

**Profile**

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

Capital Area Workforce Development Board: Submitted  
Jury Commission: Submitted  
Juvenile Crime Prevention Council: Submitted  
Nursing Home Community Advisory Committee: Submitted

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

Capital Area Workforce Development Board

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

Human Services Board

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

Juvenile Crime Prevention Council

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

Alliance Behavioral Healthcare

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

None Selected

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

None Selected

Joy  
First Name

C  
Middle Initial

Belk  
Last Name

1107 Buckhorn Rd  
Street Address

Suite or Apt

Garner  
City

NC  
State

27529  
Postal Code

**What district do you live in?**

District 2

Mobile: (919) 815-7019  
Primary Phone

Business: (919) 815-7019  
Alternate Phone

joycbelk@aol.com  
Email Address

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

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 Yes  No**In order to assure countywide representation, please indicate your place of residence:**

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 Garner

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

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I believe my experience in the legal and education fields along with my experience in management, marketing and budgeting will allow me to assist in the work that has already been laid by the commissions.

**Work Experience**

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North Carolina State Bar November 2013 – Present Assistant Director of Paralegal Certification • Manage the daily administration of the paralegal certification program, including supervising the compliance coordinator • Assist director with planning for board meetings • Provide advice and assistance to the Board of Paralegal Certification, its committees, and chairs • Transcribe minutes of board and committee meetings • Assist with preparation of annual budget and annual report to Council • Coordinate bi-annual administration of certification exam; work with the ExamSoft and the board's psychometrician on the processes necessary for a valid and reliable exam • Provide information and make public presentations on paralegal certification to bar organizations, prospective applicants, and the public North Carolina Prisoner Legal Services, Inc. January 2009 – September 2013 Paralegal • Prepared legal documents including complaints, motions, orders, discovery, subpoenas, and pleadings • Researched and prepared summations of medical records, legal research and client correspondence • Assisted in trial preparation, compiling trial notebooks, briefing clients, and compiling witness and exhibit lists • Reviewed and checked accuracy of trial transcripts, Transcript of Plea, Judgment and Commitment Forms, Prior Record Level Worksheets Quintiles, Inc., May 2008 – November 2008 Contracts Paralegal • Authored Standard Operating Procedures (SOPs) regarding Confidentiality Agreements, SOP Requests and requests for financial data • Reviewed, negotiated and developed contract terms for client-generated contract templates, assuring consistency, accuracy, and legal protection of client information • Fulfilled requests for financial information and SOP requests from project managers and legal team members Department of Justice October 2006 – April 2008 Legal Assistant • Negotiated repayment contracts to the State of North Carolina • Researched legal remedies, property inquiries, and payment options for both the payee and State of North Carolina • Maintained accuracy of negotiation records, payments and correspondence in database

## Volunteer Experience

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Paralegal Education Presenter June 2010 – Present • Frequently serves as a guest speaker for several continuing legal education sponsors and paralegal associations. • Lectures paralegal students who attend qualified paralegal programs in the areas of ethics, industry trends and the importance of seeking board certification Miller Motte College Paralegal Education Program Advisory Board Member • Reviews program curriculum and provide feedback regarding the adequacy of the program objectives, program length, curriculum content and learning resources • Recommends expansion, modification, or discontinuance of a program • Provides advice regarding equipment needs and instructional materials necessary to make learning • environment most beneficial • Establishes standards to act as guidelines for the assessment of student readiness for employment • Teams with fellow board members to provide suggestions to strengthen community relationships and service to the profession Vance Granville Community College Paralegal Education Program Advisory Board Member • Collaborates with and provides directives to paralegal education program administrators regarding increasing enrollment in existing paralegal courses while preserving overall program attendance • Reviews and comments on the paralegal program's including the appropriateness of curriculum objectives, program length, curriculum, and employment outcomes prior to submission for approval of the new courses • Highlights geographical area training needs and training possibilities for the program • Recommends expansion, modification, or discontinuance of a program • Advises special topics to include as part of educational experience Guardian Ad Litem, North Carolina Bar Association - Paralegal & Small Firm & Technology Divisions, Delta Sigma Theta Sorority, Inc.

