
Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

None Selected

Please select your third Board preference: *

None Selected

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Ruth Ann

First Name

W

Middle Initial

Dyer

Last Name

535 N Main Street

Street Address

P O Box 187

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Mobile: (919) 632-8521

Primary Phone

Home: (919) 632-8521

Alternate Phone

rdyer@fmrealty.com

Email Address

Fonville Morisey Realty

Employer

Realtor

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

Yes No

In order to assure countywide representation, please indicate your place of residence:

Wake Forest

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I have a life-long love of the Arts: Attended the 2nd Governor's School Summer Program in Drama held at Salem College, in 1964, Stunt (creation of an original play for class competition) Chairperson for my Meredith College Class, Organizer for my Child's elementary Cultural Art's programs in Peachtree City, GA & WF. Member of the Atlanta Symphony Associates & started a satellite program in my suburb of Peachtree City. Worked with the United Arts Council & Town of WF in 1990, to start Arts Wake Forest (WF Cultural Arts Ass.), serving as Chairperson for 4 years. As a WF Chamber of Commerce Member/Volunteer headed-up our Meet-in-The-Street Arts Festival for 2 years, and more recently as WF Garden Club President and member organized 2 Autumn Arts and Plant Festivals held at the end of October. I have written grants, received grants for programs, and benefited from grants to enhance our community's cultural experience. I value the grant process and would love to be able to give back to United Arts by serving on this Grants Panel.

Work Experience

AllState Insurance Co Adjuster & Sales Rep., Xerox Sales Rep, and Administrator for Xerox Learning Systems' Sales and Management Courses. For the past 30 years have been a Real Estate Broker with Fonville Morisey Realty/A Long & Foster Co.

Volunteer Experience

Before children, I was a Girl Scout Organizer for 8 Troops while in Colorado. Girl Scout Leader for the 1st Pilot Daisy Girl Scout Troop in Wake County, Girl Scout Leader for my daughter's troop, Daisy thru her Senior in HS. WF Chamber of Commerce: Meet-in-the-Street Chairperson (only 2 full time employees in early 1990's), Chamber's Education Committee, Chamber Ambassador & recognized as Chamber Member of the Year. Cultural Arts Chair for WF Elementary School, Organized & Started the WF Cultural Arts Association in 1990, serving as Chairperson for 4 years. Trentini Scholarship Foundation: Member of the Board for 10 years, and chairperson 2 different times. Koinonia Charitable Foundation: Board Member for 6 years and Chairperson. WF Garden Club Member, V-President 2 years, President 2 years, Projects coordinator, Festival Chairperson, Spring Garden Tour Chairperson. Historic Preservation Commission for Town of WF, serving about 6 years in various capacities: Historic Homes Tour Docent 30 years, assisted in organizing, & a participant (Home on tour). Community Council of Wake Forest, representing several different organizations over the years. Class Agent (lifetime) for my Meredith College Class & served 6 years on the Meredith College Alumnae Board in charge of Reunions.

Education

Wake Forest High School & graduate of Meredith College Various Professional Schools: Licensed Insurance Adjuster & Agent & Real Estate Sales Agent/Broker. Zerox Sales & Management Courses.

Comments

Sorry, I do NOT have a resume. I have NOT change professions in 30 years. No need for one. I have listed most everything that I have done for the past 37+++ years above. If I must, I will assemble a resume. Just let me know. I see myself as "winding down" in my community involvement. I currently only serve with the WF Garden Club, giving me more time for other community service. I feel my life's experience with the Arts and volunteer Community organizations give me a broad prospective that will allow me to be an asset to this Grant's Panel.

Upload a Resume



If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics



Date of Birth

Gender *

Female

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Debbie Dunn of the Wake Forest Renaissance Center

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).



www.wfgardenclub.org

Saturday, October 22, 2022

10:00AM-4:00PM

**Wake Forest Historical Museum
414 N. Main Street, Wake Forest**

Admission is FREE

- Plant Vendors
- Wake Forest Garden Club Selling:
 - Spring Blooming Bulbs
 - Plants from our Gardens
- Flower Arranging Demonstration
- Artists & Artisans
- Vendors: Birding & Honey Farmers
- Master Gardener Information/Presentation
- Arts Wake Forest presents:
 - "My Cousin Skinny" 11AM-2PM
 - Acoustic Duo Blending Jazz, Folk, R&B, Rock and Pop Music
- Vintage Car Show



Proceeds benefit the Wake Forest Historical Museum gardens and ongoing projects of the Wake Forest Garden Club

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

Yates Mill Park Advisory Board

Please select your second Board preference: *

Adult Care Home Community Advisory Committee

Please select your third Board preference: *

United Arts Grants Panels

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Robert

First Name

Winstead

Last Name

Middle Initial

9409 Tweeds Mill Rd

Street Address

Suite or Apt

Raleigh

City

NC

State

27617

Postal Code

What district do you live in?

None Selected

Mobile: (919) 623-0610

Primary Phone

Business: (919) 755-3122

Alternate Phone

birderbob1@aol.com

Email Address

NC-DHHS

Employer

Manager

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

Yes No

In order to assure countywide representation, please indicate your place of residence:

Raleigh

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I would like to utilize my prior volunteer experience to serve my community. I have lots of free time to dedicate to public service and would enjoy doing so.

