

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ Historic Preservation Commission

Please select your second Board preference: *

☒ United Arts Grants Panels

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

Christopher

First Name

Zerbo

Last Name

Middle
Initial

4900 Boulder Creek Ln

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

None Selected

Home: (425) 628-9725

Primary Phone

Home: (425) 628-9725

Alternate Phone

chris.zerbo@gmail.com

Email Address

Avery Duke

Employer

Managing Partner

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?

We just moved here to Raleigh a few months ago and I want to get involved in my local community.

Work Experience

25 years in the Executive Recruiting industry. Majority owner of Avery Duke Recruiting since 2015.

Volunteer Experience

Have been a therapeutic foster parent for 6 years. Fostered 4 girls under the age of 5 in that time period. Adopted one that we had since birth. All of the children we had are special needs. Founded West Sayville Recreational society- held weekly basketball games for young men age 17-30. Docent at Long Island Maritime museum.

Education

BA in History from Stony Brook University.

Comments

I am excited to get involved locally and help.

[Zerbo Resume_2023.docx](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Christopher Zerbo

C: 425-628-9725

chris.zerbo@gmail.com

EMPLOYMENT HISTORY:

Avery Duke Raleigh, NC/Bath, ME/Seattle, WA

April 2015 –

Present

Managing Partner/Founder

Avery Duke is a National Staffing/Executive Search Firm specializing in the telecommunications infrastructure industry.

Protingent Bellevue, WA

Oct 2013 – April 2015

Telecom Director

Protingent is a Regional Staffing Firm specializing in information technology and engineering placement.

- Started telecommunications division
- Responsible of all business development, operations, and financial management
- Grew annual revenue from \$0 to \$1.2M in 14 months
- 2015 annual revenue run rate of \$2.1M, Gross Margin of 31%
- Hired and managed staff of 4

RealCom Associates Bellevue, WA

Aug 2011 – Dec 2012

Division President

RealCom was a full-service System Development Firm that provided services to the telecommunication industry.

- Responsible for all planning, development and implementation of all internal and external staffing on a nationwide basis
- Sold staffing services to carriers, tower companies, secondary vendors and other service companies
- Secured client agreements with 11 companies nationwide, concentration in Washington, Oregon and California
- Increased monthly staffing revenue from \$275,000 to \$505,000 in 12 months with Gross Margin of 33%
- 2012 revenues of \$5.0M with Gross Profit of \$1.5M, Net Profit of \$750,000 and 60 temporary associates on assignment
- Directly managed staff of 6
- Reported directly to CEO

RemX Specialty Staffing Charlotte, NC

Jan 2010 – Aug 2011

RemX Specialty Staffing is a National Staffing Firm with 25 offices, division of Select Staffing.

Market Manager

- Managed temporary and professional search divisions and 6 person internal team specializing in Financial Services/Mortgage, Customer Service, Operations/Administrative, and Finance and Accounting
- Primary prospect client base were large, Fortune 500 companies
- Recruited, hired and trained all internal branch staff members
- Prepared branch and individual budgets and forecasts
- Negotiated temporary contracts, analyzed branch data (Gross Margin, Gross Profit, Mark-Up) and prepared related reports for management and branch staff
- Branch 2010 revenues of \$4.7M with Gross Profit of \$1.1M and 147 temporary associates on assignment
- Increased branch weekly Gross Profit from \$13,196 to \$24,620 in less than 7 months
- Met Tier Goal and exceeded Revenue Growth Goals set by upper management for 2010 resulting in \$10,000 annual bonus for the Charlotte team

MSI International Atlanta, GA**Aug 2009 – Jan 2010**

MSI is a National Search Firm with 12 offices.

Consultant

- Assisted start-up office with business development/candidate generation efforts for accounting & finance in the Atlanta market

The Bolton Group Charlotte, NC**May 2004 – Aug 2008**

The Bolton Group is a Regional Search Firm with over 70 employees in 11 offices.

Practice Manager/Partner

- Managed and trained 8-10 recruiters for the Carolinas' offices
- Oversaw both direct-hire and temporary divisions
- Business to business sales - obtained all own clients and job orders
- Recruited, interviewed and placed accounting & finance professionals with an average salary range between \$75,000 - \$150,000
- Ran quarterly trainings in Atlanta for over 50 employees on various recruiting strategies
- Negotiated salaries and benefit packages for candidates and clients
- Advised companies and candidates on job placement criteria and best hiring practices, including employee attraction and retention
- Billed in excess of \$1,000,000 in 4+ years
- Named Partner of the firm in July 2008

Rockwood Training Group Bohemia, NY**May 2002 – May 2004****Regional Training Manager**

- Trained professionals in all aspects of recruiting and telephone/sales skills
- Networked with owners and management of top recruiting firms in order to gain new business
- Traveled extensively to individual offices and seminar locations

Ajilon (formerly AOC) Hauppauge, NY**Jul 2000 – May 2002****Executive Recruiter**

