

Profile

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Please select your first Board preference: *

☒ Board of Adjustment

Please select your second Board preference: *

☒ Planning Board

Please select your third Board preference: *

☒ Raleigh-Durham Airport Authority

Please select your fourth Board preference: *

☒ Historic Preservation Commission

Please select your fifth Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your sixth Board preference: *

☒ Housing Authority

Nathan

First Name

Bullock

Last Name

Middle
Initial

111 Virginia Place

Street Address

Suite or Apt

Cary

City

NC

State

27513

Postal Code

What district do you live in?

None Selected

Mobile: (704) 995-0206

Primary Phone

Home: (704) 995-0206

Alternate Phone

nathan.f.bullock@gmail.com

Email Address

Higher Education
Recruitment Consortium

Employer

Director, Carolinas & Mid-
Atlantic

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 expertise through my educational and professional background as well as my lived experience in the Triangle and across the world.

Work Experience

Volunteer Experience

Education

Comments

in the demographic data below, you require an answer to the question of gender and I am non-binary.

[Bullock_CV24b.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 *

☒ Male

Nathan Bullock

Ethnicity *

☒ Other

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](#).

Subject matter expert in diversity, equity, inclusion, belonging & justice with over a decade of experience in education & advocacy. Collaborative cross-disciplinary leader of people & culture eager to implement organizational change & serve on a mission-driven team.

QUALIFICATIONS SUMMARY

Program Management

- Simultaneously manage multiple complex programs across time zones globally.
- Oversee in-person, hybrid, and virtual programs, including bilingual sessions.
- Trained in project management by Duke Univ. Office of IT.

Research & Writing

- Completed graduate methodology courses in qualitative and mixed-methods research.
- Published research in peer reviewed journals, newspapers, and blogs.

Learning & Development

- Create professional development strategy and learning journeys across industries.
- Experienced classroom facilitator with pedagogical training in assessing needs and evaluating efficacy and goal alignment.

CERTIFICATIONS

Diversity & Inclusion in the Workplace

ESSEC Business School, 2023

Graduate Certificate in Feminist Studies

Duke University, 2019

LANGUAGES

French, *Working proficiency*
Chinese, *Conversational proficiency*
Indonesian, *Intermediate proficiency*

EXPERIENCE HIGHLIGHTS

Higher Education Recruitment Consortium Regional Director, Carolinas & Mid-Atlantic

02/2024—Present

Plan and produce relevant programming for recruiting, retention, and best practices for professional development & DEI at over 290 institutions.

Duke Corporate Education, Durham, NC Senior DEI Program Manager

07/2021 – 06/2022

Developed, planned, executed, and tracked program needs and goals. Researched, recommended, and implemented creative strategies for multinational clients. Managed alignment, logistics, communications, and collaboration with internal teams and external partners.

- Entrusted to manage relationships with the top 2 high revenue clients
- Provided leadership and direction to internal Diversity Committee
- Championed salary transparency and pay equity; resulted in pay raises for underpaid employees.

Duke University, Durham, NC Research Manager

08/2014 – 05/2019

Managed multiple long term research projects with strict deadlines and budgets. Used expert level writing and research skills including visual analysis, discourse analysis, rhetorical analysis, & ethnography to analyze data and visualize findings.

- Organized panels and presented at national and international conferences of scholarly societies
- Led department's graduate student association and authored SWOT analysis with proposed solutions for organizational change

AMVETS National HQ, Washington, D.C. National Legislative Specialist

08/2012 – 08/2013

Co-led the most inclusive veterans' service organization's efforts to protect veterans' rights and benefits, increase equity & access to legal remedies. Monitored legislation, attended Congressional hearings, and communicated with members via online dashboard. Provided trainings on self-advocacy.

- Became an expert on the legislative process & federal anti-discrimination law (EEO, ADA, NLRA, affirmative action, etc.)

U.S. Department of State, Singapore Fulbright Fellow

08/2010 – 06/2011

Conducted research on the urban development of contemporary Singapore. Made extensive contacts across academia, activism, and the arts.