Work Experience

I have worked in the Human Service field for the past 30 plus years. This has provided me the opportunity to learn about our community and work with the diverse population of persons residing in and making Wake County such a wonderful place to live.

Volunteer Experience

I have been a volunteer in Wake County for the past 20 plus years serving on boards of community based HIV care service providers and the local Audubon Chapter. I have volunteered for community arts centers including DPAC and local amphitheaters. I served as a board member and President of the Eastern District NC Public Health Association.

Education

I have a Bachelors of Science in Criminal Justice from NC Wesleyan College.

Comments

Thank you for considering my application to serve on one or more boards in Wake County. As a resident of Wake County since 1990, I have seen the county grow and thrive and become a place of inclusion for all. I would like the opportunity to give back to my community through volunteer service.

[Resume_9-2022.doc](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics


Date of Birth

Robert Winstead

Gender *

Male

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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Robert H. Winstead

- Education 1984 – 1988 North Carolina Wesleyan College Rocky Mount, NC
Bachelor of Science, Criminal Justice
- Professional
experience August 2004 to present NC DHHS – HIV Care Program, Raleigh, NC
HIV Care Program Manager (May 2015 to present)
- Manage and direct the programmatic and fiscal operations of the Ryan White Part B and HOPWA programs
 - Complete and submit Ryan White Part B fiscal applications and reports
 - Develop and implement Ryan White Part B and HOPWA programmatic policies and procedures to ensure compliance with Federal funding requirements
 - Monitor and assess programmatic and fiscal activities to ensure the Ryan White Part B and HOPWA programs are compliant with State and Federal program guidance and requirements
 - Supervise and direct the Ryan White Monitor Operations Supervisor, Ryan White Program Specialist and HOPWA Program Administrator positions to ensure that Ryan White Part B and HOPWA program goals are met
- Interim Program Supervisor (August 2004 to September 2008 and January 2010 to May 2015)**
- Supervised 5 Public Health Program Consultants and 1 Administrative Assistant in the HIV Case Management program
 - Provided consultative services and technical assistance to Medicaid and Ryan White HIV Case Management providers in North Carolina
 - Monitored agencies to ensure compliance with Medicaid, Ryan White, and HOPWA program regulations
 - Developed case management training modules
 - Liaison with the Division of Medical Assistance
 - Completed Technical Reports to summarize findings of HIV Case Management Provider agency audits
- Assistant ADAP Coordinator (October 2008 to January 2010)**
- Provided Technical Assistance and training to HIV Care providers across North Carolina educating them to properly complete ADAP applications
 - Monitored medication dispensing by centralized pharmacy and reconciled monthly medication dispensing reports
 - Assisted with the implementation of the State Pharmaceutical Assistance Program for Medicare Part D recipients
- June 2001 to June 2004 Wake County Human Services Raleigh, NC
HIV Case Management Program Coordinator

- Supervised 3 HIV Case Managers
- Developed program policy and training manuals
- Completed monthly case management chart audits to ensure compliance with Medicaid and Ryan White program regulations
- Assisted clients apply for ADAP and patient pharmaceutical assistance programs
- Served as a member of the North Carolina AIDS Advisory Council

September 1998 to October 2000 Duke & St. Joseph Homecare Durham, NC

HIV Case Manager

- Provided case management for persons living with HIV to include assisting clients access Medicaid, Food Stamps, and safe, affordable housing
- Conducted client chart audits to ensure compliance with Medicaid and Ryan White program regulations
- Provided training for HIV Case Management staff
- Assisted clients apply for ADAP and patient pharmaceutical assistance programs
- Assisted clients apply for Medicaid, Mental Health and Substance Use services

June 1995 to September 1998 CareFocus Durham, NC

HIV Case Management Supervisor

- Supervised 4 HIV Case Managers
- Completed client chart audits to ensure compliance with Medicaid and Ryan White program regulations
- Provided HIV Case Management and CAP/AIDS services for 40 clients
- Assisted clients apply for ADAP and patient pharmaceutical assistance programs

September 1990 to June 1995 Wake County Human Services

Raleigh, NC

HIV Medicaid Case Manager

- Completed Medicaid and Food Stamp applications for persons living with HIV and AIDS with special focus on the HIV positive and homeless populations
- Coordinated client service provision among case managers and human service providers
- Monitored client charts to ensure compliance with Medicaid and Food Stamp program requirements

Profile

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United Arts Grants Panels

Please select your second Board preference: *

United Arts Grants Panels

Please select your third Board preference: *

United Arts Grants Panels

Please select your fourth Board preference: *

United Arts Grants Panels

Please select your fifth Board preference: *

United Arts Grants Panels

Please select your sixth Board preference: *

United Arts Grants Panels

Hui
First Name

Middle Initial

Hu
Last Name

302 Oxcroft St
Street Address

Suite or Apt

Cary
City

NC
State

27519
Postal Code

What district do you live in?

