

Amina J. Patel

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SUMMARY

Dedicated and detail-oriented Arbitrator with over 7 years of experience in resolving disputes through mediation and arbitration. Proven track record of achieving fair and timely resolutions while maintaining professionalism and integrity in high-pressure situations.

EXPERIENCE

Senior Arbitrator

Jan 2020 - Present

Resolution Solutions Group, Chicago, IL

- Successfully resolved over 150 complex commercial disputes, achieving an 85% satisfaction rate among parties involved.
- Implemented streamlined case management processes that reduced average resolution time by 30%, saving clients approximately \$200,000 in legal fees annually.
- Utilized advanced mediation techniques to facilitate communication, resulting in a 40% increase in mutually agreed outcomes.

Associate Arbitrator

Jun 2018 - Dec 2019

Midwest Arbitration Services, Chicago, IL

- Managed a caseload of 100+ arbitration cases, ensuring compliance with relevant laws and regulations.
- Conducted extensive research and analysis, leading to a 20% improvement in case resolution efficiency.
- Collaborated with legal teams to determine appropriate arbitration protocols, enhancing overall case handling.

Judicial Clerk

Aug 2016 - May 2018

Cook County Circuit Court, Chicago, IL

- Assisted judges in drafting opinions and orders on arbitration-related cases, enhancing understanding of judicial processes.
- Organized and maintained court records, improving information retrieval time by 25%.
- Participated in training sessions on alternative dispute resolution methods.

EDUCATION

Bachelor of Arts in Political Science

May 2016

Northwestern University, Evanston, IL • GPA: 3.8

SKILLS

Technical Skills: Conflict Resolution, Mediation Techniques, Legal Research, Case Management

Tools & Frameworks: Arbitration Management Software, MS Office Suite, Legal Databases (Westlaw, LexisNexis)