## Education

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Meredith College~ Raleigh~ North Carolina A.B.A. Post Graduate Certification~ Paralegal Studies Liberty University, Lynchburg, VA M.A. Human Services – Family and Marriage Counseling Meredith College, Raleigh, NC A.B.A. Post Graduate Certification, Paralegal Studies East Carolina University, Greenville, NC B.A. Health and Human Performance

## Comments

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[Joy C. Belk NCCP Resume.doc](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

Gender \*

Female

**Ethnicity \***

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African American

---

**Other**

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

---

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**

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

Joy C. Belk, NCCP

***Joy C. Belk, NCCP***

1107 Buckhorn Road • Garner, NC 27529  
(919) 815.7019 • joycbelk@aol.com

**PROFESSIONAL EXPERIENCE**

Paralegal Education Presenter

**June 2010 – Present**

- Frequently serves as a guest speaker for several continuing legal education sponsors and paralegal associations.
- Lectures paralegal students who attend qualified paralegal programs in the areas of ethics, industry trends and the importance of seeking board certification

**Miller Motte College**

Paralegal Education Program Advisory Board Member

- Reviews program curriculum and provide feedback regarding the adequacy of the program objectives, program length, curriculum content and learning resources
- Recommends expansion, modification, or discontinuance of a program
- Provides advice regarding equipment needs and instructional materials necessary to make learning environment most beneficial
- Establishes standards to act as guidelines for the assessment of student readiness for employment
- Teams with fellow board members to provide suggestions to strengthen community relationships and service to the profession

**Vance Granville Community College**

Paralegal Education Program Advisory Board Member

- Collaborates with and provides directives to paralegal education program administrators regarding increasing enrollment in existing paralegal courses while preserving overall program attendance
- Reviews and comments on the paralegal program's including the appropriateness of curriculum objectives, program length, curriculum, and employment outcomes prior to submission for approval of the new courses
- Highlights geographical area training needs and training possibilities for the program
- Recommends expansion, modification, or discontinuance of a program
- Advises special topics to include as part of educational experience

**North Carolina State Bar**

**November 2013 – Present**

Assistant Director of Paralegal Certification

- Manage the daily administration of the paralegal certification program, including supervising the compliance coordinator
- Assist director with planning for board meetings
- Provide advice and assistance to the Board of Paralegal Certification, its committees, and chairs
- Transcribe minutes of board and committee meetings
- Assist with preparation of annual budget and annual report to Council
- Coordinate bi-annual administration of certification exam; work with the ExamSoft and the board's psychometrician on the processes necessary for a valid and reliable exam
- Provide information and make public presentations on paralegal certification to bar organizations, prospective applicants, and the public

**North Carolina Prisoner Legal Services, Inc.**

**January 2009 – September 2013**

*Paralegal*

- Prepared legal documents including complaints, motions, orders, discovery, subpoenas, and pleadings
- Researched and prepared summations of medical records, legal research and client correspondence

## Joy C. Belk, NCCP

- Assisted in trial preparation, compiling trial notebooks, briefing clients, and compiling witness and exhibit lists
- Reviewed and checked accuracy of trial transcripts, Transcript of Plea, Judgment and Commitment Forms, Prior Record Level Worksheets

### **Quintiles, Inc.,**

**May 2008 – November 2008**

#### *Contracts Paralegal*

- Authored Standard Operating Procedures (SOPs) regarding Confidentiality Agreements, SOP Requests and requests for financial data
- Reviewed, negotiated and developed contract terms for client-generated contract templates, assuring consistency, accuracy, and legal protection of client information
- Fulfilled requests for financial information and SOP requests from project managers and legal team members

### **Department of Justice**

**October 2006 – April 2008**

#### *Legal Assistant*

- Negotiated repayment contracts to the State of North Carolina
- Researched legal remedies, property inquiries, and payment options for both the payee and State of North Carolina
- Maintained accuracy of negotiation records, payments and correspondence in database

## **SKILLS**

Word • Excel • Powerpoint • Slack • G-Suite • Zoom • Legal Files • ACIS • Amicus • Needles • Client Profile • PracticeMaster • Notary Public • Westlaw • TaskMaster • Tort Claims Tracking • Affinity • Workshare Professional 5.0 • Salesforce/Customer Relations Management/Database • ExamSoft

## **PROFESSIONAL & PAST ACCOMPLISHMENTS**

Guardian ad Litem Advocate

2013 North Carolina Bar Association Distinguished Paralegal of the Year Nominee

Former Board Member of the North Carolina Bar Association Paralegal Division

Former Co-chair of the Continuing Education Committee for the North Carolina Bar Association

Paralegal Division

Former Chair of the Pro-Bono Committee

## **ASSOCIATIONS/MEMBERSHIPS**

North Carolina Board Certified Paralegal

North Carolina Bar Association – Paralegal Division/Small Firm & Technology Division

Member of Delta Sigma Theta Sorority, Inc.

