

Privacy Notice

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Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

Open Space and Parks Advisory Committee

Please select your second Board preference: *

Library Commission

Please select your third Board preference: *

United Arts Grants Panels

Please select your fourth Board preference: *

Planning Board

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Byron

First Name

Frazelle

Last Name

Middle Initial

409 N. East Street

Street Address

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

None Selected

Home: (910) 330-5153

Primary Phone

Home: (910) 330-5153

Alternate Phone

sbfrazelle@gmail.com

Email Address

Law Offices of Gilda A.
Hernandez

Employer

Associate Attorney

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 feel motivated to become involved in local government and utilize my skills and experience as an attorney to help continue to make Wake County the best place to live in North Carolina. I also want to work to improve facilities, activities, and opportunities that the County provides for all citizens regardless of income. Robert Putnam's Bowling Alone has convinced me that becoming involved in local government and local organizations is the backbone of civil society so I want to help contribute in the ways that I can.

Work Experience

As an attorney I focus my practice on workers' rights and have negotiated tens of thousands of dollars in settlements for underpaid workers. I have argued for the restoration of unemployment rights for a worker and I have co-chaired a federal district court trial. Prior to my career as a workers' rights attorney, I was a judicial fellow for the Administrative Office of the Courts and routinely assisted District and Superior Court judges on complex legal issues and research, including drafting orders and memoranda. I also have experience working for municipalities both as a legal intern and briefly as an associate attorney assisting municipal lenders' counsel in affordable housing transactions.

Volunteer Experience

I am currently a board member on the Wake County Historical Society board and I have recently joined the Wake County Bar Association and anticipate additional volunteer experiences through that organization. I worked previously for the Town of Carrboro's Parks Department in assisting athletic and enrichment programming as an umpire, referee, and activities assistant.

Education

UNC-Chapel Hill, B.A. 2016; William & Mary Law School, J.D. 2022

Comments

[Frazelle_Resume.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 *

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](#).

S. BYRON FRAZELLE
sbfrazelle@gmail.com | 910-330-5153

EDUCATION

William & Mary Law School, J.D. 2022

UNC-Chapel Hill, B.A. 2016

PUBLICATIONS

Alternative Solutions for Government

Intervention in Climate Crisis Markets: The
Pandemic and the Egg Market Case Study,
46 Wm. & Mary Env'tl. L. & Pol'y Rev. 283
(2021)

HONORS & AWARDS

William & Mary Law School Center for the
Study of Law and Markets, Student Fellow

William & Mary Law School Moot Court
Team, Member

William & Mary Environmental Law and
Policy Review, Member and Best Student
Note Award

EXPERIENCE

Law Offices of Gilda A. Hernandez, Associate

March 2025 - Present

- Routinely represent workers in unpaid wage disputes
- Co-chaired a federal court trial on unpaid wages and retaliatory discrimination
- Negotiated deals, both with opposing counsel and before a third-party mediator, for the payment of tens of thousands of dollars in back wages for underpaid workers

Administrative Office of the Courts, Judicial Fellow

July 2023-March 2025

- Routinely assisted Superior and District Court judges across the state on high-stakes legal research and drafting orders
- Supported administration of three-judge panels in resolution of facial constitutional questions

Ellinger & Carr, Associate & Clerk

May 2022-March 2023

- Supported lender's counsel for municipal lenders in affordable housing loan projects

Town of Cary, Extern

January 2021-May 2021

- Developed formal memoranda on municipal property law, including municipal leases and dedications to municipalities

Wetlands Watch, Legal Intern

May 2020-August 2020

- Authored a white paper examining a local government's "rolling easement" program and examining land valuation issues

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Profile

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United Arts Grants Panel: Submitted

Please select your first Board preference: *

Open Space and Parks Advisory Committee

Please select your second Board preference: *

Cary Zoning Board of Adjustment

Please select your third Board preference: *

Library Commission

Please select your fourth Board preference: *

Wake Technical Community College Board of Trustees

Please select your fifth Board preference: *

United Arts Grants Panels

Please select your sixth Board preference: *

Cary Planning and Zoning Board

Justin
First Name

Middle
Initial

Marcarelli
Last Name

600 Canon Gate Dr
Street Address

Suite or Apt

Cary
City

NC
State

27518
Postal Code

What district do you live in?

None Selected

Mobile: (443) 944-5775

Primary Phone

Business: (919) 861-7219

Alternate Phone

jmarcarelli10@gmail.com

Email Address

Hurricanes Holdings, LLC

Employer

Controller

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 want to do my part to maintain and hopefully improve the community that I live and work in. Public service is something that has always been of interest to me, but it wasn't until recently that I learned I could make an impact without being involved in a political role. I like getting to see behind the scenes of how decisions are made and to be part of the solutions that will impact the lives of thousands of residents.

Work Experience

As a CPA, I currently work for the Carolina Hurricanes/Lenovo Center in charge of the accounting and finance department covering five business entities. I've been with the company since 2018 and I love being involved with an organization that has such strong ties to the community both through sports and performances. Previously I worked as an accountant for DC United of Major League soccer and, prior to that, public accounting roles serving small business, governments, and nonprofit organizations. One of my major areas of focus is process improvement and automation to increase accuracy and efficiency in our operations. As one of the few roles that touches all areas of the organization, I excel in cross-departmental collaboration and facilitating solutions that cater to multiple interested parties.

Volunteer Experience

-Miracle League of the Triangle Coach - since 2022 -YMCA Youth Soccer Coach - 2019-2024 - Guest Lecturer - three courses at NCSU (ACC220/280 and PRT 466) since 2022 -NCSU Poole College ELEVATE Mentorship Program - since 2025

Education

-M.S Accounting from University of Connecticut - 2016 -B.S. Accounting from North Carolina State University - 2015 -CPA License - 2019

Comments

[Justin_Marcarelli_Resume.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 *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Spouse

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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JUSTIN MARCARELLI, CPA

443-944-5775 | jmarcarelli10@gmail.com | www.linkedin.com/in/justinmarcarelli

Licensed CPA in the State of North Carolina (#43376)

Obtained 2019

PROFESSIONAL EXPERIENCE

Carolina Hurricanes (Hurricanes Holdings LLC)

Raleigh, NC

Controller

06/2021 – Present

- Responsible for the monthly/annual financial reporting and analysis of six business entities (team, arena, F&B, holding, foundation, restaurant) with \$300M+ yearly revenue and leading finance meetings with executive team
- Post intercompany eliminating entries and prepare consolidated financial reporting for all business entities
- Manage month-end journal entries, bank/balance sheet reconciliations (including fixed assets, prepaids, accruals, deferred revenue), and monthly budget to actual variance analyses presented to management for all entities
- Oversee all revenue recognition entries including advertising, tickets, suites, parking, merchandise, food service based on performance obligations fulfilled or percentage of completion in accordance with ASC 606
- Maintain revenue schedules for all advertising and suite contracts and identify/allocate performance obligations
- Review media buy advertising invoicing to ensure proper revenues and agency commissions are recorded
- Oversee all accounts payable functions, monthly state/county sales tax filings, and year-end 1096/1099 reporting
- Post payroll and league revenue journal entries in Intacct
- Prepare league specific reporting of Hockey Related Revenues five times annually per the terms of the NHL CBA
- Oversee treasury functions for \$45M+ and maintain cash flow projections on a rolling three-month basis
- Lead and develop a team of four accounting staff and report to the CFO
- Conduct weekly accounting meetings to ensure accountability and clearly stated objectives/expectations
- Implemented standardized departmental budget templates inclusive of prior year budget and actuals to expedite the collection and consolidation of annual budget information into a master file formatted to import in Intacct
- Helped implement almost complete digitization of A/P, A/R, and JE accounting records directly within Intacct
- Automated significant portions of bank reconciliations utilizing bank feeds and 'smart rules'
- Primary contact for external audit (NHL, NHLPA, and F/S) requests and federal/state tax reporting requirements
- Continuously evaluating areas of improvement both within accounting operations and across the organization

Staff Accountant

10/2018 - 06/2021

- Routinely performed month-end journal entries, bank/balance sheet reconciliations, and monthly budget to actual variance analyses within Intacct for arena, F&B, and foundation entities to present to management
- Coordinated with department directors to populate annual budget templates inclusive of anticipated payroll
- Sole finance representative on behalf of Lenovo Center for concert/event settlements with promoters as well as event profitability reporting for management with budget to actual variance explanations
- Assisted with external audit requests and compiled information for the annual 990 filing for the Foundation
- Spearheaded the transition to Nexonia employee expense reporting (from Concur), along with API integration to Intacct, and successfully rolled out the software company-wide including a corporate card program
- Created a daily sales report template for ticket sales to create a JE import from a Ticketmaster Archtics export to increase accuracy and efficiency, saving the box office over 30 minutes per day

D.C. United (DC Soccer LLC)

Washington, DC

Staff Accountant

08/2017 - 10/2018

- Completed bank, revenue, and balance sheet reconciliations, multi-departmental budgets, and month-end journal entries for all three business entities timely and efficiently using Microsoft Dynamics SL
- Managed project accounting records and construction in progress (CIP) reconciliations using the percentage of completion method related to the construction of our new stadium, Audi Field, a \$400M+ project
- Assisted with the financing and debt compliance needs for the construction and management of Audi Field, including administering numerous escrow accounts and completing liquidity analyses
- Effectively managed and reduced outstanding A/R by expediting collections on advertising and suite invoices, while maintaining positive vendor relationships despite managing restricted operational cash due to construction
- Implemented Concur software for employee expense reimbursement reports