- Affiliated to the Asia Research Institute at NUS; published research

Ph.D. in Art & Architectural History

Duke University, Durham, NC

2019

- *Semester exchange at the Yale School of Architecture*
- *Passed exams in: Modern Architecture & Urbanism, Postcolonial Theory, Feminist Theory, Performance Theory*

M.Sc. (Research) in Human Geography & Urban Studies

London School of Economics & Political Science, UK

2015

- *Distinction in dissertation*

M.A. in Comparative Literature

Dartmouth College, Hanover, NH

2012

- *Master's thesis on the Harlem Renaissance and the Négritude movement of the Francophone Caribbean*

B.A. in History & International Studies

University of Richmond, Virginia

2009

- *Magna cum laude*
- *Minors in Chinese & French Studies*
- *Semester exchange at the University of Hong Kong; summer study abroad in Stockholm, Sweden*

ADDITIONAL EXPERIENCE

Visiting Assistant Professor, Elon University, Elon, NC

High School Teacher, Longleaf School of the Arts, Raleigh, NC

High School Teacher, Southern Wake Academy, Holly Springs, NC

VOLUNTEER EXPERIENCE

Greenwood Forest Baptist Church, Personnel Committee Member, 2023-Present

- Oversee personnel budget; determine fair compensation, raises and annual COLA
- Identify, measure, and assess staff goals and accomplishments annually
- Interview for vacancies and participate in all hiring decisions

Wake County Democratic Party, Precinct Officer, 2021-Present

- Currently serve as Vice Chair of Precinct 04-15; previously Chair of Precinct 12-09
- Disseminate relevant election information to voters and coordinate campaign volunteers

Artists' Alliance of the Triangle, Board Member & Treasurer, 2020-Present

- Provide monthly Treasurer's Report and keep track of financial accounts and regulatory filings
- Support fundraising and a range of arts programming including annual members' exhibition
- Write and edit grant applications

SPCA of Wake County, Pet Foster Parent, 2020-2022

Profile

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Please select your first Board preference: *

☒ Zebulon Board of Adjustment

Please select your second Board preference: *

☒ Zebulon Planning and Zoning Board

Please select your third Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your fourth Board preference: *

☒ Board of Adjustment

Please select your fifth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your sixth Board preference: *

☒ None Selected

Edward

J

Walsh IV

First Name

Middle Initial

Last Name

1479 Smokey Mountain Dr

1479 Smokey Mountain Dr

Suite or Apt

Zebulon

NC

27597

City

State

Postal Code

What district do you live in?

None Selected

Mobile: (828) 226-9560

Mobile: (828) 226-9560

Primary Phone

Alternate Phone

ejwalshiv@gmail.com

ejwalshiv@gmail.com

Email Address

Wake County Tax Administration

Business Property Tax Agent

Employer

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 am interested in serving my fellow citizens of Wake County and Zebulon in any way possible. I have always had an interested in public service.

Work Experience

Wake County Tax Administration- May 2023-Current Hwy 55 General Manager- Nov 2022- May 2023 Hendrick Automotive Group- Aug 2021-Aug 2022 Dominos General Manager- Apr 2020-July 2021

Volunteer Experience

Education

High School Diploma Working on Bachelors in Accounting

Comments

[Edward-Walsh-IV__1_.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

Edward J Walsh IV

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

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](#).

Edward Walsh IV

Accounts Payable Specialist

Zebulon, NC 27597

ejwalshiv@gmail.com

+1 828 226 9560

Willing to relocate to: Youngsville, NC - Wake Forest, NC - Henderson, NC

Authorized to work in the US for any employer

Work Experience

Tax Agent

Wake County Tax Administration - Raleigh, NC

May 2023 to Present

Responds to and resolves customer inquiries, via phone or in person, by performing research and explaining applicable tax laws and office procedures. Creates, updates and maintains personal property and real estate tax accounts. Other duties include processing payments received by mail, in person and through various electronic methods along with occasional front counter staffing. Negotiates and maintains payment arrangements and also initiates enforced collection actions against delinquent property tax accounts. A Tax Agent must be able to perform moderately complex duties with minimal supervision while following all policies, procedures, and legal statutes regarding property tax appraisal, assessment and collection