## **EDUCATION**

### **Liberty University, Lynchburg, VA**

M.A. Human Services – Family and Marriage Counseling

### **Meredith College, Raleigh, NC**

A.B.A. Post Graduate Certification, Paralegal Studies

### **East Carolina University, Greenville, NC**

B.A. Health and Human Performance

**Profile**

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

Adult Care Home Community Advisory Committee: Submitted  
Nursing Home Community Advisory Committee: Submitted

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Adult Care Home Community Advisory Committee

Darlene \_\_\_\_\_ Brake \_\_\_\_\_  
First Name Middle Initial Last Name

101 Butterwood Ct. Apt D \_\_\_\_\_  
Street Address Suite or Apt

Cary \_\_\_\_\_ NC 27511  
City State Postal Code

**What district do you live in?**

District 3

Mobile: (919) 576-3169 \_\_\_\_\_ Mobile: (919) 630-9519 \_\_\_\_\_  
Primary Phone Alternate Phone

darleneb1258@gmail.com \_\_\_\_\_  
Email Address

UNC Rex Rehabilitation Center \_\_\_\_\_ Nursing Assistant \_\_\_\_\_  
Employer Job Title

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

Yes  No

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

Cary

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## Interests & Experiences

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

I passionately enjoy serving the elderly population. I am delight and take great pleasure when talking and listening to them.

## Work Experience

UNC Rex Rehabilitation Center August 2017 – June 2019 Right At Home October 2016 August 2017

## Volunteer Experience

North Carolina Central University Eagle Pride Blood Drive - 2012 - 2015

## Education

NCCU - Bachelor of Science - 2015

## Comments

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[Darlene Brake Current 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

  
Date of Birth

Gender \*

Female



**Ethnicity \***

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African American

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**Other**

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

---

Other

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

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Friend: Sandy Deutsce

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Please upload a file

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

## Darlene Brake

### Objective

Bring a professional, friendly attitude to the work environment; provide team work services to reduce health disparities with compassion, respect, excellence, and integrity.

### Education

September 1974 – June 1977 **West Catholic Girls High School** Philadelphia, PA

### Experience

August 2017 – June 2019 **UNC Rex Rehab** Raleigh, NC

#### **Certified Nursing Assistant**

- Update patient information
- Take daily vital signs
- Aid with activities of daily living

October 2016 – August 2017 **Right At Home** Raleigh, NC

#### **Personal Care Associate/Certified Nurse Aide**

- Develop health education strategies
- Aid with taking daily medications
- Aid with activities of daily living

January 2013 – 2016 **Independent Contractor Service/  
A Plus Quality Healthcare** Durham, NC

#### **Health Care Technician/Caregiver (20-40 hours per week)**

- Develop health education strategies
- Aid with taking daily medications
- Communicate in a manner that is respectful with both individuals and staff

August 2010 – 2012 **NCCU Health Education Department** Durham, NC

#### **Receptionist (20 hours per week)**

- Serve as a health education resource person
- Perform receptionist duties in office
- Call donors and enter data of scheduled appointments for Eagle Pride Blood Drive on campus
- File confidential material as assigned

February 2008 - 2009 **Private Duty Services** Philadelphia, PA

**Nursing Assistant (20 hours per week)**

- Provide care to severely asthmatic children (3 years and 18 months)
- Perform personal care and daily nebulizer treatments
- Engage children in developmental teaching and recreational activities

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June 2007 – 2009

**Health Federation of Philadelphia**

Philadelphia, PA

**Research Assistant (40 hours per week)**

- Serve as a health education resource person
- Interview participants for eligibility and set up appointments
- Input data obtained from research participants into the computer
- Prepare participant files for storage

**Profile**

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

Nursing Home Community Advisory Committee: Submitted

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

Nursing Home Community Advisory Committee

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

WakeMed Hospital Board of Directors

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

Planning Board

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

Capital Area Workforce Development Board

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

Human Services Board

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

Planning Board

Jon  
First Name

C  
Middle Initial

Byers  
Last Name

4508 Pike Rd  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27613  
Postal Code

**What district do you live in?**

District 7

Mobile: (828) 702-4532  
Primary Phone

Home: (828) 702-4532  
Alternate Phone

jonbyers@outlook.com  
Email Address

UNspecified, LLC  
Employer

Dir., Product and Client Success  
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

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## Interests & Experiences

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

In reference to my primary choice of Wake County Nursing Home Advisory Board, I have worked primarily in the healthcare IT industry since beginning my career. In that time, nursing home and assisted living conditions became a strong interest as I travelled the country, visiting different facilities. I saw the good and the very sad. I am hoping to give in some way to an area my career hasn't in recent years. Additionally, I feel my many years of experience in Health IT, with exposure to Nursing Home, Assisted Living, Hospital and Private Practices, I have a broad level of experience with these specific care verticals.

