

Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

Capital Area Workforce Development Board

Please select your second Board preference: *

Board of Adjustment

Please select your third Board preference: *

Holly Springs Board of Adjustment

Please select your fourth Board preference: *

Keep America Beautiful Advisory Board

Please select your fifth Board preference: *

Apex Board of Adjustment

Please select your sixth Board preference: *

Centennial Authority

Timothy

First Name

Guthrie

Last Name

Middle Initial

334 Leland Crest Dr

Street Address

Suite or Apt

Apex

City

NC

State

27539

Postal Code

What district do you live in?

None Selected

Mobile: (919) 638-6855

Primary Phone

Mobile: (919) 638-6855

Alternate Phone

guthrie759@gmail.com

Email Address

VIGILINT Expeditionary Solutions

Employer

HR Manager

Job Title

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

Yes No

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

Holly Springs

Interests & Experiences

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

As an HR practitioner, I am passionate about fostering talent and creating career opportunities. Serving on the Capital Area Workforce Development Board aligns with my commitment to workforce development and community engagement. My background equips me to address the challenges faced by both employers and job seekers. I am eager to collaborate with other professionals to develop strategies that support underrepresented populations and ensure equitable access to job training. Ultimately, I want to make a meaningful impact in my community by shaping policies that strengthen both individuals and the local economy.

Work Experience

HR & Training and development

Volunteer Experience

NC Cert Habitat for Humanity Wake County Public Schools- Woods Creek

Education

BA- Political & Social Science

Comments

I leave you with one quote "Do not fear failure but rather fear not trying." — Roy T. Bennett

[10_24Guthrie_Timothy_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 *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

TIMOTHY GUTHRIE

Holly Springs, NC 27539
(919) 638-6855
Guthrie759@gmail.com

SUMMARY

Motivated & Strategic Business leader offering many years of evaluating corporate people operations strategies and developing actionable solutions to meet objectives. While working in **fast paced Environment's**. Skilled in **analyzing metrics** to decipher pain points in employee retention, compensation structures and benefits administration. Personable and committed with passion for improving work culture.

SKILLS

- Policies implementation
- **Recruitment Marketing**
- **Legal Research**
- **Federal Contracting Compliance**
- AAP/EEO- Implementation
- **Federal Per diem regulations -Expense**
- Kronos/ payroll / ADP / PeopleSoft/ Salesforce
- **Reviewing and processing official secured documents**
- **ERISA & USERRA Compliance**

EXPERIENCE

DUKE HEALTHCARE PREPAREDNESS COALITION

Durham, NC

NC CERT

11/2023 to Current

- Disaster response Volunteer
- Stress & Emergency Management

VIGILINT HEALTH SOLUTIONS

Morrisville, NC

HR Manager, Employee Relations & Compliance

03/2023 to Current

- Oversee compliance with **Multi-State employment laws including-(CA,NY and WA) 35 States**
- Creating SOPs to increase compliance
- Advance Research with Legal Compliance trends in BLR, OFR, U.S Department of Labor, SHRM, USA.GOV, George Town Law Library and Blacks Law Dictionary
- Investigating employee infractions
- **Processing DBA Workers Compensation Claims**
- Addressing **employee infractions** and working with management to resolve performance issues
- Completing Federal filings such as **Vets 4212 & EEO-1 Report** company wide
- **Benefits administration- Reconciling and invoicing & look back measurements for ACA**
- Assisting in benefits renewal process to help save the company money
- **Conducting open enrollment process**
- Addressing concerns with Company Mergers regarding: Pay, benefits, and job titles
- **Being the POC for all staff including Doctors, RNs, Paramedics and offering solutions**
- Keeping compliance with **OFCCP & DOD**
- Developed an **Affirmative Action Plan and oversee the process and development of talent and promotions data**
- Conducting background checks and orientation, coordinating new employee **onboarding** process.
- Implemented LMS for workplace safety & harassment training
- Working with the Director of Medical Affairs to ensure medical providers are performing within their scope
- Converted our **performance management system** from paper to digital with a non-bias grading scale- reviewing incoming evaluations
- **401K transmission and PTO calculation, expense.**
- **Managing multi-state payroll laws- running 2 payroll cycles bi-weekly & semi-monthly over \$750k per cycle**
- Facilitated workshops for groups or individuals on topics related to professional development.

CHARTER COMMUNICATIONS INC

Morrisville, NC

Training & Development Relations Lead

04/2021 to 03/2023

- Provided ongoing support and guidance to a team of 150+ employees while, fostering a positive and productive work environment.
- Collaborated with management and the corporate team to design and implement new hire curriculum, ensuring a smooth onboarding process and alignment with organizational objectives.
- Implemented strategies to enhance **employee retention**, successfully surpassing the 60 and 90-day milestones for new hires, optimizing overall team stability and performance.
- Conducted thorough needs assessments, **identifying training gaps**, and tailored customized solutions to meet specific organizational needs, enhancing employee competence and overall effectiveness.
- Assisted employees in seamless transitions after **leaves of absence**, facilitating their reintegration and maintaining employee morale and productivity.
- Provided **conflict-resolution methods** to alleviate grievances between employees and difficult leaders.
- Assisted in the development of performance management systems including goal setting, performance reviews, corrective action plans and disciplinary procedures.
- **Provided guidance on labor law compliance issues such as FMLA, ADA, Title VII.**
- Facilitated communication between management and staff by conducting regular meetings to discuss concerns or suggestions.
- **Investigated workplace issues** with professionalism and sensitivity and detailed incidents in reports to senior executives.

THE WELBURN ORGANIZATION CORPORATE OFFICE

NC

HR Shared Services II

12/2018 to 04/2021

- Prevented the company from laying off staff by re-aligning hiring, cross training and scheduling needs.
- Computed Productivity Ratios for workforce
- **Achieved a 47.3% decrease in FMLA utilization within the first year of Representing the HR Department**
- Cut costs by 40% and increased efficiency by integrating a new payroll vendor.
- Increasing productivity by implementing new incentives, training, and Leadership while maintaining a great retention rate
- Processing all leave of absence
- Oversaw **Recruitment marketing**
- **Re-inventing the onboarding structure** with a time-friendly approach to get candidates into production
- **Overseen the process of unemployment claims and exit interviews**
- **Investigated, arbitrated and resolved employee complaints and issues**
- Reviewed applications, conducted in-person interviews, and administered tests to evaluate applicants' skills.