None Selected

Home: (919) 319-3959
Primary Phone

Mobile: (919) 656-6936
Alternate Phone

huihu_nc@hotmail.com
Email Address

NIEHS
Employer

International Program Manager,
Journal of Environmental Health
Perspectives
Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

Yes No

In order to assure countywide representation, please indicate your place of residence:

Cary

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I have been heavily involved in organizing and participating in many cultural events in the Triangle area in the past decade, and strongly believe that these cultural activities have brought harmony, mutual understanding, and diversity to our community. Been a resident of Wake county for nearly 28 years, I have witnessed its growing, not only the number of population, but also the percentage of ethnic population. I thought my ethnic background and previous experience would help adding diversity to the board. I also think serving on the board/commission would provide me a good learning opportunity through sharing diverse viewpoints. Thank you for your consideration!

Work Experience

International Outreach Program Manager (2003-current) Environmental Health Perspectives (EHP), NIEHS, Research Triangle Park, NC • Manage communication and outreach initiatives with international contributors
o Specific duties:
o Strategic planning for capacity building training and activities.
o Collaborated with EHP leaders and scientists from LMICs for capacity building project initiatives.
o Promoted EHP through participating in conferences and workshops.
o Identified and recommends prospective Associate Editors and Editorial Review Board members from the international community.
o Identified potential EHP News Advisory Board members from different areas of the world.
o Reviewed and updated MOUs with EHP's collaborators.

Volunteer Experience

In addition to professional experience, I have been actively involved in community service in the Triangle area, North Carolina. I led and coordinated many large cultural events in the area, including Taste of China (Raleigh), LIGHTUP (Chapel Hill), International Festival (Raleigh), and Dragon Boat Festival (Cary). I have also been the director of the Chinese New Year Gala, the biggest Chinese New Year celebration event in the area. I worked closely with UNC Memorial Hall stage staff, Gala planning committee, performance groups, PR team and ticket sale team for the show, leading on program/performance evaluation and selection, facility rental contracts, and show promotion on social media. The leadership positions held in volunteer capacity with various organizations and people from different ethnic groups have further enhanced my capabilities in project management and communication.

Education

Master of Arts, Mass Communication in Journalism Miami University, Oxford, OH Bachelor of Arts, Speech Communication Miami University, Oxford, OH Associated Degree Library Science Sun Yat-Sen University, Guangzhou, China

Comments

[Hui_Hu_Resume.docx](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics



Date of Birth

Gender *

Female

Ethnicity *

Asian

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

From a council member of Town of Cary

Please upload a file

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Hui Hu

✉: hu1@niehs.nih.gov
Carolina

☎: 919-656-6936

📍: Cary, North

WORK EXPERIENCE

July 2021-Present

On detail in the Administrative Services and Analysis Branch in the Office of Management as an Employee Services Specialist.

- Coordinates NIEHS Training and Leadership Development Programs
 - o Serves as LMS Learning Administrator to track training progress and update training information.
 - o Creates statistics summary report for training completion status.
 - o Made recommendations for future training plans.
- Assisted with the NIEHS Awards Program
 - o Populated recipients' data into spreadsheets.
 - o Submitted award nominations to NIH HR system.
- Helped move NIEHS employee Telework Training records into the LMS system.

2004-June 2021

International Outreach Program Manager

Environmental Health Perspectives (EHP), NIEHS, Research Triangle Park, NC

- Manage communication and outreach initiatives with international contributors
 - o *Specific duties:*
 - o Strategic planning for capacity building training and activities.
 - o Collaborated with *EHP* leaders and scientists from LMICs for capacity building project initiatives.
 - o Promoted *EHP* through participating in conferences and workshops.
 - o Identified and recommends prospective Associate Editors and Editorial Review Board members from the international community.
 - o Identified potential *EHP* News Advisory Board members from different areas of the world.
 - o Reviewed and updated MOUs with *EHP*'s collaborators.

- Served as a COR of the translations contract
 - o Provided quality assurance of Chinese translation accuracy and quality and instituted corrective actions to assure their integrity before publication.
 - o Created manuals for contractors to standardize format and terminologies.
 - o Evaluated contractor performance by rating the quality of their translation and measuring their improvements.
 - o Served on Technical Evaluation Panels for new or renewing translation contracts.

- Plan trips and conferences in China for *EHP* Editor-in-Chief (EIC) and other editors
 - o Established contacts with environmental health researchers from institutions/universities in China.
 - o Worked closely with hosts and EICs/editors to identify topics for discussions/presentations.
 - o Created meeting agendas.
 - o Coordinated with hosts' administrative staff to make transportation arrangements.

- Manage ongoing *EHP* projects
 - o Serves as the primary point of contact for *EHP*'s engagement in African Journal Partnership Program (AJPP), a mentorship program aiming to enhance visibility and quality of medical journals in Africa.
 - o Participates in AJPP annual meetings by leading workshops on publishing practices of interest (e.g. publication ethics; website management; use of social media to promote content or contributors).
 - o Assisted getting 2 partner journals (*Mali Medical* and *Annales Africaines de Médecine*) into PubMed and PubMed Central.
 - o Assisted 2 partner journals (*Mali Medical* and *Annales Africaines de Médecine*) to apply for African Journals Online.
 - o Provided consultation on the design, content, and functionality of the partner journals' websites.

