

Privacy Notice

I hereby acknowledge that the information I provide in this application is subject to disclosure pursuant to the North Carolina Public Records Laws, and that I provide the information contained in this application freely and voluntarily, and that by submitting my application to Wake County I consent to such disclosure pursuant to the North Carolina Public Records Laws, and that I waive and release Wake County, its agents, employees and elected and appointed officials, from any liability related to disclosure of any information provided herein.

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your second Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your third Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your fourth Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your fifth Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your sixth Board preference: *

Greater Raleigh Convention and Visitors Bureau

Rachael

First Name

E

Middle Initial

Pair

Last Name

301 S. Academy St Cary NC 27511

Street Address

Suite or Apt

Cary NC

City

NC

State

27511

Postal Code

What district do you live in?

None Selected

Home: (919) 670-5000

Primary Phone

Home: (919) 669-0598

Alternate Phone

rpair@themayton.com

Email Address

Early Bird Night Owl

Employer

General 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:

Wake Forest

Interests & Experiences

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

As a hospitality professional, my passion for tourism runs deep. I have dedicated my career to creating meaningful guest experiences, supporting local partnerships, and fostering a sense of place that encourages visitors to return while strengthening pride within our community. I firmly believe that thoughtful tourism development is not only an economic driver, but also a powerful way to showcase the character, creativity, and hospitality of Greater Raleigh. I am particularly enthused by the work the GRCVB continues to do to enhance our area's visibility, vibrancy, and long-term growth. The opportunity to collaborate with fellow leaders, build new relationships, and contribute my perspective from the hospitality industry is both exciting and deeply motivating and, on a side, note to follow in the footsteps of several individuals I respect.

Work Experience

General Manager - The Mayton | Downtown Cary, NC (March 2023 - Present) • Executive leader for a boutique, independent hotel with a strong food & beverage identity and community presence • Oversee full operational and financial responsibility while stewarding brand, culture, and guest experience • Lead, mentor, and support 100+ associates across Rooms, F&B, Sales, Events, Housekeeping, and Maintenance • Champion a people-first culture grounded in empathy, accountability, and intentional hospitality Director of Operations | Opening Team - Residence Inn Raleigh Downtown (Jan 2017 - Mar 2023) • Member of the executive opening team for a high-profile urban Residence Inn • Oversaw daily operations across all departments with emphasis on service consistency and operational excellence • Led and supported 100+ associates, focusing on training, engagement, and culture-building • Served as key liaison between ownership, brand, and on-property leadership General Manager - Courtyard by Marriott Raleigh Crabtree (Mar 2008 - Mar 2017) • Directed full-service hotel operations including Rooms, Food & Beverage, Sales, and Administration • Provided disciplined financial oversight and operational leadership in a dynamic market • Led people operations including talent development, performance management, and organizational compliance

Volunteer Experience

United Arts Council Board Member (2018–2024) • Wake County UAC Cultural Plan Taskforce (2024–Present) • Leadership Raleigh – Cohort 44 • Member, TCREW • Member, SKÅL RDU / Central NC • Community Partner & Supporter, GiGi's Playhouse

Education

Bachelor of Arts, Political Science – North Carolina State University

Comments

It would be a privilege to support the Bureau's mission and to play a role in advancing the initiatives that make our region such a compelling destination. Thank you for your time and consideration. I look forward to the possibility of contributing to the important work being done to strengthen tourism and the community impact across Greater Raleigh.

[Rachael_Pair_Executive_Resume_Enhanced.pdf](#)

Upload a Resume

[Board_Member_application_Letter.docx](#)

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

[Rpair_BIO.docx](#)

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?

Denny Edwards

Please upload a file

Rachael E Pair

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](#).

RACHAEL E. PAIR

Wake Forest, NC | 919.669.0598 | rachaelpair@yahoo.com

EXECUTIVE SUMMARY

Service-driven hospitality executive with 20+ years of leadership experience across branded and independent hotel operations, including urban openings and boutique environments. Known for leading with empathy, influence, and operational discipline while aligning ownership, investor, and associate priorities. Trusted people-first leader with deep expertise in hotel operations, food & beverage, talent development, sustainability initiatives, and community engagement.

