

## **Wendi R. Dodson**

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832-367-2258 cell

### **PROFESSIONAL EXPERIENCE**

#### **BIONIC EMERGENCY SERVICES, LLC**

*Executive Vice President*

Co-owned and managed one of Houston's largest independent water and fire damage restoration companies.  
Sold ownership interest, Dec. 2019.

Houston, TX  
2010 – Dec. 2019

#### **AFFORDABLE CARPET & DUCT CLEANING**

*Owner / Operator*

Operated carpet and air duct cleaning service and partnered with home warranty companies for cross-marketing.

Houston, TX  
2008 - 2010

#### **AutoUpLink OF HOUSTON**

*Partner / Vice President*

Managed all operations functions for automotive dealer service provider specializing in i) inventory data management and auto window stickers; ii) auction listing services, and iii) direct mail, digital, and other marketing services.

Houston, TX  
2005 – 2009

#### **EnFORM TECHNOLOGY n/k/a SUNGARD DATA SYSTEMS**

*Contracts Manager*

Retained to integrate contracts management function for major IT consulting firm who had been recently acquired by a Fortune 500 company. Negotiate, administer, and draft complex consulting and hybrid software agreements.

Houston, TX  
2003 to 2005

#### **SERVICES INTEGRATION GROUP, LP a SHELL OIL COMPANY**

*Director, Procurement & Contracting*

Procurement and contracts negotiation and management for former subsidiary of Shell Oil Company whose core business was property management, facilities, and services management for Shell Corporate Real Estate and its Houston campuses. Position dissolved when company was acquired by Pitney Bowes.

Houston, TX  
2000 to 2003

#### **BMC SOFTWARE, INC.**

*Sr. Contract Analyst*

Negotiation and drafting of domestic and international Enterprise Software License Agreements. Account management liaison for multi-million-dollar transactions involving Sales and Marketing, Channel Sales, and Professional Services.

Houston, TX  
1999-2000

#### **LP CORP. f/k/a LOUISIANA-PACIFIC CORPORATION**

*Corporate Contracts Manager*

Managed start-up of corporate-wide contracts management department for Fortune 500 Building Products Corporation. Supervised negotiation cycle and digital administration of 10,000+ contracts, contracts administration department, and Supply Management Information Systems.

Conroe, TX  
1997-1999

#### **BUTLER BURNETTE & PAPPAS**

*Sr. Legal Assistant – Litigation Case Manager*

1995-1997

Tampa, FL

**CORPUS CHRISTI GAS MARKETING, LP**  
*Contracts Administrator*

Houston, TX  
1994-1995

**LOUIS M. LIPPMAN & ASSOCIATES**, of Counsel to MORGAN & WEISBROD, LLP  
*Legal Administrator*

Houston, TX  
1992-1994

### **CERTIFICATIONS / TRAINING**

**Texas Modern Mediation Conference.** Texas Justice Center, Bellaire, TX. January 24, 2020  
**Harvard Law School**, Executive Education, Program on Negotiation, Mediating Disputes – 2018/2019  
**Mold Remediation Contractor’s Licensing Training Course**, Enviro-Con Services, Inc., June 2019  
**SBOT, 17<sup>th</sup> Annual Collections and Creditor’s Rights Course**, MCLE # 174034999, 12.75 Hours (Ethics 3)  
**Texas Adjuster All Lines Pre-Licensing Course**, 40 Hour TDI Accredited #33460, 20693cx400, Adjuster Training Center, September 2010  
**Accurate Estimate & Claims Writing with Xactimate**, 13.5 hours (all license types) TDI Course #9825, August, 2010  
**Accurate Elevation & Interior Estimating with Xactimate** (Sketch & Graphical Estimate), 3.5 (all license types, August 2010  
**Fundamentals of Water Loss**, MindCross Training & Consulting, December 10, 2010  
**Adjuster Property, Casualty & Surety Pre-Licensing Course**, Dearborn Financial Institute, Inc. TDI Accredited, #39468CX400, 40 Hours, September 2005

### **MEMBERSHIPS / AFFILIATIONS**

**Texas State Bar** – Law Student Member, February 2018 to present Id #24107444.  
**American Bar Association** – Law Student Member, February 2018 to present, Id #03091742  
**Houston Young Lawyer’s Association** – Student Member, August 2018 to present  
**Insurance Appraisal & Umpire Association, Inc.** – Associate Member, 2018 to present  
**Texas Association of Mediators** – Associate Member, 2018  
**LexisNexis** – Professional Research Certification, March 2018  
**American Society of Notaries**, Notary Member, May 2019, Id #943938  
**Society of Corporate Compliance & Ethics**, July 2019, Id # 212617

### **AWARDS**

**CALI Excellence for the Future Award**, Appellate Litigation, Fall 2018, Highest Course Grade

### **EDUCATION**

#### **Bachelor of Science - American Jurisprudence (Legal Studies)**

University of Houston – Clear Lake. May 1993. Mediation Certificate – Basic Mediation.

#### **Juris Doctor Candidate**

Texas Southern University. Thurgood Marshall School of Law. 2017\*-2020 \**academic scholarship*