- Managed Chinese and other language translations
 - o Worked together with *EHP*'s partner, Shanghai Municipal Center for Disease Control and Prevention (SCDC), to deliver high quality publication (Chinese Edition).
 - o Served as a project manager to oversee the publication of *EHP* Chinese Edition, including budgetary planning, content selection,

- production scheduling, translation review, and translator recruiting.
- o Developed workflow for editorial and production teams of the Chinese Edition to define everyone's role and responsibilities, minimizing room for errors and increasing journal production's efficiency.
 - o Facilitated quarterly project review meeting with project managers, translators, and graphic designers. Tracked overall project progress, identified issues and helped find solutions for blockers.
 - o Standardized the procedure for photo copyright protection.

2001-2004

Brogan & Partners, Cary, NC
Deputy Editor, Chinese-language edition of *Environmental Health Perspectives*

- Coordinated the selection of published *EHP* articles for the Chinese-language edition of *EHP*.
- Oversaw the Chinese edition of *EHP* production lifecycle, including layout and desktop publishing and ensured the quality of the translation.
- Coordinated the international versions (Chinese, French, Japanese, Russian, and Spanish) of *EHP*'s "In This Issue" section.

1997-2001

OCR Services, Gaithersburg, MD
Web Designer/HTML Specialist, *Environmental Health Perspectives*

- Designed, created web pages for the website of *EHP*.
- Used QuarkXPress, InDesign, Photoshop, FreeHand, and major HTML coding applications.

1994 - 1997

American Scientist/Sigma Xi, Research Triangle Park, NC
HTML Specialist/Assistant to Book Review Editor

- Designed and created web pages for *American Scientist* and Sigma Xi
- Translated existing QuarkXPress and Nisus Writer documents into HTML format.
- Managed library database; Classified, maintained and handled books, journals and reports.

COMPUTER AND OTHER SKILLS

- Microsoft Outlook, Word, Excel, PowerPoint, Publisher
- Zoom scheduling and meeting hosting
- Microsoft Teams
- NIH LMS system
- Process Optimization Program (POP)
- Adobe Acrobat DC, Photoshop, Premiere Pro
- HTML and XML
- Stage production (technical script for audio, video, and lighting)
- Photography

COURSES AND TRAININGS

- NIEHS Professional Development Training (July 2021-present)
- NIH LMS Learning Administrator Training (July 2021)
- Writing skills for NIH employees (September 2020)
- Data Analysis Fundamentals (June 2020)
American Management Association
- The Federal Acquisition Certification for Contracting Officer's Representative (FAC-COR) Level: I (2019)
- NIEHS Leadership Development Program (2018)

EDUCATION

- Master of Arts, Mass Communication in Journalism (1991)
Miami University, Oxford, OH
- Bachelor of Arts, Speech Communication (1989)
Miami University, Oxford, OH

HONORS

- NIEHS Group (EHP) Merit Award 2021
- NIEHS Group (EHP) Merit Award 2012
- NIEHS Individual Merit Award 2005
- Top 10 Outstanding Community Volunteers in North Carolina (2017)
By Chinese-American Friendship Association in North Carolina
(<https://nccaafa.org>)

PUBLIC SERVICE

- Director, Culture Committee, Chinese-American Friendship Association in North Carolina (CAFA) (2014-Present)
 - o In charge of strategic planning on cultural events for CAFA
 - o Directs stage performances
 - o Plans and coordinates community events with other organizations, including Town of Cary, Town of Chapel Hill, Chinese School at Chapel Hill, Asian Focus, and International Focus.
- President, Chinese-American Friendship Association in North Carolina (2005-2006)
- Chair, Board of Directors, Chinese-American Friendship Association in North Carolina (2003-2004)
- President, Chinese Association for Science and Technology, NC Chapter (2004-2005)
- Principal, Raleigh Academy of Chinese Language (2002-2003)

References available upon request.

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Economic Development Commission

Please select your third Board preference: *

Capital Area Workforce Development Board

Please select your fourth Board preference: *

Wake County Steering Committee on Affordable Housing

Please select your fifth Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your sixth Board preference: *

WakeMed Hospital Board of Directors

DON
First Name

R
Middle Initial

AVERITTE
Last Name

3451 SUNCREST VILLAGE LN
Street Address

Suite or Apt

Raleigh
City

NC
State

27616
Postal Code

What district do you live in?

None Selected

Home: (919) 841-8774
Primary Phone

Home: (828) 896-8663
Alternate Phone

raveritte@gmail.com
Email Address

Twickenham Holdings LLC
Employer

VP Marketing
Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

Yes No

In order to assure countywide representation, please indicate your place of residence:

Raleigh

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I have lived in Wake County for over 30 years and have a passion for my community. I currently serve on the Human Relations Commission for the City of Raleigh and my work on that commission has spurred my interest to serve the county.