CORE EXPERTISE

Hotel & Property Operations • P&L Oversight • Food & Beverage Operations • Team Development & Retention • Openings & Transitions • Strategic Planning • Sustainability Initiatives • Community & Board Leadership • Service-Minded Leadership

PROFESSIONAL EXPERIENCE

General Manager – The Mayton | Downtown Cary, NC (March 2023 – Present)

- Executive leader for a boutique, independent hotel with a strong food & beverage identity and community presence
- Oversee full operational and financial responsibility while stewarding brand, culture, and guest experience
- Lead, mentor, and support 100+ associates across Rooms, F&B, Sales, Events, Housekeeping, and Maintenance
- Champion a people-first culture grounded in empathy, accountability, and intentional hospitality

Director of Operations | Opening Team – Residence Inn Raleigh Downtown (Jan 2017 – Mar 2023)

- Member of the executive opening team for a high-profile urban Residence Inn
- Oversaw daily operations across all departments with emphasis on service consistency and operational excellence
- Led and supported 100+ associates, focusing on training, engagement, and culture-building
- Served as key liaison between ownership, brand, and on-property leadership

General Manager – Courtyard by Marriott Raleigh Crabtree (Mar 2008 – Mar 2017)

- Directed full-service hotel operations including Rooms, Food & Beverage, Sales, and Administration
- Provided disciplined financial oversight and operational leadership in a dynamic market
- Led people operations including talent development, performance management, and organizational compliance

KEY ACCOMPLISHMENTS

- Pioneered Summit Hospitality's first EBOM Gold LEED-certified property
- Recipient, Carolina Recycling Association Green Purchasing Award (2012)
- Recognized as Community Service Leader (2012 & 2016)
- Co-Project Manager for multiple hotel renovations and opening teams

BOARD & COMMUNITY LEADERSHIP

United Arts Council Board Member (2018–2024) • Wake County UAC Cultural Plan Taskforce (2024–Present) • Leadership Raleigh – Cohort 44 • Member, TCREW • Member, SKÅL RDU / Central NC • Community Partner & Supporter, GiGi's Playhouse

EDUCATION

Bachelor of Arts, Political Science – North Carolina State University

Dear Members of the Selection Committee,

I am writing to express my sincere excitement for being considered for appointment to the Greater Raleigh Convention & Visitors Bureau Board of Directors. I am truly honored to be considered for the opportunity to serve an organization that plays such a vital role in shaping, promoting, and elevating our region.

As a hospitality professional, my passion for tourism runs deep. I have dedicated my career to creating meaningful guest experiences, supporting local partnerships, and fostering a sense of place that encourages visitors to return while strengthening pride within our community. I firmly believe that thoughtful tourism development is not only an economic driver, but also a powerful way to showcase the character, creativity, and hospitality of Greater Raleigh.

I am particularly enthused by the work the GRCVB continues to do to enhance our area's visibility, vibrancy, and long-term growth. The opportunity to collaborate with fellow leaders, build new relationships, and contribute my perspective from the hospitality industry is both exciting and deeply motivating.

It would be a privilege to support the Bureau's mission and to play a role in advancing the initiatives that make our region such a compelling destination. Thank you for your time and consideration. I look forward to the possibility of contributing to the important work being done to strengthen tourism and the community impact across Greater Raleigh.

Warm regards,

Rachael Pair

Rachael E. Pair is a hospitality and community leader with more than 20 years of experience guiding complex organizations through growth, change, and community engagement. She currently serves as General Manager of The Mayton in Downtown Cary, where she leads with a service-minded, people-first philosophy rooted in empathy, accountability, and intentional hospitality.

Rachael has held executive leadership roles across branded and independent hotels, including serving on opening teams and overseeing large, diverse workforces. Her background includes financial stewardship, sustainability initiatives, capital projects, and stakeholder alignment.