General Manager

Hwy 55 Burgers, Shakes & Fries - Knightdale, NC

November 2022 to May 2023

- Manage the restaurant operations, including scheduling, inventory management, and customer service.
- Train, supervise, and evaluate staff to ensure high-quality service and excellent customer experience.
- Develop and implement strategies to increase profitability and maintain financial stability.
- Foster a positive work environment that encourages teamwork, creativity, and open communication.
- Ensure compliance with all health and safety regulations, as well as company policies and procedures.
- Provide exceptional customer service and address customer complaints promptly and professionally.
- Monitor and analyze customer feedback to identify areas for improvement.

Billing Specialist

Hendrick Automotive Group - Cary, NC

March 2022 to August 2022

- Maintain inventory schedules
- Records salesperson commission
- Verify and ensure prompt payment of factory incentives
- Post all incentive payments
- Post all retail, loaner, and fleet deals, & add to deal log, correct deal log

- Receipt daily ACH contract fundings
- Floor plan payoffs
- Balance gross profit with manager's monthly front end
- Challenge and apply for all old incentives not paid
- Trade Payoff Checks – Ensure Timely Receipt of Trade Titles
- First Look Water Report
- Assist Bank with Floor Plan Audits
- Build relationships and communication with dealership personnel, accounting managers, and HAG
- Maintain the following Schedules: Contracts in Transit Schedule, We Owe Schedule, Incentives Schedule, Trade Pay off Schedule, Lien Pay off Schedule
- Inventory Reconciliation Schedule

Accounts Payable Specialist

Hendrick Automotive Group - Cary, NC

August 2021 to March 2022

- assemble, review and verify invoices and check requests
- flag and clarify any unusual or questionable invoice items or prices
- sort, code and match invoices
- set invoices up for payment
- enter and upload invoices into system
- track expenses and process expense reports
- prepare and process electronic transfers and payments

General Manager

Domino's - Henderson, NC

April 2020 to July 2021

- Coordinated schedules and assigned team members' shifts
- Monitored and ensured staff adhered to all company policies and procedures
- Hired and trained 46 employees
- Responsible for profit and loss control
- Consistently achieved sales goals
- Responsible for upholding required health and safety standards
- Assisted with payroll
- Provided daily reports in compliance with labor requirements
- Tracked sales performance
- Trained and mentored all staff
- Determined staffing and scheduling requirements

Education

Associate's degree in Accounting

Wake Technical Community College - Raleigh, NC

August 2020 to May 2022

High school Diploma in High School

Cardinal Gibbons Catholic High School - Raleigh, NC

August 2013 to May 2017

Skills

- Computer Skills (6 years)
- Telecommunications (3 years)
- Email (6 years)
- People Skills (7 years)
- People Person (10+ years)
- Customer Service (5 years)
- Key Holder (3 years)
- Schedule management (3 years)
- Recruiting
- Accounts payable
- Journal entries
- General ledger reconciliation
- Account reconciliation
- Management (5 years)
- Bank Reconciliation
- Accounting
- Driving
- Customer service
- Accounting
- Data collection
- Communication skills
- Customer support
- Interviewing
- Phone etiquette
- Computer skills

Awards

Eagle Scout

September 2017

Certifications and Licenses

Driver's License

Profile

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Please select your first Board preference: *

☒ Board of Adjustment

Please select your second Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your third Board preference: *

☒ City of Raleigh Board of Adjustment

Please select your fourth Board preference: *

☒ Capital Area Workforce Development Board

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

Stacey

First Name

Motley

Last Name

Middle
Initial

158 Jamison Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

What district do you live in?

None Selected

Home: (919) 578-2943

Primary Phone

Home: (301) 979-5265

Alternate Phone

staceym143@outlook.com

Email Address

Including Inclusion, L.L.C.