- Responsible for the entire placement process on both candidate and client side involving active marketing and recruiting
- Assisted professionals of all levels, from entry level graduates to CFOs, secure employment with Long Island companies
- Successfully billed nearly \$300,000 in first twelve months, qualified for "Superstar" awards conference

Dunhill Staffing Systems Corporate Headquarters Hauppauge, NY**Mar 1998 – Jul 2000****Recruiter/National Support Representative**

- Marketed prospective applicants to new clients
- Recruited candidates through cold calls, networking, the Internet, etc.
- Prepared and presented formal training sessions focusing on Internet recruiting at Regional Meetings

EDUCATION**State University of New York at Stony Brook****Bachelor of Arts, December 1997**

Major: History

Member: Phi Alpha Theta: History Honor Society

**COMPUTER
SKILLS**Microsoft Word, Excel, PowerPoint, Goldmine, MaxHire, Vurv, ACT, Adapt,
PC Recruiter, CATS, Taleo, IQNavigator, Fieldglass, Econometrix

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

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ Nursing Home Community Advisory Committee**Please select your second Board preference: ***

☒ Historic Preservation Commission**Please select your third Board preference: ***

☒ United Arts Grants Panels**Please select your fourth Board preference: ***

☒ None Selected**Please select your fifth Board preference: ***

☒ None Selected**Please select your sixth Board preference: ***

☒ None Selected

Jeremy

First Name

AMiddle
Initial

Jenkins

Last Name

4249 Avent Ferry Road

Street Address

1

Suite or Apt

Raleigh

City

NC

State

27606

Postal Code

What district do you live in?

None Selected

Mobile: (802) 363-7317

Primary Phone

Mobile: (919) 272-5457

Alternate Phone

jeremyajenkinsrn@gmail.com

Email Address

Duke University Hospital

Employer

Clinical Nurse

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I am interested in serving on an advisory board to start to give back to my community. As a nurse I feel it's important for me to be involved in the community outside of a hospital; as a profession, we have a lot to offer. I have worked in a nursing home and I think that there needs to be more advocacy and education around the nursing home and the broader community health care settings. I'm also very interested in history and believe that it should be taught more dynamically and be preserved for future generations.

Work Experience

Six years of experience as a Registered Nurse at Duke Hospital and Duke University (2018-Present; served in two positions) Two years of experience as a Certified Nursing Assistant at Hillcrest Convalescent Center in Durham, NC (2015-2017)

Volunteer Experience

None

Education

Bachelor of Arts in Philosophy, University of Vermont, 2007 Bachelor of Science in Nursing, North Carolina Central University, 2017

Comments

I'm currently living in Raleigh near the NC State campus and Lake Johnson, with my beautiful wife Becky and my lovely daughter Jane (who just turned 2!).

[JeremyAJenkinsResume_JUL_2023.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

Jeremy A Jenkins

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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Jeremy A Jenkins

JEREMY JENKINS, RN, BSN

JeremyAJenkinsRN@gmail.com | 802-363-7317

EXPERIENCE

- January 2018-Present **Hematology Oncology Direct Care Nurse, Duke University Hospital, Durham, NC**
Supervise up to 5 acute hematology oncology patients in the hospital setting. Administer chemotherapy and blood products and care for central line. Provide education and emotional support to patients and families.
- November 2019-October 2021 **Clinical Research Nurse Coordinator Phase 1 Oncology, Duke University, Durham, NC**
Manage and oversee medical oncology research studies. Screen and enroll subjects; collect, prepare, and process research specimens. Assist the Principal Investigator with subject assessment and study protocol. Recognize and employ research codes of ethics.
- May 2015 - January 2018 **Certified Nursing Assistant, Hillcrest Convalescent Center, Durham, NC**
Supervise up to twelve residents in a skilled nursing facility. Provide support and intervention with activities of daily living. Assist Nursing staff with documentation, charting, and medical monitoring. Assist physical and occupational therapists in execution of care plans

EDUCATION

- Bachelor of Science in Nursing, North Carolina Central University**
October 2017
- Bachelor of Arts in Philosophy, University of Vermont**
May 2007

CERTIFICATIONS

- Advanced Cardiac Life Support certification, American Heart Association, 2022
Registered Nurse Permanent License, 2018
Certified Nursing Assistant license, North Carolina, 2013
Sigma Theta Tau International Honor Society of Nursing, Member, 2017

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels

Please select your second Board preference: *

☒ Library Commission

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

Susan

First Name

Flower

Last Name

Middle
Initial

407 Bendemeer Lane

Street Address

Suite or Apt

Rolesville

City

NC

State

27571

Postal Code

What district do you live in?

☒ District 1

Home: (603) 703-2898

Primary Phone

Home: (603) 703-2898

Alternate Phone

susanwflower@gmail.com

Email Address

Carusele/ Ignite Social Media

Employer

Senior Production 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:

☒ Rolesville

Interests & Experiences

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

United Arts Grants Panels: I am currently serving on the Rolesville Mural Committee and want to do more in the arts. Library Commission: I believe libraries are vital to the health of a community and I would like to serve in any way I can.