Work Experience

VP Marketing-Twickenham Holdings DBA Papa Murphy's Pizza LLC (We are the Papa Murphy's Pizza franchise of the Southeast). 2018-2022 VP Marketing and Operations-Smithfield's Chicken 'N Bar-B-Q 2005-20017

Volunteer Experience

City of Raleigh Human Relations Commission-Commissioner Activate Good-Board Member, Past Chair BLOOMHERE-Board Member, Past Chair A Place at The Table-Volunteer Me Fine Foundation-Past Board Member and Chair WAKE UP and Read-Volunteer

Education

N.C. State University

Comments

[_chard_Averitte_resume_2021.docx](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics


Date of Birth

DON R AVERITTE

Gender *

Male

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Linked-In

Please upload a file

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#Richard Averitte#####R#i#c#h#a#r#d#
#A#v#e#r#i#t#t#e###i#c#h#a#r#d#a#v#e#r#i#t#t#e#/#D#e#s#k#t#o#p#/#~#\$#c#h#a#r#d#
#A#v#e#r#i#

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Juvenile Crime Prevention Council

Please select your third Board preference: *

None Selected

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Jeremy
First Name

Lea
Middle Initial

Lea
Last Name

2828 Grande Valley Cir
Street Address

Suite or Apt

Cary
City

NC
State

27513
Postal Code

What district do you live in?

None Selected

Mobile: (704) 920-9230
Primary Phone

Mobile: (704) 920-9230
Alternate Phone

jjlea@ncsu.edu
Email Address

North Carolina State University
Employer

Full Time Ph.D. Student
Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

Yes No

In order to assure countywide representation, please indicate your place of residence:

Cary

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I am looking for an opportunity to continue to serve the Wake County community. After reading about these two committees, I believe this would be a great space to do so. I have a passion for the arts and have been involved in music programs since childhood- including a grant funded choral program. Additionally, I advocate for the arts in schools through my fraternal affiliations and additional volunteer opportunities. I also have experience with mentoring college and high school boys of color. Additionally my research in my Ph.D. program is centered around creating opportunities for Black men in higher education and beyond. I would enjoy an opportunity to utilize my mentorship and relational leadership abilities to prevent Wake County youth from entering the criminal justice system.

Work Experience

My work is centered in Higher Education over the past six years. I have worked in Student Affairs, most recently in Housing and Residence Life at several institutions. Additionally, I spent three years as a coordinator for a Black Male Initiative mentoring program at NC State University.

Volunteer Experience

I hold memberships in the following volunteer organizations: Winston-Salem State University National Alumni Association, North Carolina Chapter of American Choral Directors Association (Diversity and Equity Committee), Hugh O'Brian Youth Leadership Seminar (2018-2020), NAACP of Cabarrus County (2006-Present), Women's Home and Oversees Missionary Society- AME Zion Church

Education

B.A. History: Winston-Salem State University (2013) M.Ed. Higher Education: University of North Carolina Wilmington (2016) Ph.D. Higher Education Opportunity, Equity, and Justice: North Carolina State University (in progress)

Comments

[Professional Resume UTD.pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics



Date of Birth

Gender *

Male

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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JEREMY J. LEA

(GP: HE/HIM/HIS)

CARY, NORTH CAROLINA

PHONE: 704.920.9230 | E-MAIL: JEREMYJLEA@GMAIL.COM

RELATOR | MAXIMIZER | INPUT | CONNECTEDNESS | POSITIVITY

Education:

Doctor of Philosophy in Educational Leadership 2020- Current
North Carolina State University, Raleigh, North Carolina

Master of Education in Higher Education Administration 2014-2016
University of North Carolina Wilmington, Wilmington, North Carolina

Bachelor of Arts in History 2008-2013
Winston-Salem State University, Winston-Salem, North Carolina
Minor in Political Science, NC Millennium Teacher's Scholar

Related Work Experience:

Graduate Assistant- Teaching Fellows/ Early College STEM HS. 2020- Present
College of Education- North Carolina State University

- Develop professional development opportunities for 140 undergraduate students with intent to teach K-12 education.
- Assist in advising several committees made up of student leaders that provide team-building experiences for organization.
- Engage in consistent communication with graduate Teaching Fellow students who are completing NC licensure requirements.
- Utilize an intrusive advising method with 60 High School students who are taking college credits. Assist in enrolling students in courses each semester.
- Teach section of ED 104: Introduction to University Education for High School students.
- Serve on committee to develop B.U.I.L.D. (Brothers United in Leadership Development) conference which annually welcomes 100 young men of color to campus to engage with student leaders and fellow peers while deepening understanding of civic leadership and service.

Community Director 2017-2020

University Housing- North Carolina State University

Community/Department Responsibilities

- Provided direct oversight for a 650-bed hotel-style residential community that serves a diverse student population.
- Supervised 17 student leaders who serve as Resident Advisors as well as a Graduate

Student enrolled in the Higher Education Administration program at the University.