ACCOMPLISHMENTS

- Reduced turnover by 17%
- Negotiated a return to work for employees on strike
- Developed an employee wellness program that reduced FMLA utilization
- Increased compliance & training company-wide by implementing SOPs for each department

EDUCATION AND TRAINING

CERTIFICATION: HR MANAGEMENT

Duke University

TRANSFER: GENERAL STUDIES

Durham Technical Community College

BACHELOR OF ARTS: POLITICAL & SOCIAL SCIENCE

The University of North Carolina, Greensboro, NC

MASTER OF ARTS: PUBLIC POLICY ANALYSIS

Liberty University, Lynchburg, VA

Expected in 04/2026

Profile

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Please select your first Board preference: *

Capital Area Workforce Development Board

Please select your second Board preference: *

Economic Development Commission

Please select your third Board preference: *

Garner Planning and Appearance Commission

Please select your fourth Board preference: *

Garner Board of Adjustment

Please select your fifth Board preference: *

Commission for Women

Please select your sixth Board preference: *

Wake Technical Community College Board of Trustees

Lesley

First Name

N

Middle Initial

Kennedy

Last Name

3946 S Shiloh Rd

Street Address

Suite or Apt

GARNER

City

NC

State

27529

Postal Code

What district do you live in?

None Selected

Home: (919) 730-6590

Primary Phone

Mobile: (919) 730-6590

Alternate Phone

nicholkenn1@yahoo.com

Email Address

Kennedy Equipment & Truck
Repair, LLC; NC State
Government Retired

Employer

Owner

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:

Garner

Interests & Experiences

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

The majority of my state government career was in Labor and Economic Development. I have worked with workforce boards, economic developers and policy makers and understand the importance of decisions made on the community. I am also a native of Garner and a small business owner and understand the challenges of growth in communities on natives, economic challenges of small business. I would like to continue to use my 22 years of knowledge to ensure the success of the small business community and citizens during this time of change and growth.

Work Experience

2019 - Current Co-Owner of Kennedy Equipment & Truck Repair, LLC Aug 2022 - Sep 2024
NCDIT; IT Business Systems Analyst Mar 2012- Aug 2022 NC Department of Commerce;
Business & Technology Applications Technician Jul 2006 - Mar 2012 NC Department of
Commerce; Employment Market Research Analyst May 2003 - Jul 2006; Employment
Security Commission; Labor Market Analyst June 2000 - May 2003 Employment Security
Commission; Processing Assistant

Volunteer Experience

Habitat for Humanity Wake County, 2024

Education

Wake Technical Community College, associate in applied science, Business Administration:
Human Resource Management 2017 Wake Technical Community College, Human Resource
Management Certificate 2016 Wake Technical Community College, Business Core Certificate,
2016

Comments

I believe I can provide valuable insight to this board and further the agenda to improve and plan for the citizens.

[LESLEY_KENNEDY.docx](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

Female

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Past work

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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LESLEY NICOLE KENNEDY

3946 S SHILOH, GARNER, NC 27529

Phone: (919) 730-6590

Email: nicholkenn1@yahoo.com

Objective

Looking for my next challenge after retirement from public service. I have twenty-two years' experience working with the Bureau of Labor Statistics and workforce development. I have a passion for bringing various data sets together for new perspectives on subjects affecting policy and workforce development groups. I am creative and see the big picture with lots of ideas.

Employment History

08/2022 - Current **IT Business Systems Analyst**

NC Department of Information, Garner, NC

Able to articulate value propositions from both a business and technical perspective.

- Experience with analyzing and documenting processes and requirement specifications.
- Ability to assist with analyzing current processes, improvements, and procedures that create future configurations which lead to gains in efficiency and cost savings.
- Ability to transfer knowledge and other important or relevant information to stakeholders and end users.
- Matrix facilitation skills for, client and other involved parties/resources.
- Ability to participate in the project to deliver the proposed and agreed upon solution.
- Understanding of general IT architectural principles, technical designs and specifications.
- Excellent verbal and written communication skills including the ability to interact and communicate effectively with non-technical clients.
- Ability to think analytically and problem solve.
- Ability to communicate effectively with all levels in the organization.
- Understanding business requirements and translating them into specific software requirements.
- Experience with evaluating information harvested through surveys and workshops, task analysis and business process description.

03/2012 - 09/2022 **Business & Technology Applications Technician**

NC Department of Commerce, Raleigh, NC

- State representative on the Analyst Resource Center Database structure committee.
- Database Administration of the Workforce Information Database (WID) utilizing SQL server 2012.
- Maintain multiple web applications for the division to include Demand Driven Data Delivery (D4); •NC Works (Labor Market Analysis Module) and Access NC, BLS data dashboards.
- ArcGIS lead for requests related to economic development, community development, labor force development and policy issues.
- Data Management-Plan, implement data updates for agency applications; create metadata; load data.
- Train contributors on table structure and review files for errors.
- User Management for Rac F Mainframe user access.
- Program Manager for Target Employment Area (TEA) EB-5 Immigrant Investor Program, no longer in effect.
- Project Management of NC BOLD application development and implementation to include data collection and program specifications and upgrades.
- Review billing and account reconciliation for proper charges by other agencies and resources.
- Consulting and Training-Train; serve as data expert for labor market information.

- Technical Writing-Write user guides for applications, process guides and other required documentation.

07/2006 - 03/2012 **Employment Market Research Analyst**

NC Department of Commerce, Raleigh, NC

Disseminate labor market information using GIS software, In-Design, Illustrator and other specialized software packages.

- Create maps using GIS for all departments within the Employment Security Commission and customers.
- Manage web application and data submissions to maintain web application. Publishing of documents, notes and other application detail to web.
- Serve on project teams for application design, requirement test matrix and data validity.
- Work closely with IT database administrators on table structure, data submissions and error correction.
- Lead analyst in publications, training, proofing and error correction of lower analyst work.
- Produce publications reflecting the divisions goals and services for specialized customers.
- Train DES's new employees, co-workers and customers on labor market information use as well as attend conferences as needed representing the division working informational booth.
- Work closely with upper management to complete requests from legislature and Governor's office.
- Maintain supplies and perform maintenance for all color printers and special paper required for publications.

