**Casandra Batdorf**

**5910 North 15th Street, Apt. 102B**

**Tacoma, WA  98406**

**(253) 203-4884**

**EDUCATION**

* Lean Sixth Sigma, Green Belt Certification, Labor and Industries, May 2018
* Completed 40 hours of Dispute Resolution Training, July 2012, Certified Senior Conflict Resolution Mediator
* Oak Brook College of Law and Government Policy, Juris Doctorate Degree, October 2008
* The Evergreen State College, Bachelor's in Liberal Studies Degree June 2000
* South Puget Sound Community College, Associates in Paralegal Studies, June 1997

**KEY ACCOMPLISHMENTS**

Lean Sixth Sigma – Green Belt Certification 5/2018

Capstone Leadership – Graduate 8/2016

Facilitated two successful Lean Kaizens – Firm Appeals process improvement and director's compromise

Recipient of Outstanding Adult Award from Pierce County 2014

**PROFESSIONAL WORK EXPERIENCE**

**Board of Director/Treasurer**

**Highlands Homeowner Association**

**1/22 to Present**

Role is to run the association. Hire vendors for maintenance and repair. Review contracts and make decisions regarding maintaining the common areas, managing budgets/fiscal responsibilities, and enforcing/complying with governing documents. Resolve conflicts within the association.

**Volunteer Certified Senior Mediator**

**Thurston County Dispute Resolution Center, Olympia, WA**

**10/2013 to Present**

As Senior Mediator facilitate and lead fair and impartial mediations with disputants concerning civil matters and family mediations. Actively listen, identify the underlying interest, and prepare written settlement agreements.

**Litigation Specialist**

**Department of Labor and Industries (L&I), Fraud Prevention and Compliance Program, Firm Appeals, Tacoma, WA**

**4/2011 to Present**

As Litigation Specialist, exercise discretion and render expert resolution of employer disputes relating to field audits, successor liability, prime contractor liability, personal liability for business tax debt. Responsible for conducting fair and impartial informal conferences with employers. Provide technical advice to other divisions within L&I. Train staff and develop training materials. Prepared written decisions, including findings of fact, conclusions applying legal principles, statutes, and relevant case law. Research and analyze all manners of legal issues. Prepare settlement agreements and participate in settlement conferences. Manage and prioritize multiple cases. Acts as the Department's non-attorney representative before the Board of Industrial Insurance Appeals (BIIA). Provide assistance  to the Assistant Attorneys General in case preparation for hearings. Responsible for leading in the mediation hearings before the Board of Industrial Insurance Appeals.

**Certified Claims Adjudicator**

**Department of Labor and Industries, Claims Section, Tumwater, WA**

**4/2010 to 3/2011**

As Claims Adjudicator, independently reviewed and managed a caseload of State Fund workers' compensation claims in compliance with the Industrial Insurance Laws, case law, and department rules and policies. Responsible for adjudicating a minimum of 75 complex workers' compensation claims per week. Reviewed file and applied the law to allow or deny new claims. Authorized and issued time-loss compensation payments. Researched medical or legal issues for claim action using Revised Code of Washington, Washington Administrative Codes, policies, and case law. Responsible for the review of injured worker protests and rendered decisions regarding entitlements to benefits by written decision.

**Legal Assistant 2**

**Department of Social and Health Services, Board of Appeals (BOA), Lacey, WA**

**8/2009 to 4/2010**

As Legal Assistant, guided five Review Judges. Responsible for tracking all cases referred to the Superior Court, Court of Appeals, and Supreme Court using multiple computer programs and researching each case's outcomes. Examined legal documents to meet necessary legal steps, deadlines, and due process requirements. Composed answers to procedural correspondence, including letters advising appellants and attorneys of case status. Prepared and sends all necessary legal notices to appellants and other parties, informing them of time limits and due process opportunities. Tracked and routinely updated case status and information in the BOA database and docketing system. Maintains and organizes case files. Plans and carries out necessary legal record processing, correspondence, and legal notice requirements to prepare cases for action by the Review Judge.

**Paralegal 2**

**Department of Social and Health Services, Office of Financial Recovery (OFR), Lacey, WA**

**9/2005 to 8/2009**

Provided a thorough knowledge of probate and trust law, estate recovery, real property law, and conveyances. Managed and monitored multiple cases and mediated disputes. Represented the Department in administrative hearings before the Office of Administrative Hearings (OAH) Judge. Responsible for performing a thorough investigation and mediated complaints on assigned cases. Monitored ongoing litigation referred to the Attorney General's Office. Analyzed potential risk, liability, and potential policy impact to the overall Department; served as OFR liaison with Attorney General on all referred cases.

Prepared written decisions, motions, supporting documents, including findings of fact, the conclusion of law, and orders. Reviewed and applied statutes, policies, and rules to each case. Collected, reviewed, and explained data concerning outcomes on litigated cases and cases submitted to hearing to evaluate different legal and administrative strategies. Monitored OFR's compliance with federal and state laws and rules and adherence to state and federal audit findings regarding the collections processes. Advised Revenue Agents on cases and explained work-related technical information on case