## Work Experience

See attached résumé.

## Volunteer Experience

Raleigh Little Theatre - Properties Manager - 2005-2009

## Education

Villanova University - Human Resource Management Master Certification  
Purdue University - Paralegal Master Certification

## Comments

[Jon-Byers.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

Ethnicity \*

---

Caucasian

---

**Other**

How did you become aware of Wake County volunteer opportunities?

---

Other

If you selected "Other" above, how?

---

I have long known of community advisory boards, and was selected for the Bumcombe Co. Nursing Home Advisory Board in 2013, unfortunately we were compelled to relocate before I was able to effectively contribute.

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Please upload a file

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

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Jon Byers

**Agile-minded and service-focused professional, with a passion for helping teams manage change & build customer-friendly, value-driven services and product offerings.**

Raleigh, NC 27613

[jon.c.byers@gmail.com](mailto:jon.c.byers@gmail.com)

828-702-4532

Skillset: "Swiss Army Knife" for growing organizations. Client success, business analyst, project/program/product management, system implementation, C-level/decision-maker relationship-building, team management, change management, process improvement, system analysis, training.

Authorized to work in the US for any employer

## Work Experience

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### **Product and Client Success Lead**

UNspecified, LLC - Durham, NC

July 2018 to Present

- Client & Product Manager/Scrum Master on Healthwise-integrated healthcare content delivery project, focused on patient education and MU3 compliance.
- Ensure solutions deliver value and delightment to clients through clear and consistent communications.
- Define requirements for systems and projects for development and support in cooperation with clients.
- Develop user stories, documenting business and functional requirements.
- Maintain product backlogs and determined story candidates for release, based on value, feasibility, and business / customer needs.
- Provide training and produce support materials for projects.
- Implementation of marketing campaigns, support material, point of sale and training materials.
- Tools: Trello, RealTimeBoard, Balsamiq, Twitter/TweetDeck, Google Analytics, Appetize.io

### **Product & Test Engineer**

IBM - Watson - Raleigh, NC

March 2016 to July 2018

- Worked closely with stakeholders to document and translate business requirements into Acceptance Criteria and User Stories that enhance product quality and functionality.
- Collaborated with Product Owners, Developers and QA in sprint planning meetings to determine what stories will be completed in upcoming sprints as well as effort estimation.
- Periodically demonstrated upcoming release features to internal and external stakeholders to ensure the team is on the correct path to completing quality deliverables for the release.
- Lead daily scrum meetings to understand current sprint progress and roadblocks, coordinating with team to hit their sprint commitments.
- Improve processes and procedures for Testing/QA and R&D groups as infrastructure improvement change agent.
- Tools: JIRA, Postman, Jenkins

## **Manager, Client Services & Delivery**

Community Care of North Carolina - Raleigh, NC

December 2014 to March 2016

- Built client services and training organization from “scratch”, developing all processes and procedures for effective support of seven (7) different clinical product lines.
- Excelled as a team-builder, consistently recognizing, building and rewarding success in others through leadership and quality training initiatives.
- Implemented JIRA Service Desk as an interim ticket management solution, followed by a complete Service Now implementation, as our comprehensive ticketing, CRM, sales management and project \program management tool.
- Tools: JIRA, ServiceNow

## **Sales Engineer**

MedAptus, Inc - Raleigh, NC

2014 to 2014

- Effectively developed and delivered product demonstrations via webinar, phone, recorded and live methods.
- Evangelized as an active and engaging representative of the company and its products to customers and at field events such as conferences, seminars, etc.
- Organized and responded to functional and technical elements of RFIs/RFPs.
- Analyzed customer feedback to identify underlying trends, system deficiencies and/or systemic problems.
- Tools: Twitter/TweetDeck, Google Analytics, AirServer

## **Account Manager**

Emdeon (Change Healthcare) - Asheville, NC

2013 to 2014

- Effective in delivering reduced client costs and increasing claim reimbursement rates, through analysis of business behaviors, identification of cost savings and development of strong industry partnerships with large health organizations and national retail pharmacy accounts.
- Managed implementation of new service “add-ons” and market expansion efforts.
- Collaborated with clients to gather business requirements, drive multi-department project phases, supervise testing, and provide regular verbal/written status reports/toll-gates.
- Successfully identified, qualified, presented and closed “up-sell” opportunities.

