

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted
GoTriangle Transit Citizen Advisory Committee: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

United Arts Grants Panels

Please select your third Board preference: *

United Arts Grants Panels

Please select your fourth Board preference: *

United Arts Grants Panels

Please select your fifth Board preference: *

United Arts Grants Panels

Please select your sixth Board preference: *

United Arts Grants Panels

Shelia _____ R _____ Alamin-Khashoggi _____
First Name Middle Initial Last Name

3715 Amistad Lane _____
Street Address Suite or Apt

Raleigh _____ NC _____ 27610
City State Postal Code

What district do you live in?

District 2

Home: (919) 441-2032 _____ Home: (919) 441-2032 _____
Primary Phone Alternate Phone

srhj42@yahoo.com _____
Email Address

Beary Special Daycare _____ Owner/Operator _____
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?

With years of experience working in the grassroots community, the arts have been the last to be considered for funding. There are various groups of people that have a tremendous amount of talent that are not showcased and it is difficult to gain access to support for their passion. While there are various avenues available in Raleigh, the smaller communities within Wake County have less resources. It is my experience that funding at the grassroots level affects more individuals than attempting to showcase their work on their own.

Work Experience

Owner/Operator of Beary Special Daycare, Raleigh, NC Constructed-Response Scorer Educational Testing Services (ETS) – Princeton, NJ Founder, Chair, JT Locke Resource Center, Inc., Raleigh, NC Criminal Court Advocate, Interact - Raleigh, NC Administrative Assistant, Department of Medical Assistance - Raleigh, NC Administrative Assistant II, Wake County Human Services - Raleigh, NC Detention Clerk, Wake County Sheriff Department - Raleigh, NC

Volunteer Experience

City of Raleigh Human Relations Commissioner, Former Chair North Carolina Legal Aid Community Advisory Board Counselor, STEPS Program. Wake County Human Services - Raleigh, NC Mentor Monitor (Volunteer) Triumph Administrative Assistant, Department of Medical Assistance - Raleigh, NC Administrative Assistant II, Wake County Human Services - Raleigh, NC Detention Clerk Wake County Sheriff Department - Raleigh, NC

Education

Masters, Religious Studies, Shaw University, NC - December 2013 Masters, Public Administration - North Carolina Central University, NC - May 2010 B. A., Public Administration/Political Science, Shaw University, NC - May 2008

Comments

[SRAlaminResume.docx](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

Female

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

Other

Commissioner James West

If you selected "Other" above, how?

Please upload a file

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>

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

EXECUTIVE PROFILE

Visionary with solid experience managing all levels of multiple projects, including budgeting and administration. Offering outstanding presentation, communication and cross-cultural team management skills. A high-energy, results-oriented leader with an entrepreneurial attitude.

SKILLS HIGHLIGHT

- Leadership/communication skills
- Small business development
- Project management
- Business operations organization
- Negotiations expert
- Employee relations
- Self-motivated
- Project Planning
- Start-Ups and Acquisitions
- Strategic Planning
- Team Leadership
- Time and Resource Optimization
- Training and Development
- Interpersonal Skill

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

CORE ACCOMPLISHMENTS

- Founder and Chair of a family resource center that focuses on facilitating and enhancing education from kindergarten to secondary, job training, entrepreneurship and investments
- Developed and implemented policies that positively impact the quality of life and socio-economic condition for community's through Raleigh Human Relations Board
- Mentor entrepreneurs and community organizations that assist in increasing the education and socio-economic conditions of families

EXPERIENCE

2017 – Current

Owner/Operator

Beary Special Daycare – Raleigh, NC

- Affordable Daycare
- Ages 6 weeks – 12 years
- After Schoolers
- Teaching motive skills reading

2016 – Current

Constructed-Response Scorer

Educational Testing Services (ETS) – Princeton, NJ

- Evaluate online samples of performance for standardized tests. Including, but not limited to, short answers, essays, spoken responses and portfolios. Currently scoring for Texas, California and New Jersey educational system

2000 to Current

Founder, Chair

JT Locke Resource Center, Inc., Raleigh, NC

- Initiated, developed, established and oversaw the operations of a comprehensive, family centered resource center
- Trained staff in developing curriculum, taught interactive skills with diverse students/parents/school personnel, and creative approaches to gauge students ability to comprehend
- Utilized standardized tests to determine students comprehension of grade level curriculum
- Trained staff how to administer and interpret tests.
- Developed policies and procedures in compliance with local and state government
- Educated and illustrated to executive staff how to mitigate staff/parents concerns and grievances.
- Accountable for over \$500,000 in grant fund including overall federal/state and customer satisfaction
- Recommended Bill 388 in presentation to state legislator on behalf of NC Parents for Educational Freedom
- Negotiated Raleigh City Council policy regarding facility use by non-profit resulting in implementation of revised policy

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

- 12/2002 to 01/2003 Mentor Monitor (Volunteer)**
Triumph - Raleigh, NC
- Investigated and monitored children from effects of child abuse
- 05/2001 to 10/2001 Criminal Court Advocate**
Interact - Raleigh, NC
- Provided individualized, personalized plans for abused women to assist them in obtaining their personal goals
 - Taught anger management skills to identify source, redirect and tools to control and diminish anger
 - Advised clients on situation safety plans
 - Advocated and interceded in court proceedings for abused clients with protective orders and first hand knowledge of abuse.
 - Prepared protective orders, provided first hand knowledge of physical, mental and emotional abuse to courts.
 - Presented clients will skills to end abuse and solutions to move forward
- 05/2000 to 05/2001 Administrative Assistant**
Department of Medical Assistance - Raleigh, NC
- Coordinated clients and attorneys meetings
 - Liaison between attorneys, clients and Medicaid officials
 - Prepared documents in accordance with policies of NC Department of Human Services, Medicaid and attorneys
- 04/1997 to 05/1999 Counselor, STEPS Program (Volunteer)**
Wake County Human Services - Raleigh, NC
- Mentored, advised, provided contacts, resources and step-by-step plan to obtain personal goals
 - Recommended skills to combat stress, physical abuse, trauma, low-self esteem, to increase self-sufficiency, emotional and mental stability.
 - Trained clients to identify, redirect anger and skills to diminish anger
- 02/1997 to 05/1999 Administrative Assistant II**
Wake County Human Services - Raleigh, NC
- Coordinated client and Medicaid information to investigate issues with either client and/or Medicaid.
 - Enforced policy administration and solved problems.
- 1992 to 1995 Detention Clerk**
Wake County Sheriff Department - Raleigh, NC
- Managed all clients activities while in detention
 - Ensured adherence to judicial policies and procedures
 - