

# **Jermeljervonta Anderson, MBA, NCPM**

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**Honolulu, Hawaii 96830**

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**Objective:** To utilize my labor relations and mediation experience to actively assist in resolving conflicts and disputes. I want to contribute to the economic and cultural vitality of the communities in which I will serve.

## **Education:**

- Nationally Certified Professional in Mediation
- Hawaii Pacific University, Honolulu Hawaii **Graduated July 2014**  
(Master's in Business Administration- Management)
- Central Washington University, Ellensburg Washington **Graduated June 2011**  
(B.A.-Law and Justice, Minor-Business)

## **Areas of expertise**

- Employee and Labor Relations
- Mediation and managing conflict.
- Conflict Resolution
- Settlement Agreements
- Interpersonal Skills (written and verbal)

## **Employee and Labor Relations Experience**

**Hawaii Government Employees Association (HGEA)**

**August 2015 - Present**

### **Senior Union Agent**

- Knowledge of Collective Bargaining Agreements, government operations, labor relations, HRS Chapter 89 and Civil Service Law Chapter 76.
- Advocate for HGEA members while understanding the complexities of departmental structure and processes.
- Assists and mediates labor disputes with employees and their employer.
- Provide conflict resolution for employees at their worksites, through working with supervisors and human resources.
- Successfully initiated and executed settlement agreements to resolve disputes and conflict.
- Extensive knowledge of grievance procedure and contract enforcement.
- Knowledge of negotiation and legal arbitration processes.
- Analyze pertinent information to provide oral and written summaries of investigations and grievance cases.
- Work with supervisor(s) and Human Resources to understand department functions and provide alternatives to increase efficiency and keep morale high for the employees.
- Review, analyze, and give feedback on government department policies and procedures.
- Served as a liaison between employees and the employer to help resolve departmental disputes.
- Conducts trainings and presentations on Collective Bargaining and labor relations for HGEA membership.

## **ProService Hawaii**

### **Payroll Services Coordinator/ HR**

**January 2015 – August 2015**

- Audited payrolls for accuracy, compliance with applicable State and Federal regulations
- Served as the neutral third party for employee disputes. Facilitated communication with employees in issues of personality clashes, bullying and harassment and cultural misunderstandings in the workplace, etc.
- Conducted trainings to assist with team building, building relationships and communication breakdowns.
- Ensured exceptional service to clients, as well as developing strong client relationships.
- Assisted in implementing employee orientation programs.
- Assisted in conducting training on personnel operations and internal processes.

## **Community Involvement and Leadership Experience**

- **Elected Member of the Neighborhood Board Commission (District 09)**

**June 2015 - May 2017**

### **Office of Senator Will Espero (Intern, Hawaii State Capitol)**

**January 2014- May 2014**

- Intern as an administrative aid during the legislative session.
- Communicated with other Senators and House Representatives while attending hearings and providing testimony in support and non-support of legislation.
- Assisted in writing and revising legislative bills.
- Communicate clearly and effectively with constituents. Inform constituents about the content of legislative bills and the legislative process.

## Professional Fees

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- My Professional fee for Arbitration and Mediation Services is **\$100 an hour**. Fees are calculated by the hourly rate multiplied by the total amount of time spent on the case. This is from the start until the termination/ resolution of the case.
- General Excise Tax is billed at the rate of 4.712%
- Travel Expenses – (If necessary) I bill for travel expenses including airfare, lodging, baggage fees, taxi/ uber, car rental and parking. I do not charge for meals or travel time.
- No Cancellation Fee will be assessed. In the event of a cancellation the parties are billed for the fees and costs incurred up until the notification of cancellation has been received.