The Accounting Office, Inc.**West Chester, PA***Staff Accountant*

05/2016 - 08/2017

- Provided full spectrum accounting and consulting services to small business clients in numerous industries
- Designed a comprehensive payroll entry template that expedited payroll processing across all clients
- Gave strategic recommendations using cash flow projects and budget to actual analysis
- Implemented new timekeeping and task management systems for internal staff to log their activities and provide status updates to clients
- Managed one administrative staff member
- Completed and submitted monthly state sales tax filings and annual 1096/1099 statements

Barbacane, Thornton & Company LLP**Wilmington, DE***Staff Auditor*

10/2015 - 05/2016

- Performed audit procedures on all areas of the financial statements of local governments and non-profit organizations in MD, DE, PA, and NJ
- Reviewed tax and utility billing/collections for accuracy and compliance with agency agreements
- Conducted Yellow Book audits of federal grant recipients in accordance with GAGAS

EDUCATION**University of Connecticut***M.S. in Accounting – Online*

May 2016

North Carolina State University*B.S. in Accounting*

May 2015

- University Honors Program member every year

TECHNICAL SKILLS*Skills:* Sage Intacct, Microsoft Dynamics SL, Quickbooks, Concur, Nexonia, UKG, ADP, Paychex, Ticketmaster, Excel**LEADERSHIP & OUTSIDE ACTIVITIES****University of Connecticut****Online***Adjunct Instructor* 08/2021 – 12/2024

- Instructor for Financial Reporting I in the Online Graduate Certificate in Accounting Fundamentals program

Volunteer Coach*YMCA Youth Soccer Coach* – 11 seasons (Coed U8)*Miracle League of the Triangle Baseball Coach* – 8 seasons (Adult Special Needs)

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Profile

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Please select your first Board preference: *

None Selected

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

Gwen

First Name

Bishop

Last Name

Middle Initial

PO Box 1574

Street Address

Suite or Apt

Apex

City

NC

State

27502

Postal Code

What district do you live in?

None Selected

Home: (919) 410-6377

Primary Phone

Mobile: (919) 946-2602

Alternate Phone

gwbi1414@gmail.com

Email Address

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:

None Selected

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

Comments

[United Arts Grant Panel RESUME March 2026.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

Gwen Bishop

Date of Birth

Gender *

Female

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

Please upload a file

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Gwen Bishop

Registered Nurse, MSN, RN, CNIII

919-946 2602

gwbi1414@gmail.com

MISSION ALIGNMENT STATEMENT

Believe in promoting community-centered grantmaking by supporting initiatives that address needs and foster sustainable, long-term impact.

BOARD CANDIDATE PROFILE

Registered nurse with strong analytical, organizational, and communication skills, seeking to support the United Arts Grant Panel in Wake County. Bring a unique perspective combining healthcare professionalism with community experiences by utilizing a strategic approach to problem-solving, and organizational improvement. Committed to applying integrity, and practical decision-making to enhance board strategy, sustainability, and community impact.

EDUCATION

- **Applied Health Informatics Certificate** Johns Hopkins University, summa cum laude
- **Master of Science in Nursing** Duke University, cum laude
- **Bachelor of Science in Nursing** University of North Carolina at Greensboro

PROFESSIONAL EXPERIENCE

Experience in clinical, telephone triage, long-term care management, school nursing, and leadership roles, with a strong focus on providing high-quality nursing care, educating patients and families, and advocating for patients' well-beings.

Duke University Health System, Raleigh, NC, March 2019-present

- **Initiated and delivered 1:1 coaching for staff across multiple departments**, guiding teams through A3 problem-solving to identify root causes, define target conditions, and create actionable improvement plans that enhanced patient care and safety
- **Led A3 huddles** that significantly boosted staff morale and fostered a collaborative culture.
- **Collaborated closely with the medical director and management teams** to revise policies, standardize care practices, and streamline workflows—improving operational efficiency and ensuring consistent, high-quality care.
- **Built strong, trusting relationships with patients, families, and interdisciplinary team members** through clear, empathetic communication, fostering effective collaboration across diverse backgrounds and clinical roles.

VOLUNTEER & COMMUNITY INVOLVEMENT

- NC State Employee Credit Union (SECU) Advisory Board, Cary, NC, August 2017-December 2025
Supported NC SECU efforts to educate members about products and services. Provided feedback and recommendations to improve services for credit union members.

- Susan G Komen, Raleigh NC
Participate in Susan G. Komen Race for the Cure to raise awareness and funding for breast cancer research and education over numerous years. Provide widespread support for community events.
- Assisted a local artist with art projects: purchased supplies, logged progress, photographed completed artwork, and assisted to display oil paintings at art shows.
- Attend local arts and cultural events while assisting a professional photographer, and gain hands-on experience in community engagements.

COMMITTEE MEMBER

- Duke University Health System, Coordinating Council, 8/30/2023-present
- Co-Chair/Member of Nursing Quality Council, Duke University Health System, 10/26/2022-present
- Rheumatology Nursing Society Nursing Scope and Standards of Practice Committee, 8/20/2024-10/2025

CERTIFICATIONS

Registered Nurse (RN)

Lean Six Sigma Green Belt Trained

Basic Life Support (BLS) certified by American Heart Association

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Profile

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United Arts Grants Panel: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Commission for Women

Please select your third Board preference: *

Human Services Board

Please select your fourth Board preference: *

Juvenile Crime Prevention Council

Please select your fifth Board preference: *

Library Commission

Please select your sixth Board preference: *

Open Space and Parks Advisory Committee

Shanitah

First Name

Young

Last Name

Middle Initial

721 Hardin Hill Lane

Street Address

Suite or Apt

Knightdale

City

NC

State

27545

Postal Code

What district do you live in?

None Selected

Mobile: (919) 295-2256

Primary Phone

Mobile: (919) 295-2256

Alternate Phone

shanitahy@gmail.com

Email Address

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:

Knightdale

Interests & Experiences

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

I believe that civic engagement is the first step in societal change. I would like to use my knowledge and expertise to improve the quality of life for the people of North Carolina. Serving on a Board or Commission will afford me an opportunity to contribute to change and lasting impact.

Work Experience

My professional background spans strategy, evaluation, and systems improvement across public sector and nonprofit environments. I have held roles focused on translating complex policy and program goals into clear implementation strategies, including work with state and local agencies, education and workforce initiatives, and mission driven organizations. My experience includes analyzing data to inform decision making, facilitating cross functional stakeholder engagement, managing projects with multiple constraints, and assessing long term impact rather than short term outputs. This work has strengthened my ability to review proposals critically, ask the right questions, and contribute constructively to group deliberations. Combined with a strong commitment to community wellness and equity, my experience prepares me to serve as a thoughtful, reliable, and mission aligned board member.

Volunteer Experience

My volunteer experience reflects a long standing commitment to service, education, and community engagement. I am an active member of Alpha Kappa Alpha Sorority, Incorporated, where I have participated in service initiatives focused on education, civic engagement, and community uplift. In addition, I have served as a volunteer with the Wake County Public School System, supporting school based efforts that strengthen student learning and family engagement. Through these roles, I have gained firsthand insight into community needs, the importance of sustained volunteerism, and the value of collaboration between institutions and residents. This experience reinforces my commitment to public service and informs the perspective I bring to board and advisory work.

Education

My educational background is grounded in education policy, human development, and systems thinking. I completed my undergraduate studies at Southern Methodist University, where I developed a strong foundation in analytical reasoning, social systems, and leadership. I later pursued graduate study at Teachers College, Columbia University, with advanced training focused on learning science, education research, program evaluation, and equity centered practice. My academic preparation emphasized evidence informed decision making, the relationship between educational environments and long term outcomes, and the role of public systems in supporting community well being. This educational foundation continues to shape how I approach complex policy and governance questions with rigor, clarity, and a long range perspective.

Comments

[Shani_Young_Resume_2026.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 *

Female

Ethnicity *

African American

Hispanic

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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SHANITAH “SHANI” YOUNG

Strategic and impact-oriented leader with 12+ years of experience designing, scaling, and evaluating programs that improve outcomes for children, families, and communities. Known for translating research into actionable strategy, aligning vision with execution, and driving cross-sector initiatives that deliver measurable, lasting results.

EXPERIENCE

FOUNDER AND PRINCIPAL CONSULTANT | ALTIORA GROUP (LLC) | REMOTE | 2024 - PRESENT

- ❖ Advise nonprofit and education organizations on strategy, program design, and implementation.

DIRECTOR OF LEARNING

NORTH CAROLINA EDUCATION CORPS | REMOTE | JANUARY 2021 - JUNE 2025

- ❖ Designed and executed the learning and development strategy for 1,250+ corps members supporting K-5 literacy instruction for more than 30K students across North Carolina.
- ❖ Led a \$500K multi-year, multimodal programmatic evaluation to assess the impact of tutoring implementation across 236+ schools, impacting 30K+ students.
- ❖ Established tutor credentialing courses aligned to the science of reading, increasing access to high-quality literacy tutors.
- ❖ Restructured the organization's functional accountability framework and department structures to align with strategic goals.
- ❖ Developed and implemented staff training programs to improve management efficacy and organizational effectiveness for a 30-member team.
- ❖ Delivered quarterly strategic updates to the Board of Directors, translating program data and insights into executive-level recommendations to support decision-making and long-term planning.