Employer

Owner & Chief Executive
Officer

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 am interested in serving on a Board because I think it is important to be involved in the communities we live and work in. I have always been a strong believer and participant in community service. I also think it is important to share diverse perspectives that reflect what is a very diverse community.

Work Experience

Diveristy & Inclusion Consultant, Human Resources Consultant, Life Coach, Leadership Coach Owner & Chief Executive Officer, Including Inclusion, L.L.C.

Volunteer Experience

Current member of the Board of Directors for Share Pregnancy and Infant Loss Support; Board Sub-Committee member - CORRAL; Member - Johnston County Crime Prevention Council Volunteer service with local non-profits: CORRAL, Marbles, and The Women's Center

Education

B.A. - University of Massachusetts - Amherst: Legal Studies and Psychology Diversity, Equity and Inclusion in the Workplace Certificate - University of South Florida Muma School of Business HR Management Certificate - George Mason University Life, Leadership, and Academic Coach Certificate - ACA Coach Academies

Comments

[SM Resume - Streamlined.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

Stacey Motley

Gender *

☒ Female

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](#).

STACEY MOTLEY

301-979-5265; stacey@includinginclusion.com

EXPERIENCE

Including Inclusion

2021 – Present

Owner & Chief Executive Officer

- Manage a diverse portfolio of Coaching and Diversity, Equity, & Inclusion Consulting clients
- Partner with organizations to find diverse candidates who are a match for open positions
- Facilitate discussions on difference in the workplace
- Design and lead wellbeing workshops and classes, including yoga sessions
- Serve as a Coach and Mentor providing support, encouragement, and guidance to individuals ready to take action and create the life they desire for themselves

Safe Spaces Incorporated

2021 – Present

Founder & Executive Director

- Lead nonprofit organization raising awareness about trauma, sharing resources for healing, and encouraging radical self-love by embracing radical self-care
- Partner with individuals, schools, and community organizations to provide trainings and workshops on trauma and self-care, adjusting messaging based on audience
- Share the gift of yoga and other mindfulness-based practices in underserved, under-resourced communities
- Teach social emotional learning classes for high-risk students across North Carolina
- Design and lead trauma-informed, inclusive, culturally aware wellbeing workshops for all age group

OneDigital

2020 – 2021

Human Resources Consultant

- Managed a diverse portfolio of clients, providing DEI&B and HR support within organizations across a variety of industries

Accomplishments:

- Featured speaker for multiple external and internal discussions on Diversity, Equity, Inclusion & Belonging
- Developed concept for the OneDigital DEI Fresh Thinking series “Let’s Talk About It,” authoring several published thought pieces, hosting a podcast, and serving as a featured panelist in webinars, including Diversity, Equity, Inclusion & Belonging: It Starts With A Conversation, Continuing the Conversation: How to be an Ally, Recognizing Power & Privilege in the Workplace, and Mental Health & Inclusive Leadership: Trauma-Informed Leaders
- DC, MD, & VA Diversity, Equity, & Inclusion Committee Co-Chair
- Multicultural Network Employee Resource Group Subcommittee Co-Chair
- Multicultural Network Employee Resource Group Steering Committee member

Covington & Burling

2017 – 2019

Global Human Resources Manager (Promoted from HR Generalist)

- Managed the full-cycle employee experience including talent management, employee relations, benefits administration, and recruiting

Accomplishments:

- Proposed, designed, and implemented digitized employee exit interview process
- Built and branded eLearning platform, strategically mapping all courses to the core competencies on which employees were evaluated
- Developed online curriculum for administrative skills certification program
- Member of cross-departmental implementation team responsible for the successful transition from Ultipro to Workday; sole HR team member tasked with training for a global audience
- Collaborated with vendor to develop legally compliant firmwide anti-harassment trainings
- Quickly filled local and international job openings
- Successfully served as the acting Regional California HR Manager for three months before being promoted to global HR Manager

