

# Amanda Hubbard

## Licensed Private Investigator



## Personal Info

### Phone

216.272.2553

### E-mail

ahubbard@scoutinvestigativeservice.com

## Skills

Critical thinking and problem solving

Communication and interviewing

Technological skills and knowledge

Research and writing

Knowledge of the law and legal proceedings

High physical and mental fitness levels and stress endurance standards

Case management and organization

Presentations

20 hour OPOTA Private Security Firearms Certification

## Experience

05.2016 - present

### Licensed Private Investigator (20172100206565)

*Scout Investigative Service LLC (20172100206539), Fairview Park, Ohio*

- Online open source investigations
- Social media preservation and authentication
- Social media mining
- Ediscovery
- Process service
- Criminal/civil defense investigations
- Mitigation investigations

04.2014 - 08.2017

### Criminal Defense Investigator

*Cuyahoga County Public Defender, Cleveland, Ohio*

- Conduct independent investigations related to felony cases
- Online open source information gathering
- Social Media investigations
- Identify, locate, and interview witnesses
- Gather, mark, record, and preserve evidence
- Confer with Public Defenders
- Work with public agencies, police, attorneys, judges, and other professionals who may be relevant to legal defense
- Serve subpoenas and legal process
- Generate written reports upon completion of the fact-finding process
- Review police dispatch and jail call recordings
- Search computer resources, including TLO, Lexis Nexis, Lexis Advance, as well as, online public resources
- Examine and select relevant medical and pharmaceutical records
- Visit, examine, diagram, photograph crime scenes
- Prepare demonstrative evidence for use in court, such as, diagrams, charts, photographs, and computer presentations
- Lead investigator on Innocence Project cases
- Lead investigator on the Michael Madison (579539), capital case

06.2008 - 09.2008

### Medicolegal Investigator

*Cuyahoga County Medical Examiner, Cleveland, Ohio*

- Conducted death investigations on an on call basis for county Medical Examiner (ME)
- Responded quickly to traumatic and/or disturbing death scenes and conducted examination of decedent, pronouncing death and securing decedent and property on their person
- Coordinated field data collection, preserved evidence at scene, acquired and compiled pertinent medical history
- Photographically documented death scenes
- Performed data entry, and generated reports
- Wrote complete, accurate and comprehensive statement of investigations
- Provided timely communication of pertinent case information to OCME staff, autopsy personnel, law enforcement and decedent next of kin, as appropriate
- Facilitated transportation of remains to designated ME facility
- Performed additional tasks as requested by supervisor

01.2008 - 06.2008

### Medicolegal Investigator Intern

*Stark County Coroner, Canton, Ohio*

- Assisted Coroner and Chief Investigator during autopsies, evidence recovery, blood and bodily fluid preservation, internal/external examinations, scene investigations and report writing and documentation

08.2007 -  
06.2008

### **Capital Crimes Paralegal**

*Ohio Attorney General, Cleveland, Ohio*

- Specialized in Corrections Litigation for Capital Crimes, Habeas Corpus, and section 1983 cases
- Prepared procedural histories, briefs, joint appendices, and case summaries
- Performed research using Lexis Nexis, OHLEG, and other internet sources
- Performed investigations for new cases and clemency hearings
- Maintained case organization through discovery process
- Trial preparation

12.2005 -  
06.2006

### **Reserve Police Officer**

*Stow Police Department, Stow, Ohio*

- Performed routine auxiliary tasks, to include vacation checks, lockouts, and back up for commissioned police officers
- LEADS certified
- CPR & First Aid certified
- Firearms trained

01.2001 -  
06.2001

### **U.S. Marshals Service Intern**

*U.S. Marshals Service, Cleveland, Ohio*

- Assigned to Investigations

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## **Education**

2008 -  
present

### **Kent State University**

M.A. Criminal Justice, Global Security

01.2003 -  
08.2003

### **Kent State University**

B.A. Criminal Justice

08.1996 -  
12.2001

### **Akron University**

B.A. Sociology/ Law Enforcement

- NCAA Division I Basketball Full Scholarship Athlete

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## **Certificates**

CSMIE- Board Certified Social Media Intelligence Expert, *McAfee Institute*

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## **Conferences**

04.2017

NDIA (National Defender Investigator Association) National Conference, Fort Lauderdale, FL (*Presenter/ Social Media Investigations*)

06.2017

Techno Security & Digital Forensics Conference, Myrtle Beach, SC (*Presenter/ Social Media Investigations*)

09.2017

NDIA (National Defender Investigator Association) Regional Conference, New Orleans, LA (*Presenter/ Social Media Investigations*)

09.2017