## **Director, Client Services & Delivery**

DocSite, LLC - Raleigh, NC

2009 to 2012

- Responsible for the entire client services process, including Implementation, Delivery, EDI and Customer Care.
- Managed team of seven, including 2 Project Managers, 2 EDI Analysts, 1 Clinical Analyst and 2 Jr. Client Managers.
- Directed account turn-around for \$2.5-million-dollar client; transitioning account from litigation and claims of contract breach to our most reference-able and satisfied client.
- Reduced average client implementation time of 12 months down to less than 8 weeks.
- Responsible for implementation and enhancement request portfolio management; quantifying budget, risk management, and strategic alignment impact.



- Drove cloud-based (SaaS) solution implementations as Program Manager, directing efforts of Contracting, Sales, Project Management, Development, EDI and Training.
- Defined, negotiated and authored RFP/RFI responses, contracts and SOWs to ensure clear scope and outcome expectations.

### **EDI / Interface Manager**

Burt's Bees, Inc - Durham, NC  
2008 to 2009

### **EDI Implementation Manager**

AllScripts - Raleigh, NC  
2007 to 2008

### **Client Services / Process Improvement Analyst**

AllScripts / Misys - Raleigh, NC  
2002 to 2007

### **Director, Client Services**

PurchasingFirst - Columbus, OH  
1999 to 2001

### **Client Services Manager**

Accu-Med - Milford, OH  
1996 to 1999

## Education

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### **Master Certification in Paralegal Studies**

Purdue University-Main Campus  
2011

### **Master Certification in Human Resource Management**

Villanova University  
2009

### **Other**

## Skills

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PRODUCT MANAGEMENT (2 years), TEAM MANAGEMENT (10+ years), SYSTEM ANALYSIS (10+ years), TRAINING (5 years), PROCESS IMPROVEMENT (5 years), Business Analysis (10+ years)

## Certifications/Licenses

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### **Customer Service Management - NC State University**

2009 to Present

### **HIPAA Certified (numerous)**

**Six Sigma - Healthcare - White Belt Certification**

**Six Sigma - White & Green Belt Certification**

#### Additional Information

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- Buncombe County Nursing Home Community Advisory Committee - 2013
- Raleigh Little Theatre - Properties Manager 2005-2009
- WellKeepers - Board Member - 2016-2017

**Profile**

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

Nursing Home Community Advisory Committee: Submitted

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

Nursing Home Community Advisory Committee

**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

Brian  
First Name

A  
Middle Initial

Coleman  
Last Name

1221 N BLOUNT ST  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27604  
Postal Code

**What district do you live in?**

None Selected

Mobile: (919) 637-0933  
Primary Phone

Home: (919) 637-0933  
Alternate Phone

bcoleman2509@gmail.com  
Email Address

Retired  
Employer

Job Title

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

Yes  No

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

Raleigh

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## Interests & Experiences

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

Have become involved in the Long Term care arena through a friend whose career has been in this field. I am seeking opportunities to serve the community and he felt that this would be an ideal situation for me to provide valuable support while also learning more about the LTC category

## Work Experience

42 years in the pharmaceutical and medical device business - 30 of those with Johnson & Johnson in progressive roles in Sales, Sales Training, Sales Management, Strategic Planning and Corporate Accounts/Business Development

## Volunteer Experience

United Methodist Committee on Relief - Disaster Response Teams

## Education

BA, Communications, Cum Laude - Seton Hall University, South Orange, New Jersey May 1977

## Comments

[ColemanBrianresume\\_with\\_CHS\\_11-16.doc](#)

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

**Ethnicity \***

---

Caucasian

---

**Other**

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

---

Other

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

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Another Volunteer

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Please upload a file

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

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# BRIAN COLEMAN

## STRATEGIC ACCOUNT MANAGEMENT EXECUTIVE

Raleigh, NC 27608 ▪ [bcoleman2509@gmail.com](mailto:bcoleman2509@gmail.com) ▪ [linkedin.com/in/briancoleman1](https://www.linkedin.com/in/briancoleman1) ▪  
919.637.0933

Medical Devices | Diagnostics | Surgical Equipment  
US Hospital / Healthcare Systems ▶ IDNs ▶ GPOs ▶ Regional Cooperatives

### VALUE

Well connected, take charge executive with established network in healthcare business relationships.

Extensive experience with major Integrated Delivery Networks (IDNs) and Group Purchasing Organizations (GPOs) including Premier, Novation, Med Assets and Government agencies.