Hogan Lovells

2010 – 2017

Office Coordinator (Promoted from Recruiter)

- Managed operations for 80+ employee office, including hiring, employee relations, employee engagement, training, and budgetary responsibilities
- Supervised administrative staff as onsite manager under a dual reporting structure

Accomplishments:

- Spearheaded recruiting effort to staff new Global Business Services Center; met aggressive hiring goals
- Recognized for leading the office with the highest level of employee participation during community service month
- Proposed, developed and implemented 30, 60, and 90-day stay interviews following trend of increasing new hire attrition rates; used data to drive change and improve the employee experience

PROFESSIONAL AFFILIATIONS

- Share Pregnancy & Infant Loss Support, Inc. – Vice President, Board of Directors
- Johnston County Juvenile Crime Prevention Council – Member
- CORRAL – Subcommittee, Board of Directors
- Marbles Childrens Museum – Volunteer
- Yoga Alliance and Black Yoga Teacher Alliance – Member

EDUCATION

University of Massachusetts-Amherst – Bachelor of Arts in Legal Studies; Psychology Minor, 3.5 GPA

University of South Florida College of Business – Diversity, Equity, & Inclusion in the Workplace Certificate

ACA Coach Academies – Life, Leadership, and Academic Coach Certificate

Indra Yoga Institute – 300-Hour Yoga Teacher Certificate

Profile

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Please select your first Board preference: *

☒ Board of Adjustment

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

Jeffrey		Goebel
First Name	Middle Initial	Last Name

2613 Bembridge Dr.		
Street Address	Suite or Apt	
Raleigh	NC	27613
City	State	Postal Code

What district do you live in?

☒ District 7

Mobile: (919) 931-0767	Business: (919) 828-2501
Primary Phone	Alternate Phone

samhall9900@gmail.com
Email Address

Nelson Mullins Riley & Scarborough	attorney
Employer	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 am currently serving on the Board of Adjustment and was prompted to reapply.

Work Experience

Volunteer Experience

Education

Comments

I am currently serving on the Board of Adjustment and was prompted to reapply.

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 *

☒ Caucasian

Jeffrey Goebel

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](#).

Profile

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Please select your first Board preference: *

☒ Board of Adjustment

Please select your second Board preference: *

☒ City of Raleigh Board of Adjustment

Please select your third Board preference: *

☒ Capital Area Workforce Development Board

Please select your fourth Board preference: *

☒ City of Raleigh Planning Commission

Please select your fifth Board preference: *

☒ City of Raleigh Housing Appeals Board

Please select your sixth Board preference: *

☒ Capital Area Workforce Development Board

Robert	C	Hinton
First Name	Middle Initial	Last Name

2925 Britmass Drive		
Street Address	Suite or Apt	
Raleigh	NC	27616
City	State	Postal Code

What district do you live in?

None Selected

Home: (919) 987-6366	Home: (919) 805-8373
Primary Phone	Alternate Phone

rhinton@c3venue.com
Email Address

Catering To The Community	Executive Director
Employer	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?

As a member of this community, I feel that my years as a resident show a wealth of ideas that I could offer to my residents.

Work Experience

Business Owner

Volunteer Experience

Community activism and Volunteering with food insecurities in our counties.

Education

BA - UNCG

Comments

[RC_Hinton_Resume_023.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?

☒ Current Wake County Volunteer

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](#).

Robert C. Hinton
2925 Britmass Drive Raleigh, North Carolina 27616
phone: 919-987-6366 email: bobbyhint@gmail.com

Dear Recipient,

As the Executive Director of C3 I have insight on sales, HR, day to day operations of a team of over 10- with over ten years of experience, I am writing to express my interest of the position being offered with your company. Having increased levels of responsibility through the practical application of a strong set of analytical, and creative and critical thinking skills, I believe I would make highly valuable addition to your team.