- Assisted University Housing in its development and implementation of “Experience and Engage,” the Residential Curriculum model at NC State University. Trained student staff leaders to carry out this transformative experience within the residential community and assessed implementation for community.
- Responded to crisis, facilities, and other concerns by serving on an on-call rotation for a portion of campus, in addition to serving on-call for the overall residential community during holidays and the summer.
- Provided routine check in and reporting for students exhibiting concerning behavior to academic and student affairs partners.
- Developed High Impact Trips for East Campus Residents to travel within the Southeastern US to engage in Social Justice education.
- Managed a \$7,000 budget for the community and assisted Graduate student in managing the Hall Council budget. Performed monthly audits of the budget and reported discrepancies to the Division of Academic and Student Affairs Finance Office.
- Worked collaboratively with department leadership to establish a centralized structure within the department as well as outline the duties of the newly established Community Director position.
- Instructed a section of ECD-220 College Student Development (RA Required Course)
- Served on ECD-220 Task Force in order to provide adjustments to required course for Resident Advisors.
- Worked in collaboration with Summer Camps and Conferences to provide an exceptional experience for a number of prospective students, families, and guests over the summer.
- Performed routine facility check-ups and worked with Assistant Director to identify areas of improvement for infrastructure within the community. Also identified areas of concern regarding the safety of students and worked with University Police to improve them.

Program Coordinator- Black Male Initiative Learning Village

- In collaboration with the Assistant Director of East Campus, served as a director of the day-to-day operations of a 40-person living and learning village housed in the community.
- Provided direct supervision of 2 Village Resident Advisors as well as 4 Village Mentors who provided programming, community building, and identity development to the village members.
- Provided a programmatic experience grounded in critical theory for black male students that focuses on identity development, success, and academic achievement.
- Worked in collaboration with Assistant Director to develop curriculum model, learning outcomes, and assessment instruments for learning village.
- Developed and executed various High Impact Trips for village members to expand their understanding of the impact of power, privilege, and oppression towards people of Color in the Southeastern United States.
- Enhanced recruitment strategies which sought to identify prospective first-year men of color to join the learning village and live in the community.
- Utilized assessment data to continue to develop strategies to aid students in obtaining college degrees.
- Managed \$25,000 village budget and provided a monthly audit of funds. Report discrepancies to Division of Academic and Student Affairs Finance office.
- Developed and maintained relationships with campus partners housed in both academic and student affairs areas at the University; most notably, the College of Education,

Women's Center, GLBT Center, and Multicultural Student Affairs.

- Develop High Impact Initiatives including speakers, programming, and trips for village members.
- Serve as a member of the Advisory Board for Learning Village.

Residence Director

2016- 2017

Department of Housing and Residential Life- Texas State University

- Provided direct oversight for 480 residents in two undergraduate residential halls and co-supervised a residential area of five residential halls and approximately 1400 residents
- Served as a conduct officer for residence halls
- Supervised and provided professional and leadership development for 13 Resident Assistants and 6 Desk Workers
- Recruited and advised two Residence Hall Councils of primarily first year students
- Designed and implemented a residential curriculum which focused on programming, student interaction, and community engagement
- Managed a fiscally responsible budget for programming, staff development, and hall councils
- Served on an on-call rotation and responded to crisis situations for over 6,000 residents.
- Served on the Student Staff Committee and assisted in re-designing the selection process for Resident Assistants and Desk Assistants
- Served on the Awards and Recognition Committee and assisted in developing recognition opportunities for the DHRL staff and larger University community. Also assisted in planning the RA Awards banquet

Assistant Residence Coordinator, Schwartz Hall and University Suites

2015-2016

Housing and Residence Life- University of North Carolina Wilmington

- Shared in the oversight of a 620-person undergraduate residential area consisting of first year students, athletes, living and learning communities, as well as Greek housing
- Supervised 10 undergraduate students who served as area Desk Receptionists as well as coordinated 24-hour coverage of the area desk
- Advised an Area Council and educated these students on effective leadership, budget management, and programming
- Served on an on-call duty rotation and responded to crisis situations for over 4,000 residents
- Facilitated the recruitment, selections, and training of additional desk staff
- Served on the Resident Assistant Leadership and Development committee which planned professional development opportunities throughout the academic year
- Served on the Resident Assistant Recruitment Committee which facilitates the recruitment and selection of Resident Assistants for the next academic year

Selected Accomplishments and Facilitation Experiences:

North Carolina State University

- Awardee: "Nkonsonkonson" Mentorship Award, African-American Cultural Center
- Awardee: Chancellor Creating Community Award, Office of Institutional Equity and Diversity
- NC State University Staff Senate- District 24 (Division of Academic and Student Affairs)

- Member, Vice-Chancellor of the Division of Academic and Student Affairs Staff Advisory Council
- Instructor: ECD 220 RA Leadership Course (Spring 2018, 2019, 2020)
- Instructor: ED 104 Introduction to University Education (Spring 2021)
- Mentor: Chancellor Leadership Development Program (2017-2019)
- Presenter: “Keep Your Head Up, King: The Importance of Mentorship for Black College Men” Black Solidarity Day 2021 sponsored by Elon University
- Presenter: “It’s A Different World: Black Male Learning Villages and Its Impact on Community” Southeast Association of Housing Officers Annual Conference, 2018

Texas State University

- Facilitator: Equality University Social Justice Training (2017)

University of North Carolina Wilmington

- Facilitator: Access and Excellence: A Balancing Act in Public Education- Dr. Terrell Strayhorn at UNC Wilmington (2014)

Certifications

- SafeZone, Multiple Universities
- DREAMzone Training, Texas State University
- Green Zone, NC State University
- Career Identity Program Coach, NC State University
- QPR, Title IX, Clery, Multiple Universities
- GLBT Advocate Program, North Carolina State University

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Housing Authority

Please select your third Board preference: *

Economic Development Commission

Please select your fourth Board preference: *

Juvenile Crime Prevention Council

Please select your fifth Board preference: *

Information Technology Advisory Committee

Please select your sixth Board preference: *

Human Services Board

Wayne
First Name

D
Middle Initial

McCullers
Last Name

2852 Glastonbury Road
Street Address

Suite or Apt

Apex
City

NC
State

27539
Postal Code

What district do you live in?

