

BETH WINSTON
Durham, N.C.
919.604.0695

EXPERIENCE

September 2021 Law Offices of Amos Tyndall, PLLC.
to Present Carrboro, NC

Investigator

All aspects of criminal defense and civil investigations, from appointment of case through disposition. Duties include interviewing defendants, witnesses, and law enforcement; preparing chronologies and timelines; reviewing and summarizing discovery and medical records; and researching background information on witnesses and parties.

September 2017 Office of the Public Defender
to September 2021 Hillsborough, NC

Investigator

All aspects of criminal defense investigations, from appointment of case through disposition. Duties include interviewing defendants, witnesses, and law enforcement; preparing chronologies and timelines in preparation of capital as well as non-capital murder trials; assisting attorneys in development of defense theories, trial preparation, conceptualization and creation of exhibits and coordination of witnesses during trial.

September 2010 Office of the Capital Defender
to September 2017 Durham, NC

Chief Capital Case Investigator

All aspects of fact and mitigation investigation for capital and potentially capital cases. Duties include interviewing defendants, witnesses and law enforcement; record collection, organization, and analysis; preparing chronologies and timelines in preparation of capital as well as non-capital murder trials; assisting attorneys in development of defense theories, trial preparation, discovery organization and analysis, conceptualization and creation of exhibits and coordination of witnesses during trial. Participate in Public Defender Investigator Conference planning meetings, and present at conferences, including New Felony Defender Training, when requested. Train and supervise investigators in all capital defender satellite offices.

June 2001 Office of the Public Defender
to September 2010 Carrboro, N.C.

Senior Investigator

All aspects of criminal defense investigations for a ten attorney, two county office; from appointment of case through disposition. Duties include interviewing defendants, witnesses and law enforcement; preparing chronologies and timelines in preparation of capital as well as non-capital murder trials; assisting attorneys in development of defense theories, trial preparation, conceptualization and creation of exhibits and coordination of witnesses during trial. Train and supervise additional investigator and manage their caseload. Participate in Public Defender Investigator Conference planning meetings, and present at conferences when requested.

July 2000 CastleBranch, Inc.
to June 2001 Apex, N.C.

System Administrator

Trained users statewide on the NC Automated Criminal/Infractions System (ACIS), as well as web-based criminal research applications. Administration of IT services in a Windows/Linux environment. Configured, installed and maintained computer systems, printers and network equipment. Hardware, software, network, mainframe and web-based technical support for all staff as well as clients, statewide.

July 1999 Administrative Office of the Courts
to July 2000 Raleigh, N.C.

Systems Analyst

Support complex, integrated systems in a statewide Justice Information Systems Environment, including business systems analysis, testing, implementation, and security maintenance/administration. Manage projects to support legislation, including research, analyses, evaluations, and summaries. Serve as liaison between users and programmers for the purpose of developing and implementing systems. Statewide training of users on various judicial computer systems. Assist at Help Desk as needed.

August 1995 Office of the Public Defender
to July 1999 Carrboro, N.C.

Administrative Assistant

Management of a two county Public Defender's Office. Developed, implemented and managed all logistical and operational systems, ensuring efficient workflow. Responsible for assigning Court appointed cases to attorneys, as well as managing flow of over eight hundred existing cases. Managed all office IT procedures, including training employees on all computerized court systems. Supervised support staff. Performed Investigator duties for a three month period in her absence, including interviewing defendants, witnesses and law enforcement; preparing chronologies and timelines in preparation of capital as well as non-capital murder trials; assisting attorneys in development of defense theories, trial preparation, conceptualization and creation of exhibits and coordination of witnesses during trial.

March 1994 Frank Porter Graham Child Development Center
to August 1995 Chapel Hill, N.C.

Project Coordinator

Responsible for the coordination of all Institute research activities, fiscally and operationally. Ensured smooth flow of information between Investigators, research staff, and administrators. Managed Institute personnel, including orientation and training of new employees, space and equipment allocations, and creation of work plans. Managed all IT issues, including hardware and software upgrades, and troubleshooting Institute computer problems. Managed budgets of each study, including three subcontracts to other Universities.

August 1991 Office of the Public Defender
to March 1994 Carrboro, N.C.

Legal Assistant

Management of a two county Public Defender's Office. Developed, implemented, and managed all logistical and operational systems, ensuring efficient workflow. Responsible for assigning Court appointed cases to attorneys, as well as managing flow of over eight hundred existing cases. Managed all office IT procedures, including training employees on all computerized court systems.

May 1991 Winston and Massengale, Attorneys at Law (Temporary Position)
to August 1991 Chapel Hill, N.C.

Office Manager

Management of a two-attorney law office. Developed new fiscal management system, including A/P and A/R systems.

July 1986 MetroSport Athletic Club
to May 1991 Durham, N.C.

Operations Manager

Management of Front Desk Operations, fiscally and operationally. Conceptualization, implementation and management of New Member Orientation Program and Study, including development of interview protocol, hiring and training of staff on data collection, and dissemination of data to appropriate department heads. Conducted New Employee Training Classes and co-developed New Employee Orientation Manual. Conducted racquetball training programs for members. All Senior Manager duties.

Member Services Director

Conceptualization, implementation and management of Member Retention Program and Study, including development of interview protocol, hiring and training of staff on data collection, and dissemination of data to appropriate department heads. All Senior Manager duties. Managed all billing, processing and Customer Interface of 2000 members.

Administrative Assistant

Responsible for all billing, processing and Customer Interface of 2000 members. Created monthly and weekly utilization and retention analyses, as well as deferred income analyses. All Senior Manager duties.

January 1985 NNCB
To February 1986 Charlotte, N.C.

Collateral Assistant

Researched collateral discrepancies for loan officers; ensured proper collateral furnished for various types of loans. Assisted in statewide consolidation of this department.

LICENSES

Private Investigator, License Number 4295
North Carolina Private Protective Services Board
Original Issue Date: 2/25/2010
Expiration Date: 12/31/2023

COMMITTEES

Executive Secretary, North Carolina Public Defender Committee on Racial Equity (12/2013 – 4/2017)
Chair, Organization Committee for **13th** Screening, March 2017

SKILLS

Proficient in Windows, N.C. Automated Criminal Infractions System, NC DMV System, Microsoft Word, Microsoft Excel, Lexis Nexis, and Internet Research. Developing and presenting educational programs geared to investigative techniques for State employee trainings. Excellent organizational, communications, interpersonal, investigational, and analytical skills.

REFERENCES

Available upon request.