The following are some of the competencies I offer: Strong managerial and oversight skills, I expertly direct a team and work with each group to promote their strengths and provide opportunities to learn and grow new sales and business growth · With a comprehensive operations background I have directed the implementation of projects, and new lines of business, successfully instituting operations that are effective, efficient and streamlined. · Received client recognition for training process, over the last 12 months, offering a safe and responsive work environment. I would welcome the opportunity to discuss my credentials with you personally.

Please feel free to contact me at the number referenced above to schedule a mutually convenient time to meet.

Salary opensfor discussion. Thank you for your consideration of my candidacy.

Sincerely, Robert Hinton

Robert C. Hinton

2925 Britmass Drive Raleigh NC 27616
(919) 987-6366 (Home) Email: bobbyhint@gmail.com

Experience**C3 - Catering & Events Director****March 2019 – Current**

Effectively managed team of ten, Corporate Office, Catering Company & Event Space. • Oversee executive leadership, company training, and public relations with media. • Developed intensive, ambitious business strategies, short-term goals, and long-term objectives. • Spearheaded overhaul of various underperforming departments to reduce stagnation and increase growth and productivity. • Fostered change in company culture to be more open, transparent, and accountable. Performance Summary: High energy background in a fast-paced food and beverage environment. Possess outstanding communication skills, superior knowledge of catering procedures and a passion for excellence in customer service. Demonstrated expertise in procuring food and beverage items for small gatherings and large events. Special talent for planning appropriate menus according to specific instructions provided by customers. Key Skills • Familiar with modern event planning and management techniques and protocols • Well-versed in organizing, leading, and motivating catering teams to meet their individual and the company's targets • Builds sales through developing business contacts, and maintain current business accounts • Oversees the day-to-day catering operations. • Assists in developing and executing marketing and promotional initiatives • Takes ownership of the guest relationship and delivery experience • Educates and provides guidance to catering clients regarding the menu • Ensures that all catering orders are executed with 100% accuracy and quality of product. • Creates and utilizes an ongoing prospect list, to ensure incremental growth. • Active involvement in networking events. • Maintains well-documented client information in a database

CORE COMPETENCIES • Food and beverage • Event planning • Budgeting • Food quality check • Stocking • Procurement • Sales maximization • Decorating • Customer service • Vendor relations • Scheduling • Team development. • Promptly follows up on all guest calls and requests in an efficient and expedient manner. • Demonstrates and presents catering services to potential guests to build sales • Demonstrates a commitment to company values • Represents themselves with the highest level of integrity and professionalism. • Always maintains a service-focused approach and a caring and sincere attitude.

Triangle Catering Company- TC Hospitality Group Corporate Sales & Events Manager

May 2014 – March 2019

Highly polished and articulate and use these skills to manage client relationships. As an Event Sales Manager, I am an active member of the hospitality and event planning industries and pursue new market opportunities to increase event sales. I meet with clients regularly, and often conduct tours of the event facility. As an Event Sales Managers provide accurate and timely information to clients, vendors, and meeting planners. I continuously focus on improving customer satisfaction to create customer loyalty and deliver a positive event experience. Creation of proposals for clients and maintain well-organized event records, build and maintain working relationships with internal and external partners, and leverage these relationships to deliver innovative and memorable events ·

Skill Set- Account management, business development, market research, sales prospecting, · Public relations, customer relationship management, event planning and coordination, logistics oversight, revenue management, and communications. · Excellent customer relationship management and communication skills. ·

Skilled in Caterease, Social Tables and Basecamp.