05/2003 - 07/2006 **Labor Market Analyst**

EMPLOYMENT SECURITY COMMISSION OF N, Raleigh, NC

- Created and designed publications to explain various types of labor market information for differing audiences.
- Designed, set layout and produced the NC Today publication, a monthly report for the Governor's office detailing North Carolina's economic issues.
- Established and maintained rapport with WDB, JobLink and other state agency staff to determine and meet labor market information and economic development needs.
- Assisted Marketing staff by creating and producing publications for specific customer needs.
- Set and coordinated deadlines for publications release dates for unit and co-workers based on customer requests.
- Served as Project Manager for special projects as assigned.
- Assisted customers WDB professionals in locating, using and understanding LMI data as well as data produced by other state agencies.
- Used ARC GIS software to create maps for use with the monthly Labor Market Conditions Publication.
- Served on committees to enhance LMI website.
- Trained co-workers in use of software and data.
- Created and maintained Access database files for WEBSARAS and on-line reports such as Workforce In-Depth. Met multiple monthly, quarterly, and annual deadlines.
- Published and maintained reports to web application using specialized software.
- Update and maintain mailing list and request database.
- Back up Inquiry Unit and department mail; assist the general public in locating, using and understanding LMI data.
- Compile, Update and produce 80 "map jobs" quarterly and others as requested.
- Maintain files for Applied Research.

07/2000 - 05/2003 **Processing Assistant**

EMPLOYMENT SECURITY COMMISSION OF N, Raleigh, NC

Created and designed publications to explain various types of labor market information for differing audiences.

- Designed, set layout and produced the NC Today publication, a monthly report for the Governor's office detailing North Carolina's economic issues.
- Proofread and edit publications of co-workers.
- Established and maintained rapport with WDB, JobLink and other state agency staff to determine and meet labor market information and economic development needs.
- Set and coordinated deadlines for publications release dates for unit and co-workers based on customer requests.
- Assisted customers WDB professionals in locating, using and understanding LMI data as well as data produced by other state agencies.
- Met multiple monthly, quarterly, and annual deadlines.
- Update and maintain mailing list and request database.
- Back up Inquiry Unit and department mail; assist the public in locating, using and understanding LMI data.
- Compile, Update and produce 80 "map jobs" quarterly and others as requested.
- Maintain files for Applied Research.
- Assign work to temporary employees assigned to the survey.
- Head administrative duties such as training temporary employees, resolving issues in data discrepancies and tracking temporary employee work schedules.
- Provide updates to Supervisor and Director on survey progress. Oversee filing and storage of survey, as regulated by the state.

Education History

Business Administration/HR Management

Associate's degree

Wake Technical Community College, Raleigh, NC

Occupational Licenses, Certificates and Training

02/2024 **ITIL 4 Foundation Certification in IT Service Management**
AXELOS

10/2020 **Lean Six Sigma Yellow Belt**
NCDIT

Additional Information

Notary Public

Detailed References

References Available on Request

Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

Capital Area Workforce Development Board

Please select your second Board preference: *

Industrial Facilities and Pollution Control Financing Authority

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

CeCe

First Name

Grant

Last Name

Middle Initial

4700 Riverwood Cir

Street Address

#335

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

None Selected

Mobile: (202) 905-9014

Primary Phone

Mobile: (202) 905-9014

Alternate Phone

cece248@gmail.com

Email Address

Sierra Club

Employer

Director, Industrial Transformation

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 was raised in a household of public service and have volunteered for various civic organizations over the past 40 years. The desire to serve the public is a deeply held personal value.

Work Experience

I have 15 years of experience working in city, state, and federal governments. I also have several years of experience working in workforce development, transportation, and environmental policy.

Volunteer Experience

Appointed, Montgomery County Charter Commission Appointed, Maryland Climate Advisory Council Appointed, Montgomery County Grants Advisory Member Elected, Montgomery County Democratic Central Committee

Education

M.P.S. George Washington University, Legislative Affairs M.A. Wayne State University, Communications B.A. Business Administration

Comments

I've relocated from Maryland and have lived in the Triangle area for two years. I love my new home and would like to become civically engaged. Thank you for your consideration.

[CeCe_Grant_NC_Resume.docx.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?

County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Professional Experience

Executive Director, DC Vote, Washington, D.C.

2023 - present

Develop and execute the overall strategic, policy, and communications plans for the organization while expanding the capacity through robust fundraising from individual donors, foundations, and corporate partners. Uplift the issue of full voting rights for DC to a level of awareness with coalition partners and activists across the country. Serve as spokesperson for the organization with national and local media.

Director of Government Affairs, Dream.Org, Washington, DC

2021 – 2023

Spearhead overall government affairs programs by communicating with lobbyists, electeds, industry, and key stakeholders on organizational policy priorities. Convene roundtables and policy forums to highlight issues and position organization as a thought leader. Collaborate with national advocacy groups to build strategic coalitions and political power. Realize bipartisan and bicameral support on climate change, criminal justice reform, and economic equity.

National Campaign Director

Created an innovative, nationwide Common Ground on Climate campaign to develop political consensus among both parties for "common sense" state and local policy solutions. Demonstrated excellent cross-functional management strategies across our campaign, digital, communications, and policy functions. Advanced legislative objectives in Southern states by nurturing solid relations with state-based partners and consultants.

State Director, Conservation Voters of South Carolina, SC

2019 – 2020

Organized 12 candidate events and workshops across South Carolina for execution of our "Change the Climate" Presidential Engagement program. Formulated a statewide platform for environmental justice organizations and convened a policy forum to launch the initiative and build sense of community.

Executive Director, The Transit Network, Washington, D.C.

2014 – 2018

Oversaw transportation ballot initiatives across several states by delivering strategic policy analysis, technical assistance and staff trainings. Influenced legislation for additional transporting funds by devising and driving tactical plans and processes. Launched a national survey project, convening 63 transit advocacy groups across 37 states. Prepared budgets, reports, budget proposals, and presentation materials for sponsors by reviewing grant guidelines and identifying project costs.

Legislative Assistant, Senator Gary Peters, Washington, D.C.

2012– 2014

Served as Senior Advisor to Congressman focusing on Health, transportation, education, environmental and labor policy and legislation. Collaborated with regional governments and stakeholder organizations to implement policy and appropriations proposals in the district. Write legislation, congressional reports, and speeches, scheduled town hall meetings to address issues in the district.