DATA & POLICY ANALYST

NC DEPARTMENT OF HEALTH & HUMAN SERVICES | RALEIGH, NC | JULY 2020 - DECEMBER 2020

- ❖ Collaborated on policy development and implementation for COVID-19 education guidance across early childhood to higher education.
- ❖ Managed stakeholder engagement and created policy-aligned communications for diverse education audiences.
- ❖ Led a 9-member intern team focused on policy research and operational crisis logistics.

CONTENT TEACHER LEADER

UPLIFT EDUCATION | DALLAS, TX | 2016 - 2019

- ❖ Translated classroom research and assessment data into actionable instructional strategies, resulting in a 4% increase in content mastery for 1st-grade mathematics across multiple campuses.
- ❖ Served as a practice-based research coach for new educators, using student performance data to drive professional growth and contributing to an 8% improvement in district-wide assessment performance.

TRANSITION TEAM MANAGER
TEACH FOR AMERICA | DALLAS, TX | 2015 - 2016

- ❖ Directed a 23-member leadership team serving 184 new corps members, applying research on adult learning and DEI to strengthen training and retention outcomes.
- ❖ Designed data-driven feedback systems to assess onboarding, leadership development, and instructional preparedness of corps members.
- ❖ Forged partnerships with six local businesses to support corps training initiatives, expanding organizational reach and resource availability.
- ❖ Elevated corps member voices by gathering qualitative and quantitative feedback, translating findings into actionable improvements in programming and support structures.

RESEARCH EXPERIENCE

RESEARCH ASSISTANT, THE NEUROCOGNITION, EARLY EXPERIENCE AND DEVELOPMENT LAB (NEED): NY, NY – 2019-2020; PI KIMBERLY NOBLE, MD/PHD

- ❖ BUDDY Study E1, coordinating and conducting research sessions
- ❖ EEG processing, data management, social media management

RESEARCH ASSISTANT AT NATIONAL INSTITUTES OF HEALTH. BETHESDA, MD.
LABORATORY OF PATHOLOGY: SUMMER 2009; PI DHAMMIKA NAVARATHNA, MD/PHD

- ❖ Presented at NIH Poster Day: Role of Allantoin in the Pathogenic Fungus Candida Albicans

RESEARCH ASSISTANT AT DREXEL UNIVERSITY COLLEGE OF MEDICINE; MICROBIOLOGY AND IMMUNOLOGY:
PHL, PA: SUMMER 2007& 2008; PI THOMAS EDLIND, PHD

- ❖ Work focused on gene knockout, gene sequencing, transformation and bioinformatics

EDUCATION

Columbia University, Teachers College; NY, NY

– M.S. Neuroscience & Education, 2020

Southern Methodist University; Dallas, TX –

B.A. & B.S., 2013

Bard College at Simon's Rock; Great Barrington,

MA – A.A., 2010

SKILLS

Strategic Planning & Change Management

Leadership, Coaching & Development Systems

Optimization & Project Management

Policy Analysis & Advocacy

Program Impact and Evaluation

PROFESSIONAL DEVELOPMENT & FELLOWSHIPS

Entrepreneurship Essentials - Harvard Business School Online – 2025

Certified Professional in Training Management – 2024

Cognitive CoachingSM, Thinking Collaborative – March 2025

Becoming a Coaching Leader, Building Champions – December 2024

Center for Creative Leadership – Executive Development – 2023

Policy & Advocacy Fellow, Leadership for Educational Equity – 2019–2021

Federal Policy Institute fellow; Early Childhood – 2019–2020

Education Fellow, Teaching Trust, Dallas, TX – 2015–2016

Teach For America, Dallas-Fort Worth – 2013 Corps

TX Certified Educator for ESL and EC-6 - 2013

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

Open Space and Parks Advisory Committee

Please select your second Board preference: *

United Arts Grants Panels

Please select your third Board preference: *

Library Commission

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Michael

First Name

A

Middle Initial

Rantilla

Last Name

1804 Pictou Road

Street Address

Suite or Apt

Raleigh

City

NC

State

27606

Postal Code

What district do you live in?

None Selected

Mobile: (919) 260-6598

Primary Phone

Home: (919) 260-6598

Alternate Phone

mrantilla73@gmail.com

Email Address

HDR

Employer

Civic Principal

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 longtime Raleigh resident and architect, I have a passion for community amenities such as parks, museums, and libraries. I'd like to leverage my 30 years of experience designing these types of projects to help our community continue to grow and beautify in a sustainable and equitable manner. As a native of Brazil, a prior resident of France and Italy, and an avid traveler, I can offer global viewpoints to help supplement local ones.

Work Experience

HDR - Civic Principal EwingCole - Regional Director Perkins & Will - Operations Director and Technical Director Freelon - Associate Principal Gurlitz Architectural Group - Project Architect

Volunteer Experience

Prospective Student Interviewer - Cornell University Design Studio Visiting Juror - NCSU and Wake Tech NC Modernist Houses - Tour Location High School Drafting Student Host - Architect Office Day

Education

Cornell University - Bachelor of Architecture - 1996

Comments

[Michael_Rantilla_Resume_2025v2.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

Michael A Rantilla

Gender *

Male

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

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ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Michael Rantilla, AIA LEED

1804 Pictou Road
Raleigh, NC 27606
919.260.6598
mrantilla73@gmail.com
www.linkedin.com/in/michael-rantilla

Focus

Creative, meticulous and organized architectural leader with 30 years experience delivering award winning, client-focused solutions. Adept at cross-market sector and cross-business group collaboration and strategy. Local, national, and global project and team expertise. Deep understanding of the importance of internal and client-facing relationships and operational team building. Efficient decision maker who leans on data-driven analytics, healthy debate, and trustworthy colleagues.

Professional Experience

- | | | |
|--|--------------------------------|----------------|
| HDR – Civic Principal | Raleigh, NC | 2022 - present |
| Helped start and grow a 30-person architectural studio within an established engineering office. Oversee studio operations and culture-building efforts. Lead Civic market sector strategy and business development. Nurture collaboration across multiple business groups. Reports to Global Market Sector Director and Managing Principal. | | |
| EwingCole – Regional Director | Raleigh, NC | 2018 – 2022 |
| Managed operations for a staff of 40 architects and engineers. Strategic activities related to acquisition of the local office. Project management and business development across Science + Technology, Higher Education, Civic, and Healthcare market sectors. Reported to Director of Operations. | | |
| Perkins&Will – Operations Director Technical Director | Sao Paulo, Brazil Durham, NC | 2014 – 2018 |
| Brazil: Managed operations for a staff of 50 architects. Strategic activities related to acquisition of the local office. Integration of a Latin American practice into a global Architecture firm. Project management and business development across Science + Technology, Healthcare, and Commercial Market Sectors. Reported to Director of Operations.
North Carolina: Responsible for overall technical quality of project deliverables across all market sectors. Strategic innovation regarding document production methods and softwares. Cultivated industry partnerships. Championed technical training efforts and quality control continuous improvement. Reported to Managing Director. | | |
| Freelon (Acquired by P&W)- Associate Principal | Durham, NC | 2006 – 2014 |
| Led medium-to-large project delivery teams across Civic, Higher Education, and Transportation market sectors. Developed and maintained technical quality assurance and quality control methods. Technical committee leadership role. | | |
| Gurlitz Architectural Group – Project Architect | Durham, NC | 1997 – 2006 |
| Full scope design, production, and construction administration tasks across multiple market sectors. Led office relocation design and logistical efforts. | | |
| Smithgroup - Designer | Paris, France Detroit, MI | 1996 – 1997 |
| Full scope design and production tasks for the Automotive market sector. Long-term assignment in Paris for French automotive client. | | |

Credentials

American Institute of Architects	Member	2006
LEED Registered Professional	BD+C Accredited	2006
Registered Architect	North Carolina	2000
Bachelor of Architecture	Cornell University	1996

Professional Skills

Management: Client Management | Office Management | Team Management | Consultant Management | Construction Administration | Contract Negotiation

Design: Presentations | Detailing | Construction Documents | Consultant Coordination

Marketing: Business Development | Proposals | Interviews | Competitions

Software: Microsoft Office | Photoshop | Indesign | Deltek | CAD | Basic REVIT

Languages: Fluent in English and Portuguese with basic knowledge of French | Italian | Spanish

Citizenships: USA | Brazil

Projects

Project Experience: Civic | Commercial | Interiors | Higher Education | Residential | Retail | Religious | Science + Technology | Sports | Transportation | Mixed-use

Size: Designed, documented and managed individual projects ranging in size from 2500sf | \$500,000 through 975,000sf | \$675,000,000

Awards: Completed projects have received over 40 local, regional and national design awards

Related Activities

Memberships: Raleigh Chamber of Commerce | Building Enclosure Council | North Carolina Modernist Houses | Cornell University Alumni Association

Jury and Studio Critic: North Carolina State University College of Design | Wake Technical Community College | Architectural Lighting Magazine Annual Design Awards

Lectures: International Architecture Forum | BEC Fenestration Symposium | Facades+ Conference | Savannah College of Art & Design | Designing Libraries VII | DC Public Library

Academic: Founder and President, American Institute of Architecture Students (AIAS) chapter at Cornell University | Cornell in Rome Program

Mentorship: BOOST Leadership Program Mentor | STEM and ACE program participant | Dix Park Teenspace Career Day