None Selected

Home: (919) 413-6930
Primary Phone

Home: (919) 413-5283
Alternate Phone

wayne_mccullers@yahoo.com
Email Address

Iqvia Biotech
Employer

Senior Safety Systems Specialist
Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

Yes No

In order to assure countywide representation, please indicate your place of residence:

Apex

Interests & Experiences

Why are you interested in serving on a Board or Commission?

To understand the underlying issues at the State and Local level and help with solutions.

Work Experience

Iqvia Biotech: 2018-Current Premier Research: 2017-2018 PPD: 2014-2017

Volunteer Experience

1. Community outreach through various Church organizations 2. Helping the homeless through my own merits

Education

Saint Leo University ECPI

Comments

[McCullers_Wayne_2022.pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics


Date of Birth

Gender *

Male

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Wayne McCullers

2852 Glastonbury Rd.

Apex NC, 27539

Wayne_mccullers@yahoo.com

919-413-6930

Therapeutic Experience Summary: Oncology (10 yrs.) Lymphoma Phase (II), Kidney Cancer Phase (I), Pancreatic Cancer Phase (II). **Dermatology (2yrs)** Atopic Dermatitis Phase (III). **Musculoskeletal (8yrs)** Rheumatoid Arthritis Phase (II). **Nervous System (2yrs)** Parkinson's Phase (I), Schizophrenia Phase (I). **Respiratory (2yrs)** Allergic Rhinitis (II). **Endocrinology (6yrs)** Diabetes Phase (I, II, III), Hyperplasia (2yrs) Phase III.

Professional Experience

IQVIA BIOTECH

Morrisville, NC

Jun. 2020 - Present

Senior Safety Systems Specialist

- Enterprise creation
- User maintenance
- Study design
- E2B exporting and importing
- Aggregate reporting
- Expedited Reporting
- Periodic Reporting
- Liaises with IT and Safety to facilitate timely resolution of system requests
- Develops and maintains reports related to Safety; provides regular updates to Safety team members on status of reporting activities
- Creates and executes system validation
- Leads internal and client calls when Safety technical support is required; communicates technical information clearly and concisely to non-technical individuals
- Prepares safety reports for submission to Sponsors, Regulatory Authorities or Investigators
- Performs project related study close-out and archival tasks
- Assists management and/or Safety Management Lead in writing Standard Operating Procedures and developing documents related to intake/triage functions, including study-specific processes
- Assists management in defining and implementing process improvement activities to increase efficiency within the Safety Management department.
- Mentors and/or trains new Safety staff
- Performs other duties as assigned by manager
- Maintains and further develop Content Management System (CMS)

IQVIA BIOTECH

Morrisville, NC

Jan. 2018 – Jun. 2020

Safety Systems Specialist I

- Enterprise creation
- User maintenance
- Study design
- E2B exporting and importing
- Aggregate reporting
- Expedited Reporting
- Periodic Reporting
- Liaises with IT and Safety to facilitate timely resolution of system requests
- Develops and maintains reports related to Safety; provides regular updates to Safety team members on status of reporting activities
- Creates and executes system validation
- Leads internal and client calls when Safety technical support is required; communicates technical information clearly and concisely to non-technical individuals
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- Assists management in defining and implementing process improvement activities to increase efficiency within the Safety Management department.
- Mentors and/or trains new Safety staff
- Performs other duties as assigned by manager

Premier Research

Durham, North Carolina

Jan. 2017 – Jan 2018

Site Recruitment Associate II

- Takes independent responsibility for assigned site identification projects
- Works with study team for projects with increased protocol complexity, site numbers, plan to identify potential sites and/or customer SOPs or processes
- Utilizes historic site performance metrics, cluster sites, partner sites, Medical Informatics data, and other data to identify potential sites
- Creates and executes all Site Recruitment Questionnaires globally to support global trial initiation
- Maintains the Company Template Site Recruitment Questionnaire (SRQ)

- Creates, delivers and obtains the SRQ from all PI's and/or sites for study participation consideration
- Assists in the design and implementation of all relevant systems including, but not limited to, the site identification metrics and reporting, surveys, etc.
- Creates and maintains relationship with sites and obtains updated information at least on a yearly basis
- Updates Investigator Database with information obtained during the site selection process as well as after studies have completed
- Submits and reviews investigators for quality assurance status as applicable
- Tracks all project activities in tracking system
- Designs, distributes, tracks and reviews Site Recruitment Questionnaires (SRQs) for completeness, site capability and availability based on project specific requirements and needs
- Provides project progress reports to Internal and External project teams including department management
- Adheres to project timelines
- Reviews and tiers sites for contact based on historical site performance and other required criteria
- Enters new sites and investigators into the Investigator Database, reviewing entries for duplicates
- Responds to site questions about assigned studies in a timely manner
- Collects information on submission deadlines and timeline metrics for Regulatory Authority, Ethics Committees, Investigational Review Boards and other local bodies as appropriate. Liaises with internal customers to review areas that impact study start-up. Shares Site Identification and Recruitment information with the project team
- Works within the scope of Clinical Management Plan (CMP), study processes, ICH-GCP and/or ISO14155 and any other requirements mandated by the study