She previously served on the Board of the United Arts Council of Raleigh and Wake County and currently serves on the Wake County UAC Cultural Plan Taskforce. Rachael is passionate about organizations that uplift people, culture, and community.

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: 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

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

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: *

Juvenile Crime Prevention Council

Please select your fourth Board preference: *

Open Space and Parks Advisory Committee

Please select your fifth Board preference: *

United Arts Grants Panels

Please select your sixth Board preference: *

Yates Mill Park Advisory Board

Christina

First Name

Fedak

Last Name

Middle Initial

2816 Egert Drive

Street Address

Suite or Apt

Haw River

City

NC

State

27285

Postal Code

What district do you live in?

None Selected

Home: (336) 202-1717

Primary Phone

Home: (336) 202-1717

Alternate Phone

threededaks@gmail.com

Email Address

UNC Health

Employer

HCS Application System Analyst

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?

I am interested in helping serve our state and local community through participating in local boards.

Work Experience

See attached resume

Volunteer Experience

Youth Basketball Coach at Harvest Baptist Church 2023-2025 Samaritan's Purse Holiday volunteer at processing center 2024

Education

See attached resume

Comments

Thank you for the opportunity to apply. I look forward to discussing my career experience and interest in serving as a board member to improve our state and local communities.

[Christi2025Resume.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

Christina Fedak

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

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CHRISTINA FEDAK

HCS Application System Analyst

CF

CONTACT

 336 - 202 - 1717

 2816 Egert Drive,
Haw River, NC

 threefedaks@gmail.com

EXPERTISE

- **Multi-tasking**
- **Teamwork**
- **Problem Solving**
- **Adaptability**

EDUCATION

Cardiovascular Technology
Bachelor of Science
University of South Carolina
2003 – 2006

**Invasive Cardiovascular
Technology**
Certificate
Sentara College of Health Professions
2005 – 2006

Nuclear Medicine Technology
Certificate
University of North Carolina- Hospital
2009 – 2010

PROFILE

HCS Application System Analyst for Epic EHR Software specializing in Radiant and Cupid. 3-years of experience in successfully leading multiple projects for the Radiant team. Large focus on collaboration with multiple application teams to ensure Epic Radiant optimizations integrate with organizational requests and needs.

EXPERIENCE

HCS APPLICATION SYSTEM ANALYST
UNC HEALTHCARE

2022 to current

Provide support throughout the UNC Healthcare organization for Radiant end users at 17 Hospitals and over 600 Radiology departments through end user education, ticket resolution, department optimization requests, and Epic upgrade enhancements. Focused areas of customer service include reporting, dashboards, radiology charges and billing, supplies and supply integration with 3rd party systems, Interventional Radiology workflows and tools, patient movement, and SER record maintenance. Consistently work in a team atmosphere with positive and detailed communication to complete all test and build tasks by required project deadlines. Successfully lead multiple projects for the Epic Radiant team over the last 3 years including the opening of the following across different entities: surgical hospital, Radiant outpatient department, ED, and patient care tower. Other projects include hospital merger, Advanced Home Care, Epic integration with Infor, E-Consent Go-Live, and multiple Epic Nex10 projects.

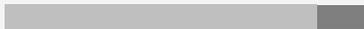
REGIONAL TEAM LEAD- CASE INVESTIGATOR
MEDICAL EDGE RECRUITING

2020 to 2022

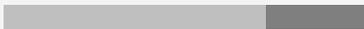
Work collaboratively with Community Care of North Carolina and multiple local health departments in North Carolina to help contact COVID-19 patients in an effort to educate case patients about isolation recommendations, gather symptom information, and obtain leads for potential contacts to help slow the spread of COVID-19. Leadership duties include to mentor and train a team of over 50 Case Investigators for 11 counties in the region while providing daily leadership and guidance. Assist team members with daily support for technology issues, promote a positive team environment, monitor team members productivity, provide weekly reports on the call data for the team, monitor and report outbreaks, update policies and procedures, and help organize and supervise team projects. Other positions held include working as a lab coordination and outbreak investigation specialist on the state's Cluster Outbreak and Response team to further investigate COVID-19 outbreaks and clusters within the state.