Close high-stakes contracts and garner new and repeat business by leading matrixed / cross-functional team of critical industry experts, diverse stakeholders and other influential resources.

### EXPERTISE | KEY STRENGTHS

**National Contract Strategies/Negotiations/Management** ▪ **Capital Equipment**  
**Financial and Market Analysis** ▪ **Government Contracting** ▪ **New Business**  
**Development** ▪ **Training and Development** ▪ **Leading Cross-Functional Teams**  
*Ethical* ▪ *Diligent* ▪ *Future-Focused* ▪ *Organized*

■ ■ ■

### PROFESSIONAL ACHIEVEMENTS AND EXPERIENCE

**COLEMAN HEALTHCARE STRATEGIES, LLC** Raleigh, NC February 2016- Present

#### Principal

Coleman Healthcare Strategies is a management consulting company focused on Strategic Accounts encompassing National Group Purchasing and Corporate/Integrated Delivery Network solutions for Suppliers.

CHS delivers proven Account Management capabilities and tools that are tailored, customized and designed to drive account growth and share of mind. We will develop and execute effective strategies that will accomplish key goals and objectives of your organization.

**INTEGRA LIFESCIENCES - TEI** Waltham, MA JULY 2014- JANUARY 2016

## **Director, National Accounts**

Responsible for developing strategic relationships with executives at targeted GPO and IDN customers across all facets of their organizations.

Work in concert with Marketing and Sales Leadership on strategic contract approach resulting in account access and business growth to meet stated company goals.

Align internal commercial and COE resources to address customer needs and complement contracting strategy.

Lead execution of GPO and targeted IDN strategies with TEI Regional Managers and drive collaboration with Integra Enterprise Team.

Developed training curriculum for Field Sales organization to understand how to utilize contracting strategy/implement contracts to drive business growth and protect existing share.

Revised contract development and approval process to more effectively engage Field Sales, reduce cycle time, formalize escalation process for exceptions and provide a more effective tracking mechanism.

Played significant role in TEI division being awarded first GPO contract by Novation in April 2015

**ETHICON, INC. (DIV. OF JOHNSON & JOHNSON), Somerville, NJ | JANUARY 2011–SEPTEMBER 2013**

### **Corporate Account Director, Raleigh, NC**

Supported 4 business units: Ethicon Surgical Care, Ethicon Energy, Ethicon BIOSURGERY, and Ethicon BIOPATCH with 11 of the largest key Integrated Delivery Networks (IDNs) across NC, SC, and VA. Directed account team and trained Sales Directors, Divisional Sales Managers, and Sales Representatives on contract strategy and implementation.

Won crucial contracts with Novant Health and Carolinas Health System by providing added value through championing Consolidated Service Center (CSC) self-distribution model and gaining J&J HCS Supply Chain team support.

Saved customer and J&J costs on pricing and efficiency; served J&J as barrier to competitor entry.

Gained go-live date 6 months earlier by aggressive implementation timeline, and accelerated rewards for Carolinas Health System of \$325K into FY 2013.

Devised successful strategic win for Ethicon BIOSURGERY hemostasis products when major customer challenged lack of differentiation in rewards for accounts 4-5 times larger than others.

Presented persuasive case to Ethicon leadership for revising pricing options and reward structure, scored rewards adjustments for customer. Served as validation pilot for go-to-market strategy for 2014.

Led negotiations to develop contract/incentive offers that earned independent contracts delivering market share and revenue growth with multiple business units at Carolinas Health System, Novant Health, Sentara Healthcare, and Greenville Hospital System.

**Ethicon Endo-Surgery, Inc., Cincinnati, OH | 1992–2010**

**Corporate Account Director, Raleigh, NC (1999–2010)**

Promoted to position. Managed account relationships with key hospital IDNs in 12-state area. Led Federal Government contracting (1999–2005), GPO relationship with Med Assets (2005–2008), and with Premier GPO (2008–2011).

Grew business 17% by developing and implementing first market share driven Federal Supply Schedule Contract.

Piloted development of Ethicon Endo-Surgery and J&J's first Corporate Exigency Contract supporting products for DOD War Readiness.

Managed relationship and contract strategy for Catholic Contracting Group (CCG), representing 18–20% of Premier's volume; delivered CCG with sole-source commitments across Ethicon portfolio.

Set precedent for devising custom solutions within Premier contract structure, gained greater customer commitment, and increased success with Premier GPO.

Managed relationship and strategic focus with two key distribution partners, Owens & Minor and McKesson General Medical (1999-2003).