Work Experience

My work experience includes corporate communications and marketing, working with small and large non-profits, grant writing, a national newspaper and award-winning advertising agencies.

Volunteer Experience

I currently serve as the president of my HOA, am on the Rolesville Mural Committee, on the philanthropic projects committee at Carusele, am a Social Media Ambassador for the Food Bank of Central & Eastern N.C and previously served on the boards of the NH Writers' Project, the Acting Loft, NH and the Concord, NH Cold Weather Shelter.

Education

Some college.

Comments

[Susan_Flower_Resume_2023.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?

Working with United Arts Council on the Rolesville mural project.

Please upload a file

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Susan Flower

susanwflower@gmail.com | 407 Bendemeer Lane, Rolesville, N.C. 27571 | 603.703.2898

Sr. Production Manager – Carusele, Cary, N.C.

September 2016 - Present

Carusele is an award-winning influencer marketing agency.

- Develop innovative, influencer digital marketing strategies with measurable ROI
- Manage relationships with hundreds of content creators and clients
- Manage the conception and production of high-quality influencer content
- Continually exceed goals through strategic content amplification, paid media strategies, traditional news placements, and new digital marketing platforms
- My recent campaigns include Hallmark, BlueCross BlueShield, Nutrisystem, Vera Bradley, Bed Bath & Beyond, Laura's Lean, Sabra, Big Lots and Walgreens.

Production Manager – Glyph Interface, Chapel Hill, N.C.

October 2013-September 2014

Glyph Interface was an award-winning, full-service advertising agency.

- Successfully managed project revenue through budget development, sourcing, estimating and negotiating with vendors on all projects
- Oversaw all aspects of production management for print, radio, TV, and digital projects
- Utilized analytics to provide actionable insights on user behavior for clients and the agency and honed digital strategy based on a variety of insights including traffic, engagement and other KPI metrics
- Developed strategies for creating meaningful content, and social media messaging, and managing all client-facing collateral on the agency's behalf
- Clients included WakeMed, The Carolina Inn, and Georgia Regents Health

Director of Communication – Granite State Independent Living, Concord, N.H.

August 2008-June 2012

Granite State Independent Living is an award-winning nonprofit for individuals with disabilities.

- Created visibility for the organization and successfully managed all marketing and outreach plans for the organization's 22 state-wide programs
- Ensured the CEO had relevant opportunities to speak about the organization's work, managed all industry award competitions submissions (the organization won seven regional and national community impact awards during my time)
- Successfully managed external communications, including all content creation for the web, digital and printed collateral, created multimedia presentations, all social media, communications for events and numerous infographics
- Used analytics to monitor website user behavior and created actionable insights and strategy to improve search results through targeted, meaningful content curation, continuous keyword research, and competitor analysis
- Managed public and media relations for a high-profile CEO including all crisis communications
- In 2008, I created the organization's first social media program, including all editorial standards, style guide, ROI evaluation, and worked with human resources on internal and external policies

- Worked with CEO to develop a cohesive internal company culture that became the guide for every action the organization took and worked as part of a small team to develop employee development and recognition programs
- Spearheaded a yearlong effort to develop organization's Value Statement with executive leadership and staff

Volunteer Coordinator – Concord Cold Weather Shelter, Concord, N.H.

October 2008-October 2011

Concord Cold Weather Shelter is a wet shelter of last resort that operates from early December through late March.

- In this part time role, I successfully managed the scheduling and training of more than 200-over-night volunteers for the 100 days the emergency shelter was open each winter
- Used social media to successfully recruit volunteers and created press opportunities to advance the cause of the shelter

Development Coordinator – New Hampshire Food Bank, Manchester, N.H.

August 2007- February 2008

The New Hampshire Food Bank is the state's only food bank and is a program of Catholic Charities.

- Successfully developed and implemented a fundraising strategy which worked to meet revenue goals by engaging sponsors, leveraging key relationships, and donor cultivation
- Developed creative fundraising campaigns collateral
- Created numerous media opportunities for the organization, such as a front-page New York Times article about the food bank resulting in a tremendous increase in awareness and fundraising for the organization
- Wrote and secured several grants during my tenure

Independent writing, marketing, and public relations professional

2000- 2016

Created content for the web and social media, ghost blogging, and press releases for a variety of B2B and B2C clients.

Correspondent – The Boston Globe, Boston, MA

September 2000- November 2005

The Boston Globe is New England's premier news source. As a correspondent I successfully covered seven towns for Northwest weekly and regularly contributed to the Boston Works, Living, Calendar, Travel and Food sections.

Volunteer

Town of Rolesville- Mural Committee/Public Art

2022-present

Town of Rolesville- Downtown Development Association

2020-present

Social Media Ambassador- Food Bank of Central NC

2013-present