SKILLS

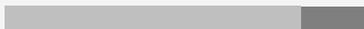
LEADERSHIP



PROJECT MANAGEMENT



SOFTWARE PROFICIENCY



CUSTOMER SERVICE



INTERESTS

- Family
- Travel
- Volunteering
- Sports

CERTIFICATIONS

ARRT (RT) (N)

American Registry of Radiologic Technologists

2010 - current

CNMT

Nuclear Medicine Technology Certification Board

2010 - current

NMTCB (CT)

Nuclear Medicine Technology Certification Board (CT)

2014 - current

Epic

Radiant

2022 - current

Epic

Cupid

2022 - current

EXPERIENCE (continued)

PATIENT SERVICE REPRESENTATIVE

ZOLL MEDICAL CORPORATION

2019- 2022

Educate patients and medical staff on the function and necessary steps to operate the ZOLL LifeVest. Track all incoming and outgoing inventory. Complete and submit necessary paperwork following patient appointments to ZOLL Medical Corporation. Schedule and travel to patient appointments as scheduled with patient at their home or at the hospital. Multi-task multiple patients and appointments within a day as needed including traveling to multiple sites per day.

PET/CT TECHNOLOGIST

ALLIANCE HEALTHCARE SERVICES

2019 to 2020

Perform all daily quality assurance on PET/CT camera and in the Nuclear Medicine hot lab. Maintain daily records for patient care and quality assurance. Assist patients with their PET/CT scan including ensuring the patient is properly prepped, completing all required paperwork, starting patient's IV, injecting the patient with the proper radiopharmaceutical and dose, scanning the patient, and processing the patient's images. Efficient patient care and multi-tasking are essential as the schedule is fast paced with this company. Travel between sites is a daily occurrence as this is a mobile unit, and travel can occur between multiple sites a day as needed.

NUCLEAR MEDICINE TECHNOLOGIST

ALVARADO HOSPITAL

2013 to 2018

Perform a variety of diagnostic and therapeutic nuclear medicine procedures per department protocol. Complete required quality control for the gamma cameras and the nuclear medicine hot lab. Compose the Nuclear Medicine department's protocol and procedure manual to provide guidance and promote department compliance for all nuclear medicine employees.

REFERENCES

Carla Weiler

General Manager

843-318-1903

Karen Hassen

**Nuclear Medicine
Technologist**

304 - 993 - 2026

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: *

City of Raleigh Planning Commission

Please select your second Board preference: *

Capital Area Workforce Development Board

Please select your third Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your fourth Board preference: *

Economic Development Commission

Please select your fifth Board preference: *

City of Raleigh Housing Appeals Board

Please select your sixth Board preference: *

Centennial Authority

Sandra

First Name

Rock

Last Name

Middle Initial

5452 Ingate Way

Street Address

Suite or Apt

Raleigh

City

ND

State

27613

Postal Code

What district do you live in?

None Selected

Mobile: (919) 810-3526

Primary Phone

Business: (919) 410-7358

Alternate Phone

sherrerarock@gmail.com

Email Address

Self Employed

Employer

Owner - Rock Notary and Consulting Services

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 writing to express my sincere interest in serving on the County Board/Commission. As a proud resident of this county since 1994, I have spent the past three decades deeply rooted in our community—as a parent, educator, and now a public servant. My commitment to service began early in my family life, supporting my children’s education as an ESL Teacher Assistant at their elementary school. That role not only allowed me to contribute to the academic success of students from diverse backgrounds, but also gave me a strong understanding of the challenges and strengths within our community. My husband’s service in the military instilled in our family a strong sense of duty, discipline, and community values—principles I continue to carry with me. Now, as a commissioned Notary Public, I have the privilege of working closely with individuals and families across the county, helping them navigate important legal and personal matters. This position has deepened my understanding of the day-to-day concerns of our residents and strengthened my resolve to serve in a broader capacity. I believe that my background in education, my personal connection to military service, my bilingual (English/Spanish) background and my current role as a Notary Public have uniquely prepared me to contribute meaningfully to the work of the County Board/Commission. I am passionate about continuing to give back to the community that has given so much to my family, and I am ready to listen, learn, and lead with integrity and compassion. Thank you for considering my application.