- Secured \$1.3M federal grant to construct the Troy/Birmingham Multi-modal Transit Centers, providing suburban connections to regional transit services.
- Realized \$3.5 B profit in economic growth of City of Detroit and restored loss of \$25 M TIGER funding for M1 Rail streetcar in Detroit by actively engaging with Congressional delegation, business leaders, and Obama Administration.

Regional Organizing Manager, Transportation for America, Washington, D.C.

2010 - 2012

Supervised field staff to execute campaign strategy and media programs in different states. Partnered with the White House Office of Public Engagement to organize Transportation Town Halls in 14 states across the country to promote the passage of MAP-21.

Program Analyst, U.S. Department of Transportation, Office of the Secretary, Washington, D.C.,

2009 - 2010

Wrote and edited reports to Congress, policy drafts, FOIA requests, response letters and memos. Communicated with key staff to acquire clearances through Policy, Government Affairs, and Counsel.

Master of Professional Studies (M.P.S.) Legislative Affairs | George Washington University, Washington, DC

Master of Arts in Communication Affairs | Wayne State University, Detroit, MI

Bachelor of Arts in Business Administration | Baker College, Flint, MI

Profile

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Please select your first Board preference: *

Human Services Board

Please select your second Board preference: *

Capital Area Workforce Development Board

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

Abigail

First Name

Roush

Last Name

Middle Initial

8829 Juaquin Ln

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

None Selected

Mobile: (864) 991-5802

Primary Phone

Mobile: (864) 991-5802

Alternate Phone

abigailroush1@gmail.com

Email Address

S&P Global

Employer

Product Manager

Job Title

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

Yes No

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

Raleigh

Interests & Experiences

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

The Triangle has been my home for eight years, and I've developed a deep appreciation for everything this community has to offer. I'm excited by the region's growth and potential, and I'm passionate about supporting our diverse population. I believe all residents should have access to essential resources, including social services, food, housing, healthcare, and economic opportunities. I am eager to contribute in a more direct and meaningful way, helping to address these needs and ensure the well-being of our neighbors.

Work Experience

My career has centered around supporting Investor Relations professionals, starting in advisory and consulting roles, progressing into customer success, and now in product management. Throughout, I've led cross-functional teams, shaped strategic communication plans, and managed competing priorities to ensure critical projects reach completion. My product development experience emphasizes continuous improvement—incorporating feedback and iterating on previous work to achieve better outcomes. This mindset of adaptability, collaboration, and progress is what I will bring to the Health & Human Services Board.

Volunteer Experience

I have been a long-time volunteer with a Raleigh-based nonprofit, Designed For Joy since its founding in 2017, and I currently serve as a member of the Executive Board as Fundraising Committee Chair. Designed For Joy provides a transitional work experience that offers stability through immediate employment and support to women in crisis, addressing challenges like homelessness, food insecurity, domestic violence, trafficking, addiction, and interactions with the justice system. Through this role, I've gained firsthand insight into the gaps in our public services, which has strengthened my commitment to being more involved. Additionally, I volunteer with the SPCA of Wake County and the Food Bank of Central & Eastern NC.

Education

I hold a Bachelor of Arts in Mathematics and a Bachelor of Arts in Economics from Winthrop University (May 2016), as well as a Graduate Certificate in Quantitative Business Economics from the University of North Carolina at Greensboro (2022).

Comments

[AbigailRoush_Resume_WakeCoBoardsCommissions.pdf](#)

Upload a Resume

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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?

WakeUP Wake County website

Please upload a file

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ABIGAIL ROUSH

(864) 991-5802 | abigailroush1@gmail.com | <https://www.linkedin.com/in/abigailroush/>

As a natural-born problem solver, I believe that personal wellness and creativity are essential to moving the collective toward a better future. With a proven track record of anticipating and addressing client needs, I collaborate effectively with key stakeholders to achieve shared goals. My passion lies in product development, making connections, and discovering and sharing creative solutions. I am committed to continuous personal and professional growth, and I actively engage in my community by volunteering my time and skills to local nonprofits that address systemic needs at the individual level.

EXPERIENCE

S&P GLOBAL | Raleigh, NC

Product Manager – Investor Relations Digital | Sep 2023 – Present

- Lead a cross functional team that owns internally-used onboarding products supporting the digital transformation and adoption of our B2B investor relations workflow management tool.
- Develop clear product requirements, user stories, and acceptance criteria to deliver features using Agile methodology and tools like Jira and Confluence.
- Communicate roadmap to Product leadership and internal stakeholders, driving alignment and understanding of value.
- Strategize with leaders across Product, Technology, Sales, Client Services, and StratOps to prioritize our product roadmap and define our approach to migrate clients from legacy product to new, enhanced offering.
 - Illustrate migration project progress via PowerBI dashboards available to internal stakeholders.
 - Provide up-to-date onboarding documentation and training to Product and Client Services.
- Designed and established request process for internal access to direct application & admin tools to enhance data security and improve auditing/reporting.

Client Services Senior Associate, Team Lead – Research, Advisory & Specialty Solutions | Sep 2019 – Sep 2023

- Hired and onboarded four new team members in a new center of excellence: Islamabad, Pakistan. Trained the team on our digital Investor Relations workflows, customer service practices, and tools such as Salesforce and Cisco Finesse.
- Revamped the Client Services training program, clarifying our goals, updating our course evaluations, and migrating our program to another platform.
- Established documentation for workflow guides, best practices, and team structure organization.

IHS MARKIT (Acquired by S&P Global) | Raleigh, NC

Associate – Research and Analysis | Jun 2016 – Jan 2019

- Investor relations consultant providing actionable insight on shareholder movement, investor targeting, equity markets, corporate activism, and industry best practices. Clients ranged from recent IPOs to Dow Components within the tech sector.
- Collaborated with clients on reporting to the C-Suite and/or Board of Directors.
- Analyzed DTC settlement data for clients to determine weekly, monthly, and quarterly shareholder transactions.
- Provided timely trading updates, sector analysis, and market insights to the clients daily.
- Extensive use of FactSet, Morningstar, EDGAR, IAPD, Excel, and Reuters.

