

**Profile**

**Which Boards would you like to apply for?**

Zebulon Planning and Zoning Board: Submitted

**Please select your first Board preference: \***

Zebulon Board of Adjustment

**Please select your second Board preference: \***

Zebulon Planning and Zoning Board

**Please select your third Board preference: \***

Domestic Violence Fatality Review Team

**Please select your fourth Board preference: \***

Board of Adjustment

**Please select your fifth Board preference: \***

Greater Raleigh Convention and Visitors Bureau

**Please select your sixth Board preference: \***

None Selected

Edward

First Name

J

Middle Initial

Walsh IV

Last Name

1479 Smokey Mountain Dr

Street Address

Suite or Apt

Zebulon

City

NC

State

27597

Postal Code

**What district do you live in?**

None Selected

Mobile: (828) 226-9560

Primary Phone

Mobile: (828) 226-9560

Alternate Phone

ejwalshiv@gmail.com

Email Address

Wake County Tax Administration

Employer

Business Property Tax Agent

Job Title

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

Yes  No

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

Zebulon

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## Interests & Experiences

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

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

## Work Experience

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

## Volunteer Experience

## Education

High School Diploma Working on Bachelors in Accounting

## Comments

[Edward-Walsh-IV\\_1\\_.pdf](#)

Upload a Resume

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

Please upload a file

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## Demographics

Date of Birth

**Gender \***

Male

Edward J Walsh IV

**Ethnicity \***

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Caucasian

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**Other**

**How did you become aware of Wake County volunteer opportunities?**

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County Website

**If you selected "Other" above, how?**

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Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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

# Edward Walsh IV

## **Accounts Payable Specialist**

Zebulon, NC 27597  
[ejwalshiv@gmail.com](mailto:ejwalshiv@gmail.com)  
+1 828 226 9560

Willing to relocate to: Youngsville, NC - Wake Forest, NC - Henderson, NC  
Authorized to work in the US for any employer

## Work Experience

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### **Tax Agent**

Wake County Tax Administration - Raleigh, NC  
May 2023 to Present

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

### **General Manager**

Hwy 55 Burgers, Shakes & Fries - Knightdale, NC  
November 2022 to May 2023

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

### **Billing Specialist**

Hendrick Automotive Group - Cary, NC  
March 2022 to August 2022

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

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

### **Accounts Payable Specialist**

Hendrick Automotive Group - Cary, NC

August 2021 to March 2022

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

### **General Manager**

Domino's - Henderson, NC

April 2020 to July 2021

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

## Education

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### **Associate's degree in Accounting**

Wake Technical Community College - Raleigh, NC

August 2020 to May 2022

### **High school Diploma in High School**

Cardinal Gibbons Catholic High School - Raleigh, NC

August 2013 to May 2017

## Skills

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

## Awards

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### **Eagle Scout**

September 2017

## Certifications and Licenses

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### **Driver's License**

**Profile**

**Which Boards would you like to apply for?**

Zebulon Planning and Zoning Board: Submitted

**Please select your first Board preference: \***

Wake Technical Community College Board of Trustees

**Please select your second Board preference: \***

Wendell Planning and Zoning Board

**Please select your third Board preference: \***

Human Services Board

**Please select your fourth Board preference: \***

Greater Raleigh Convention and Visitors Bureau

**Please select your fifth Board preference: \***

Housing Authority

**Please select your sixth Board preference: \***

Triangle Transit Authority Board

Erica

First Name

Harris

Last Name

Middle Initial

413 N. Salisbury Street

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

**What district do you live in?**

None Selected

Home: (919) 895-4259

Primary Phone

Mobile: (984) 232-4346

Alternate Phone

erica.harris@milvets.nc.gov

Email Address

NC Department of Military Veterans Affairs

Employer

Administrative Specialist

Job Title

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

Yes  No

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

Knightdale

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## Interests & Experiences

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

Serving on a board or commission is very rewarding I would like be involved and serve my community. I would like to provide advice to the City Council and to all of those who are important with what they do to ensure that our community involvement and accountability in government operations are not in vain.

## Work Experience

At the age of 14 years old I was a youth counselor assisting Parks and Recreation with planning and monitoring teens daily . I have worked with the Raleigh Police Department for about 5 years as a Records Specialist and Information Response Technician. I have also, work for Raleigh Women's Prison as a Office Assistant and now working with State Government NC DMVA as Administrative Specialist .

## Volunteer Experience

I feed homeless men and women at the soup kitchen. I also worked as a volunteer with Oak City Cares as a Front Desk Operator. I also, ushered in church , helped out in the children's ministry.

## Education

Wake Technical Community College Graduate in December of 2022 with AAS in Criminal Justice.

## Comments

[Erica\\_D\\_Harris\\_Resume\\_1\\_.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

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## Demographics

Erica Harris

Date of Birth

**Gender \***

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Female

**Ethnicity \***

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African American

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**Other**

**How did you become aware of Wake County volunteer opportunities?**

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Other

**If you selected "Other" above, how?**

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Research

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Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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# ERICA D. HARRIS

Mobile | 919 895 4259 | [ms.ericadharris@gmail.com](mailto:ms.ericadharris@gmail.com)

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## CAPTION

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Charismatic, tenacious, and versatile leader. Driven in contributing to the conception, implementation, and advancement of business goals. Dedicated to promoting a collaborative and productive environment for employees and clients. Can successfully interface with all levels of office professionals, from support staff to corporate executive.