Work Experience

Professionally, I bring over two decades of administrative, legal, and organizational experience. I served as an Executive Administrative Assistant and later as an Institutional Review Board Administrator, where I managed sensitive ethical reviews for research studies. Most recently, I worked as a Legal Specialist for a respected local non-governmental organization, Family Health International. In this role, I supported legal and compliance functions for global health programs, gaining valuable insight into policy, governance, and community impact. This combination of public service, educational support, and professional experience in legal and administrative roles equips me with a well-rounded perspective and strong organizational and communication skills. My current work as a Notary Public keeps me closely connected to the daily needs of individuals in our community, and I am eager to take on a more active role in helping shape decisions that affect us all.

Volunteer Experience

Over the years, I have remained committed to giving back through volunteer work with organizations that make a meaningful impact. I have proudly volunteered with the U.S. Marine Corps, supporting the Toys for Tots annual fundraising, the North Carolina Special Olympics, supporting events that celebrate and empower individuals with intellectual disabilities through sports and community engagement. Additionally, I have been involved with the Leukemia and Lymphoma Society of Wake County, assisting with fundraising efforts and awareness campaigns to support patients and families affected by blood cancers. These experiences have strengthened my dedication to service and deepened my connection to the broader community.

Education

I hold a Bachelor's degree in Bilingual Executive Administrative Assistance from the University in Panama, where I developed a strong foundation in administrative operations, cross-cultural communication, and organizational support. In addition to my undergraduate studies, I have completed specialized legal assistant training through eCornell, enhancing my knowledge in legal processes, regulatory compliance, and document management. I also hold certifications from Public Responsibility in Medicine and Research (PRIM&R), reflecting my commitment to advancing the highest ethical standards in human subjects research and my experience supporting Institutional Review Board (IRB) operations.

Comments

[Rock_Sandra -
_LegalAdminAssistant.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 *

Hispanic

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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SANDRA HERRERA ROCK

Raleigh, NC • (919) 810-3526 • sherrerarock@gmail.com

PROFESSIONAL PROFILE

LEGAL EXECUTIVE ADMINISTRATIVE ASSISTANT

Dynamic and bilingual Executive Administrative Assistant with 20 years of experience providing comprehensive operational and legal support for executive-level C-Suite staff. Adept at navigating complex regulatory environments, ensuring organizational compliance, and streamlining administrative workflows. Proven ability to liaise with international legal advisors, manage corporate documentation, and support strategic decision-making.

CORE COMPETENCIES

- International Compliance & Regulatory Affairs
 - Risk Management & Mitigation
 - Corporate Document Review & Approval
 - Invoice Processing & Financial Tracking
 - Corporate travel planning, meetings and events
 - Strategic Legal Advisory
 - Process Improvement & Workflow Optimization
 - Stakeholder Communication & Reporting
 - Contract & Lease Review
-

PROFESSIONAL EXPERIENCE

Country Registration Associate

Family Health International (dba FHI360) | 2005-2025

- Played a key role in ensuring organizational compliance in legal matters associated with country project registration outside the U.S. and internationally.
 - Managed international registration processes and provided expertise on pertinent regulations, supporting startup teams in compliance matters related to local country laws.
 - Served as a key team member in strategic decision-making, advising senior leadership on when and how to register in a country and whether to maintain project registration.
 - Documented and maintained all registration and lease-related decisions in a centralized database for improved transparency and tracking.
 - Acted as a liaison between the organization and international legal advisors, ensuring adherence to procurement and payment policies.
 - Exercised discretion in handling confidential legal, strategic, and corporate meeting information for the Executive and General Counsel.
 - Communicated effectively in English and Spanish with colleagues and external partners to facilitate seamless collaboration and compliance.
-