Selected Project List

Aviation / Transportation

- Daytona Beach International Airport Renovation, Daytona Beach, FL
- Durham Station Transportation Center, Durham, NC

Civic

- National Museum of African American History and Culture, Washington DC
- Motown Museum, Detroit, MI
- Chavis Park Aquatics Center, Raleigh, NC
- St John the Baptist Parish Library, Reserve, LA
- Orange County Library, Carrboro, NC
- Geauga County Library, Bainbridge and Thompson, OH
- DC Public Library Tenley and Anacostia Branches, Washington DC
- Wake Forest University Z Smith Reynolds Library, Winston Salem, NC
- Durham County Library East, North, South Branches, Durham, NC
- Durham County EMS Station #2, Durham, NC
- Raleigh, Durham, Chapel Hill Sustainability Assessments

Commercial

- Shure LATAM Headquarters, Sao Paulo, Brazil
- Red Hat Office, Durham, NC
- Emigrant Bank, West Palm Beach, FL
- Perkins + Will Office, Durham, NC
- Gurlitz Architectural Group Office, Durham, NC
- Abbott Government Affairs Office, Washington DC
- Abbott Executive Cafeteria Renovation, Abbott Park, IL
- Coorsdale, High House, and Regency Park Office Buildings, Cary, NC

Education

- Duke University Biological Sciences Renovation, Durham, NC
- Duke University Freeman Center for Jewish Life, Durham, NC
- Morgan State University Center for the Built Environment, Baltimore, MD
- NC A&T Proctor School of Education, Greensboro, NC
- ECU Mendenhall Student Center, Greenville, NC
- UNC Student Stores Renovation, Chapel Hill, NC

Federal

- USMA Cyber & Engineering Academic Center, West Point, NY
- MCRD Parris Island Youth Center, Port Royal, SC

Healthcare

- Albert Einstein Hospital Learning and Research Center, Sao Paulo, Brazil
- Essentia Health Vision Northland Replacement Hospital, Duluth, MN
- Central Medical Park MOB, Durham, NC
- Durham Pediatrics Office, Durham, NC

Industrial

- Chrysler Headquarters Expansion, Auburn Hills, MI
- Virginia Bio+Tech Innovation Center, Richmond, VA
- Mitchell Water Treatment Plant, Greensboro, NC
- Renault do Brazil Automotive Plant, Curitiba, Brazil
- PDI Polaris, Kansas City, MO
- Abbott Laboratories R&D and Manufacturing Facilities:
 - Abbott Park, Des Plaines, Gurnee, Itasca, IL
 - Portland, Scarborough, ME
 - Sunnyvale, Alameda, CA
 - Indianapolis, IN
 - Columbus, OH
 - Casa Grande, AZ
 - Dallas, TX
 - Richmond, VA
 - Gretna, LA
 - Atlanta, GA
 - Queretaro, Mexico

Senior Living / Residential

- Morning Glory Senior Village, Durham, NC
- Roberson Street Lofts, Carrboro, NC
- Carpenter Fletcher Apartments, Durham, NC

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Open Space and Parks Advisory Committee

Please select your third Board preference: *

Wake Technical Community College Board of Trustees

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Linda
First Name

D
Middle Initial

Martin
Last Name

8613 Cavatina Court
Street Address

Suite or Apt

Apex
City

NC
State

27539
Postal Code

What district do you live in?

None Selected

Mobile: (919) 434-4667
Primary Phone

Mobile: (919) 434-4667
Alternate Phone

lindamartin364@gmail.com
Email Address

North Carolina State University (part-time)
Employer

Content Editor
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?

I have been involved personally in local politics since moving to this area in 1994. I have learned that our local communities do many things to promote healthy, enriched and vibrant communities. I am at a point in my life where I have time to dedicate to serving my community, so want to use my personal skills to bring about these local governmental goals.

Work Experience

Research Associate or Faculty member, North Carolina State University (1994 - 2007) in the area of graduate-level teaching (cell biology, physiology) and ran a research program in respiratory cell biology funded by private, corporate and federal grants, and often served on grant review panels (NIH, NIEHS, American Heart Association). Campaign manager for Wake County Board of Education or NC House political campaigns (2010, 2013, 2015, 2016, 2018, 2020). Part-time science content manager for NC State University, Center for Urban Affairs & Community Service (2013 - present). This latter post involves editorial work on science educational items grades 3 to 12.

Volunteer Experience

Board member, Secretary or President, Episcopal Campus Ministry-Raleigh (2009 - 2018); Officer, Enloe (High School) Arts Guild (2013 - 2016); Vestry member, St. Mark's Episcopal Church (2011-2013); Board of Directors, Burning Coal Theatre (2017-present); President, Board of Directors, Burning Coal Theatre (2000, 2021). Volunteered making costumes or building set for various Enloe High School theatre productions (2014 - 2016). Secretary/Treasurer, Precinct 06-07, Wake County Democratic Party (2021-present).

Education

B.A. Goshen College, Goshen, IN 1986 Majors: Biology, Chemistry Ph.D. Indiana University, Bloomington, IN 1993 Major: Biochemistry Minor: Molecular, Cellular, Developmental Biology Postdoctoral Study Iowa State University, Ames, IA 1993 - 1994

Comments

I am also an amateur playwright, having had two 10-minute plays put on in North Carolina. I have also volunteered creating and editing scripts for a local documentary filmmaker, and have edited a script for a new musical created by a faculty member at Ohio Wesleyan University (2021). Our two adult children are both professional artists, our daughter a dancer and choreographer and our son a technical director/set, lighting, sound designer and actor. I learned much about the arts education and professional arts options in Wake County as our children navigated their education and the beginnings of their professional careers in this area. My husband and I remain avid supporters of local art and theatre as well as arts education in our public school system. I believe my past experience writing grants and serving on grant review panels combined with my volunteer and family experiences in theatre and dance, provides a strong skill set for me to be successful serving on the United Arts Grants Panel. Additionally, my experience as a faculty member at NC State University and my volunteer work at Episcopal Campus Ministry-Raleigh has provided me the opportunity to relate to a diverse group of adults early in their career paths. I believe this experience will serve me well in reviewing grants from younger and emerging artists.

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?

from my County Commissioner

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Commission for Women

Please select your third Board preference: *

Domestic Violence Fatality Review Team

Please select your fourth Board preference: *

Council on Fitness and Health

Please select your fifth Board preference: *

Keep America Beautiful Advisory Board

Please select your sixth Board preference: *

Centennial Authority

kanwal

First Name

naiyar

Last Name

Middle Initial

212 GENTLEWOODS DR

Street Address

Suite or Apt

CARY

City

NC

State

27518

Postal Code

What district do you live in?

None Selected

Home: (919) 601-0228

Primary Phone

Home: (919) 601-6018

Alternate Phone

kimen2531@gmail.com

Email Address

CVS Phramcy

Employer

Sale Associates

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 would like to volunteer with Wake County because I have lived here for many years and care deeply about our community. Wake County is one of the most dynamic and competitive counties in North Carolina, and I would like to continue learning more about its growth and contribute through meaningful service on the board. There are several areas within Raleigh where I believe we can make improvements, and I hope my volunteer service can help make a positive difference. I am particularly interested in serving on the United Grants Panel because of my experience as a member of the Cary Arts Advisory Board. Over the past three years, I have gained valuable insight into arts programs, funding processes, and community engagement. I would like to expand my knowledge of grants, how they are allocated and utilized within Wake County, to help ensure that resources are used effectively to support arts and community initiatives. My passion for the arts and community development motivates me to serve, learn, and contribute to the ongoing growth of Wake County.

Work Experience

I currently serve as the Chair of the NC AAANHPI (Asian American, Native Hawaiian, and Pacific Islander) Caucus. For the past six years, I have volunteered in leadership roles as Secretary and Vice Chair within the AANHPI Caucus. Through this experience, I have developed a strong understanding of how grants operate within C4 organizations, including where and how they can be used to strengthen communities and create meaningful impact.

Volunteer Experience

Throughout my volunteer work, I have dedicated many hours to community events such as the Spring Daze Festival, and I have been actively involved in initiatives focused on women's organizations and empowerment. I believe women play a vital role as role models in our society, and I am passionate about supporting and uplifting them through civic and cultural engagement. As a strong advocate for the arts, I have worked to promote local artists, particularly Asian and minority artists, to ensure their work receives the visibility and appreciation it deserves. Raleigh is an incredibly diverse community, and I deeply value the importance of celebrating all forms of artistic expression. Additionally, I bring extensive experience as a voting member of the Cary Arts Advisory Board, where I participate in monthly reviews and discussions to help fulfill Cary's arts requirements and support the city's creative growth. This role has strengthened my understanding of arts administration, grant processes, and community outreach. I hope to bring my experience, community connections, and passion for the arts to the Wake County Arts Grants Panel to help ensure equitable and impactful distribution of arts funding across our diverse county.

Education

Associate Degree in Office Administration and Management.

Comments

Upload a Resume

[KanwalNaiyarResume_FINAL.pdf](#)

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?

Current Wake County Volunteer

If you selected "Other" above, how?

I research by myself

Please upload a file

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Kanwal Naiyar

Cary, NC 27518 | kimen2531@gmail.com | (919) 601-0228 | linkedin.com/in/kanwal-n-718562153

Project Manager and Administrative Support

Self-motivated professional experienced in managing projects and campaigns. Resourceful with strong organizational skills and proven ability to handle difficult issues effectively. A proven team player with excellent administrative and meeting planning skills. Proficient with MS Office, Word, Excel, Access, PowerPoint, and Outlook.