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## QUALIFICATIONS SUMMARY

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- Excellent Time Management, Independent Worker
- High Attention to detail
- Level-Headed, Manage Special Projects
- Self-Motivated, Initiate Solutions
- Multi-Task Prioritization, Time Management
- Customer Support, Liaison
- Creative, Responses to Challenges in a Positive Manner
- Attention To Detail, Analytical, Conscientious
- Critical Thinker, Effective Communicator
- Sound Judgment, Integrity, Respectful, Dependable
- Excellent Planner, Organized
- Calendaring, Appointment Setting
- Writing, Proofreading, Editing
- Prompt Email Responding and Returning Calls
- Filing, Cataloguing, Faxing, Mail Distribution
- Inventory, Order, Re-Stock Supplies
- Call Center High Volume Experience
- Internet Savvy, Resourceful, Industrious
- Jovial, Approachable, Friendly

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## EMPLOYMENT HISTORY

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### **NC STATE GOVERNMENT | Executive Assistant | Raleigh, NC | Feb 2022-Present**

- Answer incoming and outgoing phone calls for army guard soldiers and civilians, transfers over 100 plus calls throughout the day, schedule meetings, administrative tasks for executive staff members, assist with special projects.
- Takes messages and emails staff members messages via email, conduct research, take minutes on meetings,
- Mail out postage stamp sheets to Army units across North Carolina.
- Sort incoming mail and distribute mail to appropriate staff members and, delivers mail to departments within the organization
- Assist Army Guard members with duplications print out, lamination of posters, business cards print outs, flyers, creates books for army units as requested.
- Transfers postage stamps funds to different armories within NC.

**Cosmetic Sales Counter Manager/Counter Manager/Administrative Specialist I | Raleigh, NC | 2018-2019**  
**Public Safety Representative | Marietta Police Department, Marietta, GA | July 2014**  
**September 2015**

- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments and training consultants
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors, and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required number of supplies on hand
- sorting mail, disposing of junk mail, opening envelopes, handling outgoing mail, arranging for the pickup of outgoing mail, introducing documents into envelopes, and weighing mail to determine correct postage
- Purge old ties into the warehouse

**NC Department of Public Safety, Prison Admin | Administrative Specialist I | Raleigh, NC | May 2021**  
**Transfer to Randal Building Lateral Position June 2021**

- Answers phone calls, schedules meetings and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Exhibits polite and professional communication via phone, e-mail, and mail. Supports team by performing tasks related to organization and strong communication

**NC Department of Justice General Attorney's Office | Administrative Specialist I | Raleigh, NC | March 2020-May -2021**

- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors, and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required number of supplies on hand
- Processes reports by sorting and checking for missing reports, entering files and makes copies , Performs front desk duties such as operating the switchboard, bonding people out of jail, processing tow ins, Assist the general public with reports and collects money from citizens.
- Answers phone and takes messages for officers
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry and writes supplemental information.
- Runs suspected/revoked licenses taken by officers through GCIC for status updates for officers and other agencies.

**Educational Background**

- 1999-2002 Attended Sanderson High School  
School Diploma
- 2013-2014 Attended VIZIO Makeup Academy in Online  
Certificate
- 2021-2022 Attended Wake Technical Community College  
Specialist Certificate

**Degree Received**

- High
- Makeup Artist
- Police Record

- 2021-2022 Attended Wake Technical Community College Law Enforcement Certificate
- 2021-2022 Attended Wake Technical Community College Arts Degree in Criminal Justice
- 2023 Western Carolina University Bachelor's degree in Progress

**Office Assistant | Raleigh Correctional Center for Women | Raleigh, NC | July 2006-December 2008**  
**Police Service Representative | Raleigh Police Department | Raleigh, NC | December 2008-July 2014**

- Answered Main Switchboard for DOC office (190-300) calls a day.
- Citizen Services Call Answered daily (100-200) daily.
- Meticulously maintained filing and record keeping system for management team.
- Respectfully provided optimum assistance to community leaders, public service workers, and citizens.
- Retrieved and distributed incoming mail to appropriate recipients
- Promptly submitted requests for background verifications.
- Interfaced with office guests, directing them to the appropriate department or staff
- Performed general office assistant duties (faxing, printing, emailing, answering phones calls)
- Arranged courier services for delivery of confidential and time sensitive material
- Performed complex recordkeeping and filing using systems specialized for law enforcement services
- Tracked, retrieved, and released confidential archival documents adhering to internal policies and federal/state laws
- Used clear and concise verbal and written communication when responding to internal and external requests
- Discerned and determined the best means to research and respond to inquiries and Calls for Service
- Accessed confidential reports and records, being cognizant to return documents to secure location
- Performed general office assistant duties (faxing, printing, emailing, answering phones calls)

**Reference Available upon request**

**NC Department of Justice General Attorney's Office | Administrative Specialist I | Raleigh, NC | March 2020-Present**

- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required amount of supplies on hand

**Education and Training**

**Issuing Institution**

Wake Technical Community College  
**Issuing degree:** AAS Degree in Criminal Justice

**Location**

Raleigh, NC

Sanderson High School

Raleigh, NC

**Issuing degree:**  
High School Diploma

**Certification Title**

GA Certificate

**References Available on Request**