Xerox

Operations Manager

May 2004 – March 2014

As the Operations manager I led two major healthcare campaigns and one telecommunication campaign's technical training department's efforts to deliver and facilitate the new hire product/services training and all product/services up training. Responsible for timely and accurate completion of assigned duties; •Create a comprehensive job description to post on websites and job portals; After short- listing the candidates, conducts preliminary round of telephone interview to obtain work history, training, education, job skills and other background information. At the same time, shares information regarding our company, benefits, job and career opportunities; Prepare and maintain employment records and authorizes paperwork assigning applicant to positions; •Conducts reference and background checks on the applicants and ensures proper documentation; •Inputs data into HRIS system payroll processing schedule; •Organizes, tracks and monitors accurate and timely receipt and submission of new hire documentation, changes, reviews, terminations, etc. •Designs, produces and distributes standard and ad hoc reports using appropriate reporting tools; •Conducts audits and maintains integrity of data systems and document files; •Processes I-9 and e-Verify, ensuring compliance with required timelines, as well as maintains ongoing compliance with destruction of forms as needed; •Completes employment verifications; •Helps with ongoing training and support of new and existing users on the HRIS system; •Establishes and maintains up to date processes and reporting documentation; •Conducts audits of documents and files; •Assists as liaison with third party vendors, IT, Recruitment, Credentialing and Payroll departments; •Research and recommend solutions to precedent setting labor relations problems with serious impact on operating policies, practices, and procedures; •Review employee relations program activities and provide advice on complex and multi-faceted issues; • Serve as the technical expert on performance and

conduct based actions, and related employee relations program policies and practices;
•Provides strategic labor relations advisory services on strategic plans and complex organizational issues including those pertaining to the potential impact of negotiations and third-party decisions; •Provide advice and guidance on time and leave issues;

Alliance of AIDS Services – Carolina

January 2000 – May 2004

Men's Health Initiative Project Coordinator/Recruiter /Housing Coordinator

Center for Disease Control funded demonstration project. Duties were to organize and facilitate Men's Health training sessions over a four-week timeline. There was direct recruitment and training of African American males (age 18-30) in terms of 'conversation starting techniques' to promote health care. Client/ Customer services training, to allow the ability to work with public. Tasks included Power Point presentations to Centers for Disease Control (Atlanta, GA), North Carolina Human Services and State officials, along with weekly reporting on outcome of project along with developing web-based evaluations. Experienced Affordable Housing Coordinator to work for a large fast paced luxury apartment community. In this role, you will be mainly responsible for leasing all apartment homes within the Affordable Housing Program at the apartment community, processing all paperwork associated with leasing and renewing apartment homes within the affordable housing program per compliance guidelines, qualifying households based on program criteria and completing periodic reports confirming program compliance. Other Leasing and Marketing efforts will include maintaining proper administrative paperwork throughout the rental process, maintaining market surveys of competitive communities, devising "out of the box" creative ways to attract and retain potential and current customers as well as providing leasing and administrative support to the conventional leasing program. · Recruited for training classes to conducted quarterly total of 25 males per group · 4/ 6-week classes per year attrition per class less then 9 % (goal less that 12 %) · Reporting % of new HIV cases vs prior 2 yrs cases (tracked over 4 yr period) · Tracked 100 males yearly consisting of prevention, health screenings, counseling sessions, along with social correspondence training.

Education & Training

BA of Science Psychology BA of Business Management - University of North Carolina - Greensboro

Training/Technology Skill Sets

Behavioral Analytics Training, Phoenix, AZ

New Hire/ Resume Building, Raleigh, NC · Leaning Development Training, Raleigh, NC ·

Train the Trainer Seminars Cary, NC ·

Recruitment Development,

NC State Qualifiers, Raleigh, NC

Manager Training Development, Cary, NC

Corporate Privacy Training,
Affiliated Computer Services, Cary, NC ·
Ethics Training Affiliated Computer Services, Cary NC ·
Life Skills Training, Boys and Girls Club of America, Goldsboro, NC ·
Supervision and Skills Training, Boys and Girls Club of America, Atlanta, GA
R.E.A.C.H Program
N.C. Department Environment and Natural Resources, Raleigh, NC ·
Counseling Training, Whet Stone Consultation, Charlotte, NC
Luther Consulting NC Web Based Training, Raleigh, NC ·
P.O.L. Intervention Training
Centers for Disease Control, Salt Lake City, Utah
Critical Incident Stress Debriefing Training, Newcastle, CA
Client/ Customer Service Training,
Social Tables · ServeSafe Certified · Caterease Certified · Skilled in Microsoft Project,
Word, Excel, Outlook, Power Point, and Access