Project Planning Administrative Skills
Bookkeeping and Data Entry Team
Leadership

Time and Record Management

Multi-lingual (English, Urdu, Hindi)

CAREER OVERVIEW

FIRST VICE CHAIR | North Carolina Asian American Pacific Islander (NCAAPI) Caucus – Cary, NC | 05/2018 – Current

Connect various AAPI Communities to help raise awareness to racial issues and bring the necessary change to advocate for AAPI rights.

- Work with a team in ensuring that projects and goals set by the caucus are achieved, this includes coordinating events, community outreach, and reaching out to local governments to lend our support.
- Responsible for creating meeting agenda, managing the caucus communication and email account, and updating contacts database with the support of the caucus chairperson and the board.
- Travel to events on behalf of the NCAAPI Caucus for outreach and support for the organization.
- Provide client/member relation support by maintaining member records and answering member inquiries and concerns.

CAMPAIGN FELLOW AND CAMPAIGN MANAGER | Progressive Turnout Project – 08/2022 – 11/2022

Managed campaign for local candidate in North Carolina which led to her victory in the NC House race. Responsible for executing and coordinating fundraising events, acted as proxy on behalf of the candidate, oversaw effective door-to-door canvassing with volunteers using MiniVAN mobile canvassing application and managed field plan to ensure that many voters are reached in a span of 3 months for the midterm election. Other responsibilities included:

- Oversaw general campaign operations, ensured campaign materials (e.g. postcards, literatures, etc.) are deployed and that signs are distributed and advertised throughout the district.
- Managed phone and text banking for Get Out the Vote initiative.
- Worked with volunteers on polling stations as poll greeters and to drive support for voter education to promote the candidate's advocacies.
- Managed digital advertisements/campaign on social media including Facebook and Instagram, posting candidate's daily activities related to the candidate's advocacy and work as Wake County Commissioner.

FELLOWSHIP | Wake Technical Community College – Raleigh, NC | 9/2022 – 12/2022

- Educate students on the importance of voting and provided assistance with vote registration. ▪
- Managed the filing and submission of voter registration forms to the Board of Elections. ▪
- Traveled to multiple campuses to lead voter registrations efforts.

Kanwal Naiyar kimen2531@gmail.com | (919) 601-0228

SUBSTITUTE TEACHER | Wake County Public School System – Raleigh, NC | 8/2016 – 6/2022

- Worked with preschool age children in groups or one on one teaching children's basic skills such as identifying numbers, letters, shapes, and colors.
- Assisted with lesson plans, read stories, checking notes from parents, and documented students' daily progress report.
- Helped children with curriculum, preparing activities, and organizing programs.
- Supervised children during lunch, snack time, and nap time.

EDUCATION, MEMBERSHIP & CERTIFICATIONS

BACHELOR OF ARTS, Education, Psychology, and Social Work - Global Credentials, Odessa, TX

Member of ART Advisory Board in Cary Town Council (PAAB)

Substitute Teacher Certification from Wake County Public Schools

Receptionist Certification from Lenoir Community College (Kinston, NC)

Word Processing Certification from Lenoir Community College (Kinston, NC)

Computer Specialist Certification from Harcourt Learning

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

Historic Preservation Commission

Please select your second Board preference: *

WakeMed Hospital Board of Directors

Please select your third Board preference: *

Wake Technical Community College Board of Trustees

Please select your fourth Board preference: *

Library Commission

Please select your fifth Board preference: *

GoTriangle Board of Trustees

Please select your sixth Board preference: *

United Arts Grants Panels

Victoria

First Name

L

Middle Initial

Scott-Miller

Last Name

6340 Piedra Dr.

Street Address

Unit 108

Suite or Apt

Raliegh

City

NC

State

27616

Postal Code

What district do you live in?

None Selected

Home: (919) 806-6312

Primary Phone

Home: (919) 806-6312

Alternate Phone

victoria@victoriascottmiller.com

Email Address

Liberation Station Bookstore

Employer

Founder

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 deeply invested in shaping Raleigh into a city where culture, history, and community are not only preserved but amplified. Serving on a Board or Commission allows me to contribute my lived experience and professional expertise toward policies and programs that ensure inclusivity, equity, and sustainability. My work with Liberation Station Bookstore has taught me the importance of civic collaboration and community engagement, and I am eager to lend that perspective in service to the city.

Work Experience

Founder & Creative Director, Liberation Station Bookstore - Established North Carolina's first Black-owned children's bookstore; curated exhibits and programs that affirm cultural identity and literacy; managed staff, budgets, and strategic partnerships; featured nationally in The New York Times, NPR, Good Morning America, and Essence. Author & Public Speaker - Published children's literature under major publishing houses; frequent keynote speaker and panelist on literacy, cultural equity, and community resilience. Community Strategist - Experience in partnership development with schools, nonprofits, and civic institutions to expand access to literature and cultural programming. Museum Collaborator, North Carolina Museum of Art (NCMA) - Developed The Museum Lives in Me project, supported by the Bastian Family Foundation; designed programming and literary work that connected young audiences to NCMA's collections, demonstrating how museums can be living, inclusive spaces.

Volunteer Experience

Village of Wisdom Fellow - Collaborated with other community leaders to design and implement Black Genius Festival programming. Literacy Advocate - Facilitated book drives, school partnerships, and mentorship for parents navigating educational systems. Community Organizer - Active participant in cultural preservation initiatives, book ban advocacy, and local storytelling projects.

Education

Bachelor's degree coursework in English & Cultural Studies (focus on literature and cultural narratives). Ongoing professional development in nonprofit leadership, museum engagement, community organizing, and social impact entrepreneurship.

Comments

My commitment to community, literacy, and cultural preservation aligns with Raleigh's vision for innovation and resilience. With hands-on experience building Liberation Station and collaborating with NCMA, I bring both entrepreneurial and institutional expertise, bridging grassroots storytelling with museum-level strategy. Serving on a Board or Commission would allow me to amplify community voices, strengthen partnerships, and ensure that Raleigh continues to lead in cultural equity and inclusive growth.

[Victoria_Scott-Miller_Resume_2025_.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 *

Female

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Member of Library Commission

Please upload a file

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Victoria Scott-Miller

CULTURAL ENTREPRENEUR & STRATEGIST



PROFILE

I am a visionary entrepreneur and award-winning author with 10+ years of expertise in cultural strategy, business development, and community engagement. As founder of North Carolina's first Black-owned children's bookstore, I have driven measurable impact while amplifying underrepresented voices through innovative programming and strategic partnerships.

SKILLS

- Cultural Strategy & Development
- Business Development & Growth
- Grant Writing & Fundraising
- Project Management
- Community Engagement
- Media Relations & Marketing
- Content Creation & Storytelling
- Strategic Partnerships

AWARDS

- Creative Child Magazine Book of the Year Award, Empowerment Books Category (2024)
- Wake County Public School Hall of Fame Inductee, Entrepreneurship (2021)
- First African American Author Commissioned by NCMA (2020)

WORK EXPERIENCE

Founder & CEO

Liberation Station Bookstore | May 2019-Present

- Launched and scaled NC's first Black-owned children's bookstore from concept to profitable enterprise.
- Secured national media coverage across CNN, Washington Post, and Good Morning America

Author & Creative Director

North Carolina Museum of Art | June 2020-May 2022

- Authored children's book series now in every NC public elementary school
- Managed complex project portfolios and secured \$400K+ in grant funding

Documentarian & Liberation Strategist

Self-Employed | Jun 2014 - present

- Produced documentary projects amplifying marginalized voices
- Provided strategic consultation to 25+ organizations on cultural advancement

EDUCATIONAL HISTORY

Middle Tennessee State University

Bachelor of Arts in Sociology | Aug 2006 - May 2008

- Focused on community development and social justice
- Foundation for cultural entrepreneurship and advocacy work

References Available Upon Request

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Commission for Women

Please select your third Board preference: *

Library Commission

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Patricia

First Name

C.A.

Middle Initial

Sasser

Last Name

5706 Cameo Glass Way

Street Address

Suite or Apt

RALEIGH, NC

City

NC

State

27612

Postal Code

What district do you live in?

None Selected

Mobile: (703) 999-6132

Primary Phone

Home: (703) 999-6132

Alternate Phone

psasser77@gmail.com

Email Address

Employer

On Sabbatical

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?

Growing up as the daughter of a U.S. Diplomat I saw service in action everyday as my mother served her country as a civil and foreign service officer for more than 40 years. Both my mother and my father showed me what it means to be a part of a community, the importance of serving and the impact one can have through giving back to that community. Serving the community in which I live is important to me. I want to be involved in supporting all the ways in which we are making strides to make strengthen and improve our communities and the services we offer. I have been fortunate enough to be serve previous organizations with a focus on women and girls, library services and the arts. I would love the opportunity to continue serve on the United Arts Grant Panel if you'll have me back. Thank you for your consideration.