EDUCATION

UNIVERSITY OF NORTH CAROLINA at GREENSBORO, Spring 2022 | Graduate Certificate in Quantitative Business Economics

Relevant Course Work – Data Methods in Economics, Predictive Analytics, Economic Policies & Impact on Global Outcomes, Time Series & Forecasting

WINTHROP UNIVERSITY, Class of 2016 | Bachelor of Arts in Mathematics, Bachelor of Arts in Economics, GPA: 3.859

VOLUNTEER EXPERIENCE

Designed For Joy | Raleigh, NC

Board Member, Fundraising Committee Chair | Jan 2024 – Present

President of the Founding Giving Circle

Women's Initiative for Networking & Success (WINS), Mid-Atlantic | S&P Global

Board Member, Nonprofit Partner Management & Volunteer Coordinator | Mar 2023 – Present

Food Bank of Central & Eastern North Carolina | Raleigh, NC

Distribution & Community Garden Volunteer | Jul 2021 – Present

RECENT PROJECTS

- User Management & Data Control Hub: manages data security and integrity for three internal & external tools.
- CRM Data Migration Tool: enables data readiness for 800 clients, a critical step in the overarching migration process from our legacy product to our new IR workflow management tool.
- CRM Data Import Tool: new innovation designed to automate activity logging and participant matching.

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Capital Area Workforce Development Board

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Capital Area Workforce Development Board

Please select your third Board preference: *

Capital Area Workforce Development Board

Please select your fourth Board preference: *

Capital Area Workforce Development Board

Please select your fifth Board preference: *

Capital Area Workforce Development Board

Please select your sixth Board preference: *

Capital Area Workforce Development Board

John
First Name

W
Middle Initial

Hillenbrand
Last Name

1425 Carthage St.
Street Address

Suite or Apt

Sanford
City

NC
State

27330
Postal Code

What district do you live in?

None Selected

Home: (330) 313-0312
Primary Phone

Home: (984) 227-5220
Alternate Phone

jhillenbrand@messer.com
Email Address

Messer Construction Co.
Employer

Project Executive
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?

Employee Development is a passion for me, specifically in the area of skilled trades. Looking to get involved and support the NCWorks NextGen program through involvement on the CAWD board.

Work Experience

See attached resume - construction professional with 15 years of experience. 20 years experience volunteering and working with non-profits.

Volunteer Experience

Participated as General member, board, committee chair, and board chair of Westwood Works from 2015-2020 Volunteered with Habitat for Humanity for 20 years

Education

Undergrad degree in Construction Management (Ohio State) with a MBA in General Business (Xavier)

Comments

[JHillenbrandResume2024-b.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?

Online research

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](#).

OBJECTIVE

Seeking an adjunct professor position in the technical field of construction technology, construction engineering, or construction management.

PROFESSIONAL EXPERIENCE

Messer Construction Co.

Senior Project Manager, Project Executive, November 2019 - Current

- Site leader for \$45M ground up construction of new Army HQ building at Ft. Liberty, North Carolina
- Project lead on heavy MEP infrastructure renovations at Cincinnati Children's Hospital
- Renovated existing lab to provide clean room research space for robotic procedures
- Support staff on aviation and senior living projects, field management focused

Structural Systems Repair Group

Project Engineer, Project Manager, Division Manager, April 2014 - October 2019

- Team leader overseeing all self-perform activities for \$8M masonry market, \$12M overall team volume
- Responsible for 11 direct reports and oversight of 50 field staff
- Assembled strategy for repeatable project management activities to assist in optimizing team operations on estimating, project management, safety, quality control, and production
- Lead training to greater utilize company purchased hardware and construction software to allow more transparent feedback to team leads to make more informed, faster business decisions across enterprise

Thompson-Thrift Construction, Cincinnati, OH

Assistant Site Superintendent, May 2013 - Present

- Assisting in the construction management of an \$11 million dollar, 4-story, 133 unit luxury apartment
- One of two on-site supervisors overseeing all aspects of construction from foundation work, wood framing, MEP rough-ins, and interior finishes
- Helped to integrate the use of iPads to improve efficiency in composing RFIs and daily reports as well as expedite file management thru use of cloud technologies such as DropBox

Smoot Construction, Columbus, OH

Assistant Site Superintendent, May 2011 - May 2013

- Second shift supervisor overseeing multiple contractors conducting electrical work, fire protection, architectural precast erection, demolition, framing/drywalling activities, and painting
- Assisting in the management of university dormitory construction and high-rise renovation projects ranging from \$43 million to \$173 million
- Responsible for keeping as-built drawings and writing RFIs, daily reports, notices to comply, and safety notices
- Tasked with ensuring contractor readiness for above ceiling and in-wall MEP inspections by A/E of record and state inspectors
- Track schedule progress of plumbing, mechanical, and electrical installations for geothermal system including three large volume chillers and over 500 geothermal loops
- Develop information for use in schedule recovery if project activities fell behind

EDUCATION

The Ohio State University, Columbus, OH - graduated June 2010 with honors

- B.S. in Construction Systems Management / Minor: Architecture
- Major GPA: 3.8/4.0 Cumulative GPA: 3.5/4.0

Xavier University, Cincinnati, OH - graduated June 2020

- MBA general business focus
- Cumulative GPA: 3.66/4.0

CERTIFICATIONS + SKILLS

- OSHA 30-Hour Certification
- CPR and Blood-borne/Air-borne pathogen training
- Computer skills: Prolog, Primavera Suretrak, Primavera Expedition, Primavera P6, Microsoft Word, Microsoft Project, Excel, PowerPoint, MATLAB, Autodesk Inventor
- Occupational skills: time manager, meets deadlines, team player, and highly motivated

Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

Capital Area Workforce Development Board

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

Shereese

First Name

Floyd

Last Name

Middle Initial

215 N. Pine #3305

Street Address

Suite or Apt

Charlotte

City

NC

State

28202

Postal Code

What district do you live in?

None Selected

Mobile: (757) 577-2972

Primary Phone

Mobile: (757) 577-2972

Alternate Phone

reesy@witnessmylife.org

Email Address

AI Consultants for Nonprofits

Employer

Founder and President

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

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

Shereese Floyd

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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Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

Capital Area Workforce Development Board

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

Raulvin

First Name

A

Middle Initial

Coke

Last Name

204 Arden Crest Ct

Street Address

Suite or Apt

CARY

City

NC

State

27513

Postal Code

What district do you live in?

None Selected

Business: (323) 422-2710

Primary Phone

Home: (919) 377-2190

Alternate Phone

rcoke@futurewisegroup.com

Email Address

Future Wise Group LLC

Employer

CEO

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?