KEY ACHIEVEMENTS

International Compliance & Risk Mitigation

- Resolved past-due international compliance requirements related to registration, local laws, and leases, mitigating risks of penalties and registration cancellations.
- Partnered with local counsel to gather regulatory insights, verify documentation accuracy, and ensure seamless submissions.
- Established structured communication processes with key stakeholders, improving compliance efficiency and reducing delays.

Corporate Document Approval Acceleration

- Addressed approval delays for corporate documents required by international governments for operational registration.
- Implemented a tracking mechanism using MS Planner, documenting each step of the process from submission to final approval.

- Increased transparency and efficiency, minimizing risks and ensuring timely approval of essential corporate documents.

Strategic Legal Advisory & Decision-Making

- Provided legal guidance on leases, country registration strategies, and corporate risk management to senior leadership.
- Advised on whether to maintain or terminate international registrations based on project status and compliance considerations.
- Balanced regulatory obligations with operational needs to support effective project implementation.
- Communicated lessons learned and prepared reports for senior management, ensuring informed decision-making.

Technical Proficiency: Microsoft Office 350 applications: Word, Excel, PowerPoint, MS Planner, SharePoint.

Languages: Fluent in English and Spanish (written and oral)

EDUCATION

Bachelor of Science: Bilingual Executive Secretary, *Universidad Santa Maria La Antigua*, Panamá

Advanced courses in *Building Leadership Character & Working with Legal Professionals* by eCornell, Institutional Review Board (IRB), PRIM&R (Public Responsibility in Medicine and Research) and IRBNet (suite of electronic solutions for Institutional Review Boards, drives compliance and productivity for Administrators, Committee Members, Researchers, and Sponsors)

PROFESSIONAL AFFILIATIONS

National Notary Association

American Society of Notaries

Greater Raleigh Chamber of Commerce

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: *

Capital Area Workforce Development Board

Please select your second Board preference: *

Triangle Transit Authority Board

Please select your third Board preference: *

Wake Technical Community College Board of Trustees

Please select your fourth Board preference: *

City of Raleigh Housing Appeals Board

Please select your fifth Board preference: *

City of Raleigh Planning Commission

Please select your sixth Board preference: *

Durham and Wake Counties Research and Production Service District Advisory Committee

PATRYCE

First Name

RISPRESS

Last Name

Middle Initial

514 OLD SCARBOROUGH LN

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

District 2

Home: (919) 862-7567

Primary Phone

Home: (919) 862-7567

Alternate Phone

ms_ris@yahoo.com

Email Address

PAK ACCOUNTING

Employer

ACCOUNTING
MGR/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:

Garner

Interests & Experiences

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

it is a way to give back to my community and be a part of it

Work Experience

business owner accountant

Volunteer Experience

Current: Treasurer of NMBAA RDU Chapter, Prior member of: Adult home care advisory, Treasurer NC TREIA. And Compass Youth board member

Education

BA~ MSA in accounting

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

Other

How did you become aware of Wake County volunteer opportunities?

Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: 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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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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?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: *

Centennial Authority

Please select your second Board preference: *

Wake Technical Community College Board of Trustees

Please select your third Board preference: *

Raleigh-Durham Airport Authority

Please select your fourth Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your fifth Board preference: *

Board of Adjustment

Please select your sixth Board preference: *

Board of Adjustment

Waheed

First Name

Haq

Last Name

Middle Initial

4109 Henry J Menninger Wynd

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

District 7

Home: (919) 787-5075

Primary Phone

Home: (919) 607-5899

Alternate Phone

waheed557@gmail.com

Email Address

Raleigh

Employer

President/Manager

Job Title

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

Yes No

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

Raleigh

Interests & Experiences

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

I have been living in Wake County for over 35 years and want to serve the citizens of the county. I have passion for giving back to the community that helped me grow and prosper. I have served on numerous boards/commissions in the past. Currently I am serving on Wake County of Board of Adjustment. I am strong proponent of education and especially vocational education.