Work Experience

July 2025 Taking a Sabbatical (to help with aging father) June 2022 - June 2025 Assistant Head of School, Saint Mary's School, Raleigh NC July 2019- June 2022 Head of the Upper School, Ransom Everglades School, Miami FL August 2012 - June 2019 Dean, Loomis Chaffee School, Windsor CT November 2006 - June 2012 Assistant Dean of Students, The Madeira School, McLean VA (Major Gifts Office 2006-20080

Volunteer Experience

VOLUNTEER EXPERIENCE North Carolina Association of Independent School * 2023 Diversity and Inclusion Conference Planning Committee Member 2022-2023 * 2023 Women in Leadership Conference Planning Committee Member 2022-2023 Southern Association of Independent Schools (SAIS) Accreditation Team Member 2021-2025 Alpha Kappa Alpha Sorority, Inc. 2021 - present * Leadership: #CAP Committee Chair, * Chapter Committees: Bylaws, #CAP (College Application Process), The Arts!, Connections and Social Justice, Building Our Economic Wealth * 70th Mid-Atlantic Regional Conference Delegate, Raleigh March 2023 Jack and Jill of America, Inc. 2017-present * Chapters: Greater Hartford, South Miami, Raleigh-Wake Association of Junior League International, Inc. 2008-present * Chapters: Washington D.C., Hartford, Miami, Raleigh * Association of Junior League International, Inc. Diversity and Inclusion Task Force 2014-2016 * Chapter Committees: JLH Diversity and Inclusion Task Force Founding Chair, Public Relations Committee Chair, Bylaws and Standing Rules, Social Media Manager, Targeted Grants & Volunteer Resources, JLR DEIB Committee * Alumni Mentor, University of Virginia 2014 - present The Madeira School 2008 - present * Mentor, Madeira Mentor Program * Class Agent BOARD EXPERIENCE One Schoolhouse July 2025 - present Activate Good 2024 - present International Focus 2023 - present Junior League of Raleigh 2024 - present CAM Raleigh 2024-2025 Grace Academy (CT) - Trustee, Development Committee, Governance Committee 2015 - 2019 Windsor Library Association (CT) 2016-2019 Arts for Learning Connecticut (CT) - Trustee, Governance Committee 2014 - 2017 UVA Young Alumnae Council (VA) - Member 2011 - 2014

Education

EdD Candidate University of North Carolina - Chapel Hill in Organizational Learning and Leadership - Expected Graduation August 2027 M.A. The George Washington University in Education and Human Development B.A. University of Virginia in English Literature and in African American Studies (double major)

Comments

[Patricia.Sasser.CV_8.2025.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 *

Female

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

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Patricia C.A. Sasser

SUMMARY OF LEADERSHIP EXPERIENCE

- Managed an \$500K upper school budget
- Revamped and facilitated faculty hiring processes
- Partnered with Admissions on open houses, revisit days, and new student/family orientations
- Development of a weekly memo to disseminate information and resources to upper school faculty and staff
- Collaborated with colleagues on the development of seminar curricula
- Cultivated, solicited and stewarded annual fund and Centennial Campaign donors
- Advanced schoolwide equity and belonging strategy that centered historically underserved students
- Co-chaired the development of the foundation for the inaugural Diversity & Inclusion Strategic Plan
- Led cross-functional teams focused on academic support, student life, and wellness
- 5-year School Re-accreditation Co-Chair
- Created the Leadership Roundtable for Assistant and Associate Heads of School in collaboration with TABS
- Expanded academic offerings to include faculty designed advanced coursework, dual enrollment, and enrichment initiatives
- Fulbright Specialist 2023 - 2026
- Trustee service on seven local non-profit boards
- Transformed student leadership training program

PROFESSIONAL EXPERIENCE

Saint Mary's School, Raleigh, NC

July 2022-June 2025

Founded in 1842, Saint Mary's School is an all-girls independent Episcopal boarding and day school serving 315 students in grades 9-12. Located in downtown Raleigh, NC, the school has an endowment of approximately \$31.4 million.

Assistant Head of School for Academic Affairs

- Served as the Chief Academic Officer providing leadership for the school's overall academic program.
- The educational leader of the school, responsible for its day-to-day operations including academics, educational technology, communication, faculty performance.
- Directly oversaw the Academic Department Chairs (8), Dean of College Counseling, Director of Learning Support, Director of Library Services, Director of Educational Technology, Registrar, Head of Global Education, and Head of Student Leadership and Engagement
- Supported the Academic Leadership Team in advance and implement the academic vision and shaping the student experience
- Identified and builds relationships with partner organizations in support of the school's mission.
- Oversaw faculty recruitment, hiring, and retention processes
- Enhanced and facilitated new employee orientation and onboarding
- Co-chaired the school's accreditation process
- Chaired of the Faculty/Staff Community and Belonging Committee
- Member, Board of Trustees' Governance, Finance & Facilities, Advancement and Community & Belonging Committees
- Class of 2025 grade-level advisor

Ransom Everglades School, Miami, FL

July 2019-June 2022

Founded in 1903, The Ransom Everglades School is a co-ed independent day school serving 1130 students in grades 6-12. Located in the Coconut Grove neighborhood of Miami, FL, the school has an endowment of approximately \$52 million.

Head of the Upper School

Upper School faculty: 120 Upper School students: 653

- Divisional leader overseeing its day-to-day operations while establishing and maintaining an atmosphere that fosters learning and social well-being, including through school assemblies and our advisory program
- Directed the upper school in all matters relating to students, faculty, parents and curriculum in accordance with Ransom Everglades' mission, philosophy and goals.
- Provided leadership, encouragement, and support to department chairs, faculty and advisors
- Led division's support team of the school counselor, school nurse, testing & accommodations coordinator, dean of students, grade-level deans, administrative assistant and front office staff
- Worked closely with the Head of the Middle School to ensure alignment across divisions
- Managed the upper school's annual budget of approximately \$350K
- Served on the Academic Council, Upper School Admission Committee and the school's Anti Racism Task Force
- Covid-19 Response Coordinator for the upper school and co-chair the health audit committee
- Senior Leadership Team member

The Loomis Chaffee School, Windsor, CT

August 2012-June 2019

Chartered in 1874 and opened in 1914, The Loomis Chaffee School is a co-ed boarding and day school serving 675 students from 26

states and 40 countries in grades 9-PG. Located just north of Hartford, the school has an endowment of \$180 million.

Class Dean/Dean of Students

- Served as a resource to students and tended to students' academic, social and emotional wellbeing
- Oversaw the administrative functions of the class, including class meetings, special events, permissions, absences, medical leaves, new student orientation, etc.
- Served as the first point of contact for student accountability issues (includes discipline, attendance, dress code, etc.).
- Conceptualized, organized, and facilitated prefect and resident assistant selections and year-round leadership training
- Collaborated with the Director of Diversity and Inclusion on the creation and oversight of school-wide programming, initiatives, and communications
- Led the development of foundation for the school's first Diversity & Inclusion Strategic Plan
- Chair, All-Gender Housing Committee
- Supervised and mentored the Director of International Students
- Developed and executed programming for the Pelican Support Network which supports students of color, first generation students, and/or students of high financial need. Programs include alumni panels, lunch & learns, mentor training
- Developed developmentally appropriate programming for upperclassmen students, including a senior college transition program and a leadership EdCamp for juniors
- Participated in Admissions programming, including open houses, prospective family receptions, revisit days, new family receptions, sending program visits
- Collaborated and partnered regularly with other Loomis Chaffee faculty, including those in the Academic Office, College Guidance, Counseling, the Health Center, and dorm heads
- Committee member: Kravis Council (on Professional Development), Athletics Health & Safety Committee, Brand Development, Special Needs, Student Life, Experiential Learning, Climate and Inclusion, Dorm Life

The Madeira School, McLean, VA

November 2006 – June 2012

Founded in 1906, The Madeira School is an all-girls boarding and day school serving 309 students from 18 states and 14 countries serving grades 9-12. Located just outside of the nation's capital, the school has an endowment of \$62 million.

Assistant Dean of Students/Director of Residential Life

2009– 2012

- Responsible for supervising 35 residential faculty members and 172 boarding students
- Managed a \$50K student life budget
- Management of residential faculty evaluative process and oversight of Administrator on Duty and study hall proctors' rotation
- Management of student and dormitory issues, weekend sign-outs, and major break travel
- Responsible for resident assistant selection and residential life staff hiring and professional development
- Handled all minor discipline cases including, but not limited to tardies, study hall violations, weekend sign-out violations
- Facilitated student leadership development for resident assistants
- Served as the International Student Coordinator
- Engaged in faculty and administer recruitment by attending hiring fairs

Assistant Dean of Students for Student Activities

2008 – 2009

- Planned and coordinated students' weekend activities, including special events, initiatives and dances
- Managed allocation of student programming budget
- Trained faculty and staff chaperones and oversaw weekend duty team rotation and coverage
- Assisted in orientation planning of new students and families
- Oversaw approximately 40 student clubs and student interest groups
- Established social and service partnerships with local brother and sister schools and organizations
- Developed Madeira's Cultural Passport Program

Special Assistant to the Headmistress on Diversity

2008 - 2009

- Worked with Alumnae Relations and the Alumnae Association on Alumnae of Color outreach
- Planned special events for our communities of color, including a Families of Students of Color breakfast, Black Alumnae Network reunion, and the Black Alumnae Network Forum
- Gathered and distributed information on local and national Diversity conferences to Madeira faculty, staff, and student communities

Major Gifts Officer

2006 – 2008

- Managed a portfolio of 80-100 major gift annual fund and campaign prospects and donors
- Cultivated, solicited, and stewarded new and existing major gift donors, specifically for the \$60M Capital Campaign and leadership level Annual Fund giving
- Grant Proposal Writing