### **Manager, Sales Planning and Contract Administration, Cincinnati, OH (1996–1998)**

Advanced to position. Created ongoing training programs for Sales Representatives and Division Managers.

Served as Sales interface to Marketing during product release strategy planning, and as Consultant to Field Sales Managers on sales strategies.

Managed existing sales contracts, and developed new contract strategies.

Functioned as sales force consultant on contract implementation, tier changes, and preparation of rebuttal presentations in competitive situations.

Collaborated with Johnson & Johnson Health Care Systems and Ethicon National Accounts team on development and launch of national contract strategies with GPO and IDN customers.

**Awarded President's Quality Award (1997);** promoted to Corporate Account Director.

### **Division Manager, Birmingham, AL (1990–1996)**

Managed 10 Sales Representatives in Alabama and Florida Panhandle region. Trained sales representatives on selling skills, product and procedure knowledge, and company policy and procedures.

Grew division sales to \$11.1M from base of \$2.2M.

Devised and established Division Sales Plan that enabled achieving sales forecast.

Managed division budget, including all Sales / Marketing activities and Professional Education.

Promoted to Training Division Manager and trained 4 Division Managers.

Promoted to Manager, Sales Planning and Contract Administration in 1996.

### **Sales Representative/ Trainer | Ethicon, Inc., Somerville, NJ**

1983-1990

Managed territory in South Alabama and Florida Panhandle selling company products to hospital and surgeon customers. Selected as one of 20 reps to have full-line accountability for suture and endo-mechanical product lines. Consistently ranked in top 10% of sales force.





**ACADEMIC EDUCATION ▪ PROFESSIONAL TRAINING**

**Bachelor of Arts in Communications, *cum laude*** | Seton Hall University, South Orange, NJ

**Executive Negotiation Course** | Harvard University

**Standards of Leadership, Financial Management, Law** | Johnson & Johnson

**Consultative Selling Program, Executive Presentation Skills, Principles of Persuasion** | J&J  
proprietary

**Understanding Hospitals and IDNs** | Wharton Center for Health Management & Economics

**Profile**

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

Nursing Home Community Advisory Committee: Submitted

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

Adult Care Home Community Advisory Committee

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

Capital Area Workforce Development Board

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

Domestic Violence Fatality Review Team

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

Triangle Transit Authority Board

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

Commission for Women

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

None Selected

Janet \_\_\_\_\_ A \_\_\_\_\_ Ogbon \_\_\_\_\_  
First Name Middle Initial Last Name

1551 Atria Cir. \_\_\_\_\_  
Street Address Suite or Apt

Raleigh \_\_\_\_\_ NC \_\_\_\_\_ 27604  
City State Postal Code

**What district do you live in?**

District 5

Mobile: (919) 673-7574 \_\_\_\_\_ Mobile: (703) 493-0539 \_\_\_\_\_  
Primary Phone Alternate Phone

jsocial1015@gmail.com \_\_\_\_\_  
Email Address

Meredith College \_\_\_\_\_ Senior Counselor \_\_\_\_\_  
Employer Job Title

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

Yes  No

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

Raleigh

---

## Interests & Experiences

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

I grew up in wake county and have somewhat recently returned and I would love to be able to give back to my community in this way.

## Work Experience

Present positions: Senior Counselor, Meredith College Outpatient Therapist (PRN), Easters Seals UCP of NC & VA

## Volunteer Experience

Triangle Radio Reading Service (TRRS)

## Education

B.A. Psychology, North Carolina State University M.A. Counselor Education-Community Agency Counseling, North Carolina Central University

## 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?**

---

None Selected

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

---

Please upload a file

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

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

**Profile**

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

Nursing Home Community Advisory Committee: Submitted

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

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

Nursing Home Community Advisory Committee

Michael

First Name

Sass

Last Name

Middle Initial

94 Hamilton Hedge Place

Street Address

Suite or Apt

Cary

City

NC

State

27519

Postal Code

**What district do you live in?**

None Selected

Mobile: (845) 222-5558

Primary Phone

Mobile: (845) 222-5558

Alternate Phone

mikesassnc@gmail.com

Email Address

SASSCO

Employer

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:

Cary

---

## Interests & Experiences

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

I would like to give back to the community. I am interested in helping others, especially, those who might not be in a position to help themselves.