Work Experience

Over 30+ years of consulting in environmental, engineering and construction arena and have served on numerous boards & commissions.

Volunteer Experience

Served on: NC Board of Ethics (Now Ethics Commission) NC UST Task Force Raleigh Appearance Commission Raleigh Planning Commission Wake County Board of Adjustment (current)

Education

MS Engineering (NC State University)

Comments

I will be honored to be selected to serve on any Board or Commission or Authority chosen by the Wake County Commissioners. It will be an honor to serve Wake County

[Resume-waheed-Linkedin.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

Waheed Haq

Gender *

Male

Ethnicity *

Asian
 Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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WAHEEDUL HAQ

PROFESSIONAL REGISTRATION:

LICENSED GEOLOGIST IN NC

LICENSED RE BROKER IN NC

MAJOR AREAS OF INTEREST:

Human Resources, Conflict Resolution/Mediation, Business Development/Management, Expert Testimony, Personnel Management, Investigative Team Leadership, Environmental Investigations and Regulatory Compliance Audits/Investigations

PERSONAL: DOB: 05/05/1957;

EDUCATION

Technical

Course Work for Postgraduate (Hydrogeology)

MS Engineering NCSU, Raleigh, NC 1987

M.Sc. Nuclear Engineering (QAU), Pakistan 1979

M.Sc. Geophysics/Geology (QAU), Pakistan 1980

Others: Graduated from Raleigh Neighborhood College (2004)

40-Hr OSHA Course and updates

Dale Carnegie Courses

Management Courses

Human Resources/Employee Relations Courses

PROFESSIONAL EXPERIENCE

Over 35 years of professional experience in team leadership, business development and expert testimony for a wide range of projects, especially problem solving, residential and commercial construction and environmental management projects. Responsible for managing the human resources, P&L of the company and overseeing the progress of all the projects. I strive to explore and implement new technologies for cost economic solutions to every project as no two projects are same. I have directed and supervised a number of projects and have successfully completed the projects within the proposed budget. Successfully concluded numerous Real Estate site evaluations and Site Selections for Clients.

The projects being supervised/completed are/were located in North Carolina, South Carolina, Alabama, Missouri, Kentucky, Tennessee, Virginia, Ohio, Pennsylvania, Florida and Georgia.

ADMINISTRATIVE EXPERIENCE

As an Entrepreneur, I have established a place in the business community and developed numerous small business ventures. I have maintained a solid control on Project Finances and have completed all projects within the proposed project budgets. I strongly believe in thorough communication channel between all responsible parties.

EMPLOYMENT HISTORY

1988 – 1989 Research Hydrogeologist at Russnow, Kane & Andrews, Inc. Raleigh, North Carolina.
1989 – 1990 Senior Hydrogeologist at ATEC Associates, Inc. Raleigh, North Carolina.
1990 – 1991 District Manager at ATEC Associates, Inc. Raleigh, North Carolina.
1991 – 2005 President, Associated Environmental Consultants & Engineers, Inc. Raleigh, NC.
1995 – Present President, A & M Ventures, Inc. Raleigh, North Carolina.
2000 – Present Member/Manager, RANA, LLC Raleigh, North Carolina.

COMMUNITY SERVICE:

Member–UST Commercial Fund Council (2005 – 2015)
Member–NC Board of Ethics (2003 – 2006)
Member–Raleigh Appearance Commission (2003 – 2007)
Member–Advisory Board–Wake Tech. Community College - CMT Dept (2003 – 2009)
Member–Raleigh Planning Commission (2007 – 2013)
Member–NC Banking Commission (2012 – 2013)
Member–Wake County Board of Adjustment (2017 – Present)