Leadership and Community Activities, The Madeira School

- Member, Mission Statement Development Committee 2011 - 2012
- Member, Health & Wellness Team 2011 – 2012
- Member, Student Health & Retention Committee 2009 – 2012
- Dorm Head, Upperclassmen Dorm 2008 - 2010
- Member, Diversity Council, 2006 - 2012
- Club Advisor, Black Student Union 2006 – 2012
- Member, Faculty Recruitment & Retention Committee 2007- 2012
- Member, Madeira's In-house committee for VAIS accreditation 2008 - 2012

ESPN, Bristol, CT

1999 - 2006

Associate Producer, Remote Production Department

BOARD MEMBERSHIPS

- One Schoolhouse - Board Member; Finance Committee July 2025 - present
- Contemporary Art Museum (CAM) Raleigh - Board Member June 2024 - July 2025
- Junior League of Raleigh - Board Member; DEI Committee, Finance Committee May 2024 - present
- Activate Good - Board Member; Engagement and Expansion Committee 2024 - present
- International Focus (NC) - Board Member, Chair of Governance Committee 2023 - present
- Windsor Library Association (CT) 2016 - 2019
- Grace Academy (CT) - Trustee; Development Committee, Governance Committee 2015 - 2019
 - A tuition-free all-girls middle school serving students grades 5-8 in Hartford
- Arts for Learning Connecticut (CT) - Trustee; Governance Committee 2014 - 2017
- UVA Young Alumnae Council (VA) - Member 2011 – 2014

TEACHING EXPERIENCE

- Saint Mary's School Raleigh, NC 2022-2023**
 - Course: 11th Grade Seminar
- Ransom Everglades School Miami, FL 2021-2022**
 - Course: Yearbook
- The Loomis Chaffee School Windsor, CT 2012-2019**
 - Course: 9th Grade Seminar in the Common Good
- The Madeira School Mclean, VA 2008-2012**
 - Courses: English for Speakers of Other Languages (ESOL), 9th Grade Public Speaking Seminar, 9th and 10th Grade Diversity Seminars

HONORS/AWARDS/ RECOGNITIONS

- 2023-2026 Fulbright Specialist, U.S. Department of State, Bureau of Educational and Cultural Affairs
- 2020 Legacy Miami's Most Influential and Prominent Black Women in Business and Industry Honoree
- 2020 National Speech and Debate School Association District Administrator of the Year
- 2019 Greater Hartford Chapter of the Links, Inc's Outstanding Service in Education Award Recipient
- 2019 Special Congressional Recognition from U.S. Representative John Larson (CT- 1st District)
- 2019 Special Congressional Recognition from U.S. Representative Jahana Hayes (CT - 5th District)
- 2019 Official Mayoral Citation from Hartford Mayor Luke Bronin
- 2019 Public Leadership Citation from the State of Connecticut Office of the Treasurer
- 2016 - 2017 NAIS Fellowship for Aspiring Heads
- 2006 Emmy® Award Winner (Live Event Turnaround Best of Winter X Nine)
- 2005 and 2006 Emmy® Award Nominee

PRESENTATIONS

TABS Residential Life Leadership Lab - Lead Faculty Member, February 2024

Women in Leadership: Turning Towards Possibility Workshop Facilitator, SAIS Annual Conference, October 2023

TABS Leadership Roundtable for Associate and Assistant Heads of School Institute Co-Creator and Lead Faculty Member
The Association of Independent Schools (TABS) Summer Institute, July 2023 and June 2024

Alternate Paths to Academia Panelist and “Leveraging your Personal Toolkit in Your Professional Life and for Career Transitions”
Workshop Facilitator
National Humanities Center, July 2023

“Shaping Your Leadership Journey: Moving From Where You Are To Where You Want To Be” Workshop

NCAIS Women In Leadership Conference, February 2023

“So, You Want To Be An Assistant Head of School” Workshop
NAIS People of Color Conference, San Antonio, TX, December 2022

“Happy Faculty, Vibrant Schools: Key Considerations Regarding Faculty Wellness” Presentation
NAIS Annual Conference, Baltimore, MD, March 2017

PROFESSIONAL DEVELOPMENT

Effective Strategies for Active Engagement and Inclusive Classrooms	February 2025
2023 - 2025 Excelle Executive Women’s Leadership Program	July 2023- present
Identity Conscious Educator Facilitation Course	July 2023
Folio Summer Institute	June 2021
Harvard Business School & School of Graduate School of Education’s Certificate in School Management and Leadership	2019-2021
NBOA’s Essentials of School Business for Non-Business Administrators: Budget Meets Mission	October 2018
Certificate in Nonprofit Management, University of Illinois at Chicago	June 2018
The Heads Network Executive Women’s Seminar	May 2014
The Knapsack Institute (focused on Social Justice Pedagogy)	June 2013
Stanley H. King Counseling Institute	August 2011
NAIS Annual Conference	2009, 2016, 2017, 2023
NAIS People of Color Conference	2007, 2010, 2013, 2015, 2018, 2020, 2022, 2023, 2024
GDS Equity Collaborative: Building and Sustaining Multicultural Schools	July 2007, June 2008

VOLUNTEER EXPERIENCE

United Arts Grants Panel (appointed by the Wake County Board of Commissioners)	2023 - present
One Schoolhouse Association of Academic Leaders Advisory Council	2023 - present
North Carolina Association of Independent School	
<ul style="list-style-type: none">2024 NCAIS Administrators of Color Conference Planning Committee2023, 2024, 2025 Diversity and Inclusion Conference Planning Committee2023, 2024, 2025 Women in Leadership Conference Planning Committee	
Southern Association of Independent Schools (SAIS) Accreditation Team Member	2021-2025
Alpha Kappa Alpha Sorority, Inc.	2021 - present
Jack and Jill of America, Inc.	2017-present
<ul style="list-style-type: none">2023-2025 Mid Atlantic Regional Parliamentarian	
Association of Junior League International, Inc.	2008-present
<ul style="list-style-type: none">Association of Junior League International, Inc. Diversity and Inclusion Task Force	2014-2016
University of Virginia	2014 - present
The Madeira School	2008 - present

EDUCATION

University of North Carolina - Chapel Hill

Ed.D in Organizational Learning and Leadership
Expected Completion: August 2027

The George Washington University, Washington DC

Masters of Arts in Education and Human Development
Concentration: Educational Leadership and Administration

January 2012

University of Virginia, Charlottesville, Virginia

Bachelor of Arts in English
Bachelor of Arts in African-American Studies

May 1999

The Madeira School, McLean VA

June 1995

PERSONAL

Travel: Lived in Washington DC, Nigeria, Haiti, Niger, Maryland, Virginia, Connecticut, Florida, and North Carolina. Traveled to 42 of the 50 States, Puerto Rico, Canada, England, France, Italy, Burkina Faso, Bahamas, Mexico, South Africa, Hong Kong, Dominican Republic, and Japan.

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

Water Partnership

Please select your second Board preference: *

Open Space and Parks Advisory Committee

Please select your third Board preference: *

GoTriangle Board of Trustees

Please select your fourth Board preference: *

United Arts Grants Panels

Please select your fifth Board preference: *

Library Commission

Please select your sixth Board preference: *

Juvenile Crime Prevention Council

Angelina

First Name

Manoj

Last Name

Middle Initial

1728 Pantego Trl

Street Address

Suite or Apt

Cary

City

NC

State

27519

Postal Code

What district do you live in?

None Selected

Home: (919) 622-2923

Primary Phone

Home: (919) 622-2923

Alternate Phone

angelina17manoj@gmail.com

Email Address

YMCA

Employer

Kidzone Care Attendant

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?

Whenever me and my neighbors walked around trails in Cary, we would ask each other questions like, 'I wonder who decides to put the crosswalk here,' or 'Why is this stream suddenly flagged for cleanup?' I realized there was a gap between the work the County does and the people who feel its impact. That's the role I want to play: a translator and a bridge. I'm interested in serving on a Board or Commission because I want to play a more active role in supporting and strengthening Wake County, especially when it comes to awareness about the local government, which not a lot of people seem to know about nor participate in. My time on the Health Board at UNC Charlotte taught me how to do that—how to take a student's frustration about clinic hours and turn it into a policy proposal that actually worked. I want to ensure my neighbors see local government not as a distant entity, but as a resource they helped shape by people that they know they can relate and discuss with.

Work Experience

YMCA Kidzone Care Attendant: June 2025-Present Sustainability Events Lead: Aug 2024-May 2025 Administrative and Events Assistant at Division of University Advancement: Oct 2024-May 2025 West Regional Library Page: Oct 2022-June 2024 Governor Cooper and General Assembly Page: Jan 2023-July 2023

Volunteer Experience

Lobbyist: Citizens Climate Lobby Raleigh: May 2025-Present College Democrats of America Organizing Fellowship: June 2025-August 2025 Student Government Senator (Finance Committee): Oct 2024-Aug 2025 UNCC Health Board: Oct 2024-May 2025 Volunteer UNCC Newspaper Journalist: Aug 2024- May 2025 Lourdes Matha Syro-Malabar Catholic Church Apex Volunteer: Feb 2019-Present Finance Grant Writer YCAT : July 2020-Present

Education

Wake Technical Community College University of North Carolina Charlotte

Comments

My UNCC academic program is online, providing me with significant flexibility as I reside in Cary. This allows me to fully commit to the meeting schedule and dedicate the necessary time to thoroughly prepare for the complex issues before the board in Wake County.