As a leader, I recognize the importance of contributing to the community that has supported me throughout my journey. I believe serving on a board or commission provides the perfect platform to leverage my expertise and experiences in a way that drives real impact. I am committed to supporting initiatives that foster innovation, build stronger communities, and create lasting, positive change. By serving, I seek to collaborate with other leaders and stakeholders to shape decisions that will propel the community forward. I see this as an opportunity to contribute strategically, bringing both a visionary approach and practical insights to help create solutions that benefit the community at large. Giving back in this way is not only a responsibility but a personal priority.

Work Experience

I have nearly two decades of experience in technology and leadership, working in key roles at companies such as Fidelity Investments, NBCUniversal, and Oracle. My expertise lies in digital transformation, AI, and strategic planning, where I've successfully led initiatives that improved efficiency and fostered innovation. As the CEO of Future Wise Group, I focus on helping organizations adapt to the fast-evolving technological landscape, particularly in areas like AI and the metaverse. Additionally, I've been actively involved in board memberships and speaking engagements, where I share my knowledge and insights on the future of technology and leadership.

Volunteer Experience

I have been actively involved in volunteer roles that focus on leadership, technology, and community development. As a member of the Design Thinking Advisory Board at Rutgers University, I have contributed to advancing innovation and education. I also serve on boards such as SIGAI (Special Interest Group on Artificial Intelligence), the World Future Society, and the NJ Black Chamber of Commerce, where I engage in discussions around the future of technology, economic growth, and societal impact. Through these roles, I continuously aim to use my expertise to give back and help shape the future of my community and industry.

Education

I hold dual Bachelor of Arts (B.A.) degrees from Rutgers University in Labor Management and Industrial Relations and Psychology. In addition to these degrees, I have pursued further education through certifications from prestigious institutions such as the Massachusetts Institute of Technology (MIT), Lund University, the University of London, and Yale University, which have expanded my knowledge in key areas related to technology, law, diplomacy, and human development. This combination of formal education and continuous learning has equipped me to stay at the forefront of industry and societal shifts.

Comments

[Raulvin_Anthony_Coke_Jr._Wake_County_Board_Member.pdf](#)

Upload a Resume

[Ai_Law_Raulvin_Coke.pdf](#)

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

[Coursera_Z2VSB6FDXAX5.pdf](#)

Please upload a file

Demographics

Date of Birth

Gender *

Male

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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RAULVIN COKE

CEO | Future Wise Group LLC

📞 323-422-2710 @ rcoke@raulvincoke.com

🌐 <https://www.linkedin.com/in/raulvincoke/> 📍 North Carolina

PROFESSIONAL SUMMARY

Raulvin Coke is the visionary CEO of Future Wise Group LLC, a fast-growing startup poised to become a top-tier emerging tech training and consulting company. With a proven track record of success spanning over two decades in the IT industry, Raulvin brings a wealth of knowledge and expertise to his role. As a co-founder, Raulvin's leadership has been instrumental in propelling Future Wise towards its ambitious goals and establishing it as a key player in the industry. With an unwavering passion for emerging technologies and a commitment to continuous learning, Raulvin drives the development of cutting-edge training programs and innovative consulting services that empower businesses to thrive in the digital age. Raulvin actively engages in various growth initiatives, including cold calling, relationship building, and strategic marketing, to position Future Wise as a market leader. By staying at the forefront of industry trends and fostering a culture of excellence, Raulvin ensures that Future Wise delivers unparalleled value to clients and remains ahead of the competition. As CEO, Raulvin is dedicated to propelling Future Wise to the pinnacle of success, driving the company towards its vision of becoming a top-tier industry leader, renowned for its expertise, innovation, and transformative impact on businesses.

EXPERIENCE HIGHLIGHTS

Founder & Co-CEO 2023 - Present
Future Wise Group LLC. Cary, NC

A Future focused consulting firm that partners with organizations, institutions & start-ups to embed durable future-proof mindsets & skill-sets into their organizational DNA

- Conducted research on emerging technologies, industry best practices, and market trends for informed training and consulting recommendations.
- Created engaging written and multimedia content, such as blog articles, videos, and podcasts, positioning the company as a credible resource.
- Designed training programs, incorporating knowledge of emerging technologies and instructional design principles for engaging content.
- Spearheaded website building efforts, ensuring a professional online presence that effectively communicated the company's value proposition.
- Conducted research and analysis on emerging technologies, industry trends, and client needs to inform strategic decision-making and drive innovative solutions.
- Led the creation of comprehensive training materials, including curriculum development and instructional design, to facilitate effective knowledge transfer.

Agile Sr. Consultant 2022 - 2024
Fidelity Investments Boston, United States

Summary: Fidelity Investments operates a brokerage firm, manages a large family of mutual funds, provides fund distribution and investment advice, retirement services

- Mentored and coached cross-functional teams, including developers, QA engineers, and product owners, in Agile best practices and fostered a positive team culture.
- Managed multiple high-priority projects concurrently and ensured timely delivery by closely monitoring project progress, identifying and resolving roadblocks, and escalating issues as necessary
- Collaborated with stakeholders, including product managers, business analysts, and technical leads, to align project goals with business objectives and ensured alignment throughout the project lifecycle

SKILLS

Online Coaching

Emotional Intelligence

Digital Marketing

Creative Problem Solving

Critical Thinking

Sales

CERTIFICATIONS

Certified Metaverse Expert

Blockchain Council; 2022

Certified NFT Expert

BlockChain Council; 2022

u.lab: Leading Change in Times of Disruption

MIT X 2018

Shaping The Future of Work

Massachusetts Institute of Technology
2020

Certified Scrum Product Owner

Scrum Alliance; 2020

Scaled Agile Professional SAFe SPC 5.0

Scaled Agile; 2021

EXPERIENCE HIGHLIGHTS

Business Optimization & Agile Capability Manager 2018 - 03/2022

GAF

Remote

Summary: Leading the Agile Capability Center of Excellence and developing GAF Way methodologies and frameworks in complex a strategic enterprise environment as part of the GAF First to the Future Strategy

- Established the Agile Capability Center of Excellence to scale agile in-person & self-paced training across the organization
- Spearheaded & designed the Agile learning journey in collaboration with the HR Talent & Development team
- Created the GAF Agility Ambassador Program to implement Agile Mindsets & Behaviors workshops across all 26 plants & corporate offices
- Partnered with the ELT (Executive Leadership Team) evangelizing agile values and principles across the organization

Director, Software Quality Assurance - Mobile Applications 2013 - 2014

NBCUniversal Media

NYC

American worldwide mass media conglomerate.