## Work Experience

New business development, sales and marketing

## Volunteer Experience

RCADD (NY)-Rockland Council on Alcoholism and other Drug Dependence FMA (NY)-Franciscan Mission Associates

## Education

GED, some college

## Comments

[Michael\\_Sass\\_Resume\\_02.29.20.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?**

---

Govt Employee

---

Please upload a file

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

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# MICHAEL A. SASS

Cary, NC | [www.linkedin.com/in/michaelasass](http://www.linkedin.com/in/michaelasass) | [mikesassnc@gmail.com](mailto:mikesassnc@gmail.com) | 845-222-5558

## SUMMARY

Consummate BtoB sales professional with noteworthy record, strong work ethic, and expertise which includes:

Sales & Marketing	Business Development	Google Tools & Analytics
Leadership & Team Building	Relationship Building	Performance Management
Supervision & Mentoring	Interpersonal Communications	Management & Administration

Exceptional hunter with proven ability to build new relationships into profitable revenue-generators.

Drive to improve productivity and profitability and set, meet, and exceed expectations.

Skilled at establishing and nurturing internal and external customer relationships at all levels.

Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook).

## EXPERIENCE

Orange County Choppers, Newburgh, New York 2019-Present

### ***New Business Development Consultant***

My primary role is to increase revenue through the redevelopment of the OCC ecommerce site, email list marketing, licensing and sponsorships.

TattSeal, Dallas, Texas 2019-Present

### ***Brand Manager***

Responsible for product integrity and go to market strategy for TattSeal, a patented MD Matrix™ (U.S. Patent No. 9,610,258) formula including other ingredients in the science of skin repair.

- Developed powerful relationships to co-market TattSeal.
  - Discovery Channel reality star and Global brand founder of Orange County Choppers Paul Teutel Sr.
  - Oscar Mike Foundation who is keeping veterans “On-the-Move” through life changing adaptive sports programs, experiences and events.
  - Villain Arts the global leader in Tattoo conferences

**Certified Addictions Recovery Coach** 2013-Present

I'm a certified addictions recovery coach who has helped over 100 men make positive changes in their lives by helping them with new thinking choices and behaviors around substance use.

U.S. MONITOR, New City, New York 2001-2018

### ***Senior Consultant***

- Played key role in success of multimillion-dollar direct mailing and monitoring company, including:
  - providing continuous analysis and improvement of key internal and external business processes;
  - directing sales and marketing life cycle activities from: developing campaigns; measuring and analyzing performance; and delivering and maintaining best practices; and
  - establishing and nurturing strategic relationships, expanding customer base, and growing revenue.
- Saved \$150,000 (60%) in manpower costs by optimizing back-office processes.
- Reduced vendors 60% by spearheading rationalization initiative.
- Increased customer service scores by improving customer-facing processes and turnaround times.



- Managed staff of 40 across five departments, hiring, training, mentoring, motivating, and coaching, and delivering performance appraisals.
- Grew base of 500 domestic and 50 global agents to support higher demand and 15% revenue growth.
- Established new marketing channels with best-of-class associations and publishers, which increased industry awareness, brand equity, and quarterly leads by 30%, leading to conversion rate of 80-90%.
- Generated 300 new accounts while managing relationships with 3,000+ clients; and upsold 20% of base to a more timely and profitable service, increasing profits by 12%.
- Increased revenue \$360K by continuously improving ROI analytics/performance metrics for direct and digital marketing campaigns, using key performance indicators for adjustments.

GEE FREE FOODS, New City, New York

2015-2016

***Contracted Sales Consultant***

- Doubled customer base by creating demand for new-to-market gluten-free products, including puff flaky pastry dough, hors d'oeuvres, and meals.
- Devised profitable new business development strategies and tactics for growing revenue; and formed relationships with leading distributors, re-distributors, and foodservice management companies.

**Previous Employment**

SCANDIC CORPORATION, New City, New York

***Business Analyst / Project Manager***

ADVANCED MONITOR SYSTEMS, INC., Blauvelt, New York

***Founder***

BAI Global, Tarrytown, New York

***Product Launch Consultant***

U.S. MONITOR, New City, New York

***General Manager***

RELIGIOUS LISTS, New City, New York

***List Broker***

**MEMBERSHIPS & ASSOCIATIONS**

Direct Marketing Association

Direct Marketing Club of New York

Orange County Chamber of Commerce

Franciscan Mission Associates (Advisory Board)

**TRAINING & CERTIFICATIONS**

Search Engine Academy SEO; Bruce Clay SEO Toolset; Dale Carnegie Training, CARC

**INTERESTS & HOBBIES**

Cooking, baking (specializing in gluten-free), volunteering, including with outreach programs ranging from humanitarian, civic, and life coaching