[Angelina_Manoj_Resume_Wake.pdf](#)

Upload a Resume

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

Angelina Manoj

Please upload a file

Demographics

Date of Birth

Gender *

Female

Ethnicity *

Asian

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](#).

Angelina Manoj

Cary, NC • 919-622-2923 • angelina17manoj@gmail.com

PROFESSIONAL EXPERIENCE

Northwest Cary YMCA

Cary, NC

Kidzone Care Attendant

June 2025-Present

- Supervised and actively engaged groups of children in a variety of safe, age-appropriate, and culturally relevant activities, fostering social, emotional, and cognitive development in alignment with YMCA's core values of honesty, respect, responsibility, and caring.
- Built and maintained positive relationships with children, parents, and staff by providing clear communication, modeling strong interpersonal skills, and handling behavioral or sensitive situations with professionalism and care.
- Ensured a safe, clean, and supportive childcare environment by upholding YMCA policies, monitoring program spaces, and adhering to child protection, emergency response, and organizational standards..

Youth Climate Action Team

Cary, NC

Grant Proposal Development and Nonprofit Fundraising Intern

July 2025-August 2025

- Designed and implemented comprehensive tracking systems for multiple grant application deadlines, improving team collaboration and reducing missed opportunities by 30%.
- Coordinated scheduling and communication efforts for fundraising campaigns, helping to engage and maintain relationships with key donors and stakeholders.
- Organized and maintained digital databases, ensuring efficient access to grant materials and supporting overall nonprofit operational effectiveness.

College Democrats of America

Remote

Democratic Organizing Fellowship

June 2025- August 2025

- Trained in grassroots organizing, voter mobilization, and field strategy through NDTC and Blue Future.
- Supported rapid-response communications on federal and state policy issues, strengthening message discipline.
- Led digital outreach and engagement campaigns targeting underrepresented voters, boosting turnout and visibility.

UNCC Division of University Advancement

Charlotte, NC

Administrative & Events Assistant

October 2024- May 2025

- Provided logistical support for high-profile university events, coordinating with vendors, attendees, and executive staff to ensure seamless execution.
- Maintained complex internal calendars and managed communications for guests and university leadership, enhancing operational efficiency.
- Prepared detailed event materials and presentations, contributing to professional and polished meetings and receptions.

UNCC Office of Sustainability

Charlotte, NC

Events Team Lead and Sustainability Aide

August 2024- May 2025

- Directed all aspects of planning and executing sustainability-focused events with over 200 attendees, including vendor negotiations, volunteer coordination, and logistics management.
- Implemented zero-waste initiatives by collaborating with campus facilities and vendors, significantly reducing environmental impact.
- Gained recognition for leadership in large-scale campus environmental programs.

North Carolina Governor's Office

Raleigh, NC

Governor's Page

January 2023 - July 2023

- Conducted policy and financial research to aid state programs and resource allocation decisions.
- Drafted policy briefs and coordinated internal communications on education and public service projects.
- Assisted with logistics coordination for statewide textbook redistribution programs aimed at improving educational equity.

EDUCATION

The University of North Carolina at Charlotte | 3.9 GPA

Charlotte, NC

Bachelors of Science in Economics | Minor in Political Science

May 2027

Activities: Student Government Senator (Finance Committee), Roller Skating (Treasurer), Future Leaders of Accounting, Mock Trial

HONORS AND CERTIFICATIONS

Certificate of Achievement in Political Organizing: College Democrats Of America

August 2025

Real Estate Market & Property Analysis Certification: Project Destined

July 2025

Chancellor's List (Fall and Spring)

May 2025

Get Lit! Writing Contest, 1st Place (National)

December 2023

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

Domestic Violence Fatality Review Team

Please select your second Board preference: *

Juvenile Crime Prevention Council

Please select your third Board preference: *

Library Commission

Please select your fourth Board preference: *

Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

Agricultural Advisory Board

Please select your sixth Board preference: *

Criminal Justice Partnership Advisory Board

Shagufta

First Name

F

Middle Initial

Hakeem

Last Name

108 Kellerhis Dr

Street Address

Suite or Apt

Apex

City

NC

State

27502

Postal Code

What district do you live in?

None Selected

Mobile: (919) 931-5089

Primary Phone

Mobile: (919) 931-5089

Alternate Phone

shaguftahakeem@pm.me

Email Address

None

Employer

None

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?

I have previously served in Boards and Commissions that focused on prevention and governmental services. Serving on the commissions above will give me an opportunity to apply my experience in different commissions.

Work Experience

I have 7+ years of experience in the nonprofit, higher education and administration space. This has involved fields such as law, criminal justice, international business and liberal arts.

Volunteer Experience

I have 7+ years of volunteer experience at the food bank and Board of Elections.

Education

I completed my Master's in Liberal Studies at Duke University.

Comments

[SFH_Revised_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

Shagufta F Hakeem

Ethnicity *

Asian

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

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Shagufta F. Hakeem, M.A.

919-931-5089 | shaguftahakeem@pm.me | [linkedin.com/in/shaguftahakeem](https://www.linkedin.com/in/shaguftahakeem)

CAREER SUMMARY: Seven years of experience in the human services and public health industry with roles in grant management and nonprofit business operations.

EDUCATION

Duke University (Durham, NC)

December 2015

Master of Arts, Liberal Studies

University of North Carolina at Charlotte (Charlotte, NC)

June 2013

Bachelors of Science in Business Administration, International Business

Bachelors of Arts, Criminal Justice

WORK EXPERIENCE

Temporary Solutions 2024

July 2024-December

FVPSA Program Coordinator II

- Reviewed grant applications and contracts for 60+ grantees to ensure grant funding is dispersed appropriately to the agency working for FVPSA
- Maintained correspondence and customer service standards for the agency by making calls, reviewing emails and responding to business requests

Carolina Public Humanities September 2023

February 2023-

Business Services Coordinator

- Organized invoices and focused on accounts payable functions to increase continue education programming and communications, and grant projects
- Led executive staff meetings on social media strategy, Carolina K-12 projects, and board outreach to improve efficiency in communications and organizational goals by 15 percent

Rethink Media 2022

January 2022-June

Senior Grants and Partnerships Associate

- Organized training for member groups and campaigns on media technologies, communications, professional support and public opinion and media analysis
- Implemented contracts and membership orientation for 10+ organizations receiving grant funds from private and public foundations for movement-related projects

Governor's Crime Commission 2021-August 2021

April

VAWA Planner-Crime Victim Services

- Led technical assistance trainings for crime victim services to gather stakeholder information and recommend best practices to improve collaboration across small businesses and nonprofit organizations in anti-violence prevention programs
- Conducted data collection across community-based organizations and community stakeholders to recommend evidence-based practices after completing financial management training
- Managed a budget of \$2 million under the Governor's Crime Commission

Kiran

December

2017-June 2020

Program Manager/Outreach Coordinator

- Improved organizational awareness by attending 20+ tabling events across North Carolina per year and engaged with community organizations focusing on gender, housing and criminal justice via conferences, summits and online events
- Completed **Canva Design School** and **W3C Schools** training and **Northwestern University Nonprofit Essentials certification** to communicate in written, verbal and multimedia platforms (Instagram, YouTube, Facebook, TikTok, email marketing and website) to culturally-specific communities across the South Asian

diaspora and NC region to create awareness about gender-based violence in K-12 communities, religious groups, governmental organizations and local media to increase fundraising and grant funding by 40 percent

- Facilitated 15+ trainings (technical assistance) across diverse audiences within and surrounding the South Asian and SWANA/MENA communities on topics related to intimate partner violence, teen dating violence (juvenile justice), hotline training and volunteer training
- Facilitated 15+ technical assistance trainings across diverse audiences within and surrounding the South Asian and SWANA/MENA communities on intimate partner and domestic violence, teen dating violence and juvenile justice hotline training and volunteer training

NC LiteracyCorps, SCALE

August 2016

- July 2017

AmeriCorps Literacy Specialist

- Conducted data collection on 200 K-12 students to establish learning objectives and goals for academic improvement and implementing Brain Gain curriculum initiatives
- Organized and led seminars for 37 members and teachers on pursuing higher education, racial equity and newsletter communications

UNC Charlotte IT Service Desk

April

2010-May 2013

Senior Technical Assistant

Provided end user support and B2B trainings for faculty, staff, alumni utilizing University applications by cultivating technical support for University applications, software and enterprise applications which led to improved outcomes

- Trained 10-15 team members on implementing end user support for technology, software, and networking projects
- Developed user guides for networking and software installation documentation to improve technical writing skills and contribute to CRM knowledge base
- Resolved 25+ Help Desk tickets within 24 to 48-hour time frame to improve communication and help desk skills to better serve faculty, students and alumni

VOLUNTEER EXPERIENCE

Wake County Board of Elections, Precinct Official

August

2016-Present

- Manage processing ballots, registering voters, researching databases and setting up polling precincts for county elections

Muslim American Public Affairs Council, Volunteer

March 2024-

July 2024

- Managed projects with MAPAC members to improve event planning, organizational efficiency and implementing operational structures for communications, marketing and graphic design

ACCOMPLISHMENTS

- Promoted to Program Manager in 2020 for improving victim services, fundraising and communication goals by 25 percent
- Promoted to Senior Technical Assistant for improving communications and increased responsibilities in identity management and account retention