- Led a team of 7 onsite analysts for mobile app and web test efforts for the Video team using agile methodology across all major brands; Sprout, CNBC, MSNBC, Bravo, E!, etc
- Collaborated with leadership team to scope and define feature roadmap
- Refined and managing NBCU's QA process to ensure the delivery of high-quality, error-free deliverables

VP of Product Development - Agile Start-up 2010 - 2013

Mediabrix

NYC

Leading mobile video advertising platform

- Led the development and successful launch of a new in-game powered media optimization platform, resulting in a 50% increase in ad revenue for clients.
- Designed and executed a product roadmap that aligns with the company's vision and strategy, contributing to a \$10M funding round.
- Built and managed a high-performing product development team, delivering multiple new product releases on time and under budget

Business/QA Analyst 2005 - 2009

Oracle

Philadelphia, PA

Company Description

- Executed test plans (unit, integration, quality assurance, user acceptance, regression) for the following products: fixed annuity, a fixed payout, term life, universal life, variable annuity, variable universal life, variable payout, and whole life
- Provided testing and configuration support for .NET and J2EE client projects: Aviva (annuities, insurance) and Americo

EDUCATION

BS - Human Resources/Labor Studies and Employment Relations 2005

Rutgers University School of Management and Labor Relations

GPA | 3.5 / 4.0

BA - Psychology 2005

Rutgers University School of Arts and Science

GPA | 3.5 / 4.0

PROJECTS

Horizon 3 - GAF Future of Work Model (Phase 1)

06/2020 - 01/2021 Remote

Project to research & pilot a successful hybrid work structure that provides employees with flexible work arrangements while maintaining company productivity and engagement

- What was a successful outcome of your work? (e.g. Raised \$3,000 for the charity)

GAF Catalyzing Change Management Framework

06/2021 - Present Remote

Established a framework for how change should be used for any change across the organization, from new projects and processes to organizational structure redesign

- What was a successful outcome of your work? (e.g. Raised \$3,000 for the charity)

COMMUNITY LEADERSHIP

Design Thinking Advisory Board

Rutgers University Center for Innovation

2017 - 01/2020

The program offers innovative thinking as a means of designing products and services.

Daymond John VIP Ambassador

The Shark Group

2017 - 2020

2 X VIP Ambassador for Daymond John. Leading an international group over 1,000 Ambassadors. Publicly recognized by Daymond John as key contributor to the success of the "Rise and Grind" book campaign.

Advisory Board Member

(ASENTI) African Summit on Entrepreneurship and Innovation

2018 - Present

(ASENTI) is an annual summit that brings together top global leaders from multiple industries to share knowledge on entrepreneurship and Innovation across Africa

KEY ACHIEVEMENTS

Champion of the Metaverse Award 2023

The Champion of the Metaverse Award is a prestigious recognition given to individuals who have made significant contributions to the fields of science, technology, engineering, and mathematics (STEM), particularly in the emerging field of the metaverse. The award is presented by the Career Communications Group (CCG) at the Metaverse Symposium, which is part of the BEYA Metaquake Symposium.

Most Influential People of African Descent 2022 Nominee

Describe what you did and the impact it had.



LUND UNIVERSITY

Apr 4, 2023

Raulvin Coke

has successfully completed

AI & Law

an online non-credit course authorized by Lund University and offered through Coursera

Valentin Jeutner

Ana Nordberg

Valentin Jeutner, Associate Professor, Faculty of Law, Lund University
Ana Nordberg, Senior Lecturer, Faculty of Law, Lund University

COURSE CERTIFICATE



Verify at:
<https://coursera.org/verify/PKAJG9JSBMXS>

Coursera has confirmed the identity of this individual and their participation in the course.



Apr 2, 2023

Raulvin Coke

has successfully completed

Introduction to Cybersecurity Tools & Cyber Attacks

an online non-credit course authorized by IBM and offered through Coursera

Terri Puckett
Project Manager
IBM Security Learning Services

COURSE CERTIFICATE



Verify at:
<https://coursera.org/verify/Z2VSB6FDXAX5>

Coursera has confirmed the identity of this individual and their participation in the course.

Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

Capital Area Workforce Development Board

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

William

First Name

Graham

Last Name

Middle Initial

2033 Shingleback Dr

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Mobile: (919) 940-1785

Primary Phone

Business: (919) 866-5727

Alternate Phone

glenwoodsouthbarberstudio@gmail.com

Email Address

Wake Technical Community College

Employer

Program Director

Job Title

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

Yes No

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

Wake Forest

Interests & Experiences

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

I am interested in serving on the Capital Area Workforce Development Board to make a positive community impact, and collaborate with other industry leaders. It provides opportunities for networking, advocating for the workforce industry, and bridging the gap between education and employment, while also offering professional growth and the chance to shape the local economy.

Work Experience

See resume

Volunteer Experience

See resume

Education

See resume

Comments

N/A

[William_Graham_Resume.rtf](#)

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

William Graham

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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2033 Shingleback Drive
Wake Forest, NC 27587

WILLIAM GRAHAM (919) 940-1785
glenwoodsouthbarberstudio@gmail.com

PROFESSIONAL EXPERIENCE

WAKE TECHNICAL COMMUNITY COLLEGE, Raleigh, NC 2013-Present

Barber Director and Lead Instructor

- To lead, oversee, and participate in the work of staff responsible for providing classroom and laboratory instructional services; and to perform a variety of administrative tasks relative to assigned areas of responsibility.
- Supervise the use of and operate various instructional equipment and tools; provide instructional demonstrations on mechanical machinery or other equipment as appropriate; develop laboratory assignments to provide hands on experience as appropriate.
- Develop class outlines and establish guidelines for various courses; prepare lesson plans and supplemental teaching materials; schedule classroom activities.
- Communicate with the dean regarding ongoing implementation and evaluation of assigned instructional programs; participate in systematic program evaluation.
- Develop and prepare tests to evaluate student performance, grade, and record individual scores.
- Participate in college committees and in other institutional activities and programs a variety of student related administrative activities including reviewing admission requirements, progress, and qualifications for graduation; may participate in recommending graduates for employment and various licensing requirements.
- Maintain accurate records of student attendance and performance; maintain other records and databases according to program needs or accreditation requirements.
- Assist in the recruitment of students from the community, area high schools, judicial system, and other training programs.
- Receive direction and supervision from the Dean of Professional Services & Sustainability Programs.
- Lead, plan, provide training to, and review the work of staff responsible for providing classroom instruction and laboratory demonstration services relating to a specific academic program; prepare annual, written evaluations of assigned instructors.
- Research and develop new courses and areas of study.
- Performs other job-related duties as assigned in support of the College's goals and core values.
- Serve as a substitute for other instructors as needed.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.