PPD

Morrisville, NC

Apr. 2007 – Jul. 2010; Jan. 2015 – Jan. 2017

Feasibility Specialist (Feb. 2016 – Jan. 2017)

- Coordinates the execution of non-billable and billable feasibility studies and site prioritization activity and interacts with global clinical and project management teams
- Contributes to the delivery of feasibility reports and site recommendations which are provided as client deliverables and also serve to assist PPD in understanding potential therapeutic and delivery enrollment challenges and to win new business
- Participates, as requested, in clinical intelligence gathering initiatives as alternatives to survey-driven feasibility assessments
- Assists Clinical Management to expedite feasibility, site selection and study start-up;

- Ensures all privacy legislation and policies are followed
- Participates in process improvement initiatives for Feasibility & Site Identification

Safety Administrator II (Jan. 2015 – Feb. 2016)

- Provide administrative support to the Post-Approval Pharmacovigilance Department for global and domestic clinical trials
- Participate in safety database entry, quality control, report distribution, program file creation and maintenance, and document management for assigned studies
- Effectively communicate with program team members and client contacts
- Responsible for adhering to PPD's corporate policies and SOPs/WPDs

Safety Administrator II (Aug. 2008 – Jul. 2010)

Safety Administrator I (Apr. 2007 – Aug. 2008)

- Provided administrative support to the Pharmacovigilance Department for global and domestic clinical trials
- Worked in conjunction with Safety Specialist to ensure quality of documentation and timeliness of deliverables is achieved
- Trained and mentor junior Safety Administrators for the department
- Performed data entry of site specific information from SAE report forms into safety databases as well as Access and Excel tracking databases
- Participated in quality control, report distribution, project file creation and maintenance for assigned studies
- Provided back up IIC safety support by answering the safety hotline phone, triaging incoming investigator site documents and distributing information to the assigned project staff
- Assisted in the audit readiness process for assigned studies and with preparation of materials for internal and Client audits
- Responsible for adhering to PPD's corporate policies and SOPs/WPDs
- Assisted with project start up and close out activities including archival of documents

Parexel International

Durham, North Carolina

Oct. 2011 – Sep. 2014

US Site Intelligence Analyst I

- Analyzed investigative site lists to ensure investigator compliance, data completeness
- Programmed PAREXEL Survey in support of feasibility, pre-qualification, Site Intelligence Responsibilities also include creation of PAREXEL Survey, and support on other systems, and tools during feasibility and prequalification processes
- Analyzed reports to identify deficits in PAREXEL's pool of qualified investigators
- Maintain and upload qualified investigators within the company's database
- Completion of all assigned helpdesk tickets

Quintiles

Durham, NC

Jul. 2010 – Oct. 2011

Operations Coordinator II (Team Lead)

- Assisted in processing of Lifecycle Safety data by collecting and tracking incoming Adverse Events (AE)/endpoint information
- Assisted with project workflow including database entry, quality control activities, and generation of Lifecycle Safety data reports and preparation of Lifecycle Safety submission dossiers
- Assisted with deadline quality measurements, as directed by operations team member or manager

Education

ECPI Computer College, Raleigh, NC

A.T., Computer Technology

Saint Leo University, Saint Leo, FL

B.A, Business Management (continuing)

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

None Selected

Please select your third Board preference: *

None Selected

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Shannon

First Name

Baxter

Last Name

Middle Initial

314 S Arendell Ave

Street Address

Suite or Apt

Zebulon

City

NC

State

27597

Postal Code

What district do you live in?

None Selected

Mobile: (919) 404-7544

Primary Phone

Business: (919) 665-5038

Alternate Phone

snarkybeekeeper@gmail.com

Email Address

Town of Zebulon

Employer

Commissioner

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

Yes No

In order to assure countywide representation, please indicate your place of residence:

Zebulon

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I would like to get more involved with the United Arts Council and assist in decision making for pieces in Wakes County

Work Experience

Marketing Trainee, BP, Chicago MWBU Financial Analyst, BP, Chicago MWBU 7th Grade Life Science Teacher, Ashtabula School System, OH Business Owner, Baxter's Bees, Zebulon, NC Commissioner, Town of Zebulon, NC

Volunteer Experience

Wake County Food Hub Coordinator Meals on Wheels Delivery Backpack Buddies Zebulon United Methodist Church Food Pantry Bread For Life of America Town of Zebulon Planning Board

Education

BS Biology, Ohio State Journeyman Beekeeper, NCSBA

Comments

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender *

Female

Shannon Baxter

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Facebook

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).