

Amanda Hendrix

Professional Profile

A highly accomplished and skilled paralegal and leader with over 29 years and a wide breadth of experience in internal compliance investigations, litigation, claims, environmental law, labor and employment, ethics programs, intellectual property, and legal billing.

- Certified and experienced investigator for ethics, employment, and criminal matters
- Processed and adjudicated hundreds of property claims for US Air Force
- Experienced in conducting complex discovery responses
- Trained, certified and experienced in conducting internal investigations
- Managed and reduced costs of company intellectual property portfolio
- Effective project leader
- Strong verbal, written, listening communication skills, organizational and time management skills
- Committed to continuous improvement
- Ability to prioritize, multitask, and work in a high-paced or changing environment
- Committed to high ethical/ personal standards - confidential and sensitive materials private and secure
- Competent in Microsoft Office suite

Professional Experience

General Dynamics Ordnance and Tactical Systems:

April 2012 - June 2021

General Dynamics Ordnance and Tactical Systems is a \$2B+ wholly-owned subsidiary of General Dynamics Corporation that produces and delivers ammunition, weapon systems and missile components to the U.S. Government, its allies, and commercial customers.

Senior Paralegal International Compliance Ethics Investigator

Accomplishments:

- Investigated, numerous ethics allegations including production irregularities, charging concerns, and employment issues
- Improved intellectual property management by bringing the function in-house, and training employees, resulting in savings of over \$300K
- Conducted complex and high-profile discovery responses
- Managed over \$2.2M in outside counsel invoices per year
- Awarded special bonuses for achievements every year with the company

Responsibilities:

- Conducted ethics investigations for 23 locations
- Managed intellectual property portfolio
- Managed and paid outside counsel fees on behalf of company
- Conducted and prepared discovery responses on all types of matters
- Supported labor and employment attorney, environmental attorney, and litigation attorney with miscellaneous issues

United States Air Force / Paralegal (Retired)

The Judge Advocate's General (JAG) Department is composed of hundreds of service men and women who provide legal advice and counsel to members of the U.S. Air Force.

Mar 1999 – Jul 2012 (Paralegal)

May 1992 – Mar 1999 (Supply Journeyman)

Paralegal/Defense

Achievements:

- Deployed during Operation Enduring Freedom – Ali Al Salem Air Base, Kuwait. The only Air Force Paralegal for 3,300 military personnel
- Lead as Division Chief for sections of the legal office including, Military Justice and Claims
- Selected as Airman of the month, quarter, and yearly awards, Military Excellence Award, Certificate of Merit Award.
- Awarded Meritorious Service Medal, 6 Air Force Commendation Medals, 4 Air Force Achievement Medals, 11 Air Force Outstanding Unit Awards, Air Force Organizational Excellence Award, 2 National Defense Service Medals, the Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Korean Defense Service Medal, 2 Air Force Overseas Ribbons (short tour), Air Force Overseas Ribbon (long tour), Air Force Expeditionary Service Ribbon with Gold Border, 3 Air Force Longevity Service, 2 USAF NCO PME Graduate, Small Arms Expert Marksmanship Ribbons (Rifle), Air Force Training Ribbon

Responsibilities:

- Processed and managed tort and personal property damage claims
- Prepared and conducted litigation/support for trial exhibits
- Performed ethics and criminal investigations
- Drafted legal documents, briefs, pleadings, appeals, wills and contracts
- Gathered/analyzed/research data, such as statutes, decisions, legal articles, codes and documents.
- Served as base Victim Witness Assistance Coordinator (VWAP)
- Managed office of Area Defense Counsel

Education / Certifications

Internal Investigations Certificate Accredited PHR/SPHR designation– Jan 2014

Advanced Internal Investigations Certificate Accredited PHR/SPHR designation and SHRM April 2018

Lean Six Sigma Yellow Belt – Sep 2012

Community College of the Air Force-Associate in Applied Science Logistics – Jul 2011 Community College of the Air Force-Associate in Applied Science Paralegal – Nov 2004