NC BOARD OF BARBER EXAMINERS, Raleigh, NC 2010-2013

Barber Inspector

Inspect barbershops and barber schools to determine compliance with State of North Carolina sanitary regulations for more than 600 shops and 15 schools across 32 counties and issue citations for violations observed. Investigate consumer complaints and spontaneous reports of barber/barbershop noncompliance. Ensure appropriate documentation of all inspection activities performed. Proctor and score oral and written examinations for candidates seeking licensure as an apprentice, registered barber, or barber instructor. Advise potential shop owners on the suitability of planned barbershop facilities according to State laws and statutes. Participate in Board meetings and administrative hearings as a material witness or expert witness. Maintain licensure as a barber instructor.

School Auditor

Review barber school operations for compliance with State laws, regulations and standards including but not limited to verification of the student roster, student time keeping records, and student applicant criminal background checks. As primary point of contact at the Board, work closely with school instructors, managers, and students to field questions concerning school curricula, school documentation requirements, and other operational matters. Evaluate the instructional setting to ensure appropriate oversight of enrolled students. Evaluate student progression through course material according to hours earned. Serve as a liaison between the Board and schools-- identifying and escalating issues of concern and/or trends to the Board as appropriate. In an office administrative capacity, assisted with day-to-day operations such as examination room equipment maintenance and inventory, provided first level IT support to office staff, processed barbershop and barber license renewals. Reviewed applications for out of state barbers seeking licensure in NC and advised them on their individual qualifying requirements. Reconciled financial accounting of civil penalties collected on a monthly basis. Redesigned several administrative forms to improve their usefulness and to incorporate NC Board of Barber Examiners branding. Designed the current State Board sanitation grade poster and the current logo for apprentice licenses.

NC DEPARTMENT OF ADMINISTRATION, State Parking Operations, Raleigh, NC 2006-2010

Processing Assistant III

Functioned as a parking attendant within the State Parking Operation comprising 20 parking lots located in the downtown Raleigh State Government complex. Open and closed lots, handled cash transactions, assisted visitors and employees, audited parking spaces, provided

security checks, trained new employees, and handled daily bank transactions.

PROFESSIONAL BARBER/OWNER (full and part time), Raleigh, NC 1994-Present

Provide professional barbering services to a diverse clientele including but not limited to haircuts, razor shaves, and hair color services in both high volume and boutique style barbershops/salons. As shop owner, maintain all required licenses and oversee all business and fiscal operations of the business establishment.

PROFESSIONAL LICENSES

Registration: Barber Instructor, State of North Carolina, No. 877 (2008)

Registration: Barbershop, State of North Carolina, (2000)

Registration: Barber, State of North Carolina, No. 6570 (1994)

CERTIFICATIONS

Become a Documentary Filmmaker, LinkedIn Learning (2021)

VLC Professional Development Center, “Certified Online Instructor, Levels 1, 2, and 3”, North Carolina Community College System (2020)

Business Administration: Business Core Certificate, Wake Technical Community College, (2020)

Excellence in Teaching Award, Wake Technical Community College (2019)

American Crew “Master of Grooming”, (2019)

Miladys Master Educator (2018)

Unarmed Guard, North Carolina State Private Protective Services (2003)

Certified Massage Therapist, Medical Arts Massage College, Raleigh, NC (2001)

Certified Nail Technician, Troutman School of Manicuring, Raleigh, NC (2000)

RELEVANT TRAINING PROGRAMS & SEMINARS COMPLETED

National Association of Barber Boards of America (2018 & 2022)

Pivot Point International (2018 & 2022)

NC Career and Technical Education Summer Conference (2015)

The 21st Century Student by Rodrick Samuels (2014)

OSHA Bloodborne Pathogen Standards Training Program, North Carolina State University (2009)

Haircutting Techniques presented by American Crew (2009)

Barber Boot Camp sponsored by Salon Sense Magazine (Bronner Brothers 2008 Hair Show)

Andis Clipper Cutting Course with Ivan-Zoot (2008)

EDUCATION

Wake Technical Community College, Raleigh, NC

AAS in Business Administration

2007 - Ongoing (part-time)

Medical Arts Massage School, Raleigh, NC 2000

Troutman’s School of Manicuring, Raleigh, NC 1999

Harris Barber College, Raleigh, NC

Certificate 1994

Sanderson High School, Raleigh, NC

Diploma 1993

WORKSHOPS CONDUCTED

“Professional Image For Job Interviews”

August 2010, Step Up Ministries, Raleigh, NC

“At Home Haircutting Tips For Fathers”

April 2011, Not Just Another Community Center, Benson, NC

Wake Tech Community College, “Barbering Career Information Session”, (2013-Present)

North Carolina Career and Technical Education Conference, (2015)

YM4C, Young Men 4 Christ Mentor, “Self-Care and Entrepreneurship”, (2019)

North Carolina Community Colleges Cosmetology Association “Professional 14-Step Razor Shave”, (2020)

Major League Barber (MLB), Barber & Beauty Tradeshow- “How-To, Business Man Taper Haircut”, (2022)

Committees and Organizations

Wake Tech Community College, Faculty and Staff Advisory Committee, (2019-2021)

Wake Tech Community College, School of Barbering Advisory Board, (2013-Present)

Wake Tech Community College, Cosmetology & Natural Hair Advisory Board, (2013-Present)

SCORE Mentor, Raleigh Chapter, (9/2022-Present)

K & B Barber School Advisory Board, (2022-2024)

Wake Tech Community College, Faculty Rank Committee, (2022-Present)

NC BOARD OF BARBER EXAMINERS, Board Member (2023-Present)

National Association of Barber Boards of America Delegate (2024-Present)