills, trained in AI and certified as an Advanced Mediator. Strong communication and teamwork skills.

My core competencies are in legal writing (both English and Spanish), directly supporting managers and executives, customer-facing interactions, ensuring regulatory compliance, developing operating procedures, coaching team members, mediation, understanding of policies and procedures and ability to adhere strictly to them.

PROFESSIONAL EXPERIENCE

Advanced Mediator — Oakland and Wayne Co. Mediation Centers*

- Begun training in 2020 during COVID-19. Acquired first mediator certificate in 2015, in law school. Since then, I have trained as an advanced mediator in civil, domestic, divorce, child protection, behavioral health, landlord/tenant and more.
- Conducted meetings, facilitating and guiding discussions and helping parties reach common ground. High success rate.
- Recently became certified through SCAO in Behavioral Health Mediation to work on cases with individuals who have disabilities and need additional assistance.

Thomson Reuters — Legal Writer, Researcher & Publisher

April 2022 to April 2025 (Remote) - Company sold FINDLAW and layoffs followed.

- Published 150+ legal articles for ABOGADO and 500+ articles for FINDLAW.

- Adapted legal content to LATAM and U.S. audiences.
- Used AI tools to streamline writing, editing, correcting and teaching.
- Worked with legal and marketing teams, supporting managers and executives.

Tishkoff Law Firm — Litigation Associate

Mid 2020 – Late 2021 (Remote)

- Served as primary paralegal for firm's Founding Partner, Will Tishkoff.
- Handled discovery, motions, and trial prep., managing high volume caseloads.
- Attended legal hearings, depositions and more.

Wayne County Center for Dispute Resolution and Oakland Mediation Center — Advanced Mediator (Paid and Pro Bono)

2020 – Present (Remote)

- Mediated 100+ family, civil, and insurance disputes. I am on the court roster for mandatory mediation in both Wayne County and Oakland County, Michigan.
- Conducted successful mediations via Zoom beginning in 2020 through today.
- Worked closely with attorneys and judges as well as clients to come up with workable solutions to civil and criminal matters.

Universidad Ibáñez, Chile — Visiting Professor of Law

2018 – 2020 (on-site, *trip extended due to COVID-19 travel restrictions*)

- I was invited as a Visiting Scholar to teach in one of South America's most prestigious universities.
- Developed and taught ADR training material in local language and according to Chile's legal system, laws and regulations.
- Taught English (ESL) in South America (Chile).

York County Court (PA) — Judicial Law Clerk to President Judge

2017 - 2018 (on-site)

- Attended Court every day. Sat in hearings, tasked with identifying the issues that need to be resolved for the parties.
- Researched family, criminal, and immigration cases extensively. Visited ICE detention centers and prisons.
- Stayed up to date with changing laws and regulations to ensure correct court opinions and memos drafted for the Judge.

Miller, Canfield, Paddock and Stone -- Global Marketing Communications Strategist

2015-2016 (on-site, temporary role.)

- Supported the marketing team in the team's director transition
- Created new marketing content to refresh communications with clients
- Conducted extensive market research, specifically LATAM, for possible partnerships in South America and its emerging markets.
- Coordinated responses for RFPs; conducted market research on emerging Latin American markets.

EDUCATION

University of Detroit Mercy School of Law — Juris Doctor — 2015

- Dean's Full Scholarship: Book Awards Recipient for achieving the highest possible grade for American Legal History and Labor Law. Served as mentor for 1st year students.
- Advanced Certified Mediator. Completed the required 40+ hours of training for civil mediation in Law School, which allowed me to receive specialized training in civil, criminal, employment, domestic and other types of mediation.
- Specialized heavily in domestic violence and divorce cases using trauma-centered approach in order to best serve the population.
- Represented the law school in the International Law division, working closely with Professor Troy Harris, who selected me for the role.

University of Michigan – Flint — Bachelor of Arts in Political Science, 2012

- Dean's Scholarship | Grants & Awards for Excellence

CERTIFICATIONS & COURSES (PAID & FREE)

- State of Michigan – Advanced Mediator Training (2023)
- University of Oxford – Certificate - Public Policy & Economics (2021)
- U.S. Institute of Diplomacy – Human Rights Consultant (2021)
- AI Ethics Certificate – Internal training (2023)

COMMUNITY & CULTURAL ENGAGEMENT

- Volunteering: Junior League. Orphanage and literacy missions in South America and the European Union.
- Interests: Cooking, baking, volunteering, hosting events, traveling, reading, horseback riding, playing cricket, tennis, and cold-water swimming.

***All Mediation Training Certificates are attached to this document.**