

Amy W. Hinnant

Director of Paralegal Services

Charlotte

amy.hinnant@troutman.com

D 919.835.4104

**OVERVIEW**

Amy is responsible for implementing and aligning the firmwide mission of the paralegal and staff timekeeper program with the firm's overall strategic objectives. Achieving this goal requires working directly with the chief of human resources, practice management, and office administrators.

Her responsibilities include leveraging talent across practice groups, supporting recruiting efforts, providing paralegals and staff timekeepers with the tools, resources, and training to enhance skills and facilitate career development, and implementing efficient processes to help the firm's attorneys provide the highest level of service to their clients.

Prior to her current role at the firm, Amy served as office administrator for the Raleigh and Charlotte offices, and as a paralegal.

PROFESSIONAL/COMMUNITY INVOLVEMENT

- International Practice Management Association (IPMA)

EDUCATION AND CERTIFICATIONS**EDUCATION**

- Durham Technical Community College, A.A.S., 1991, paralegal technology
- Louisburg Junior College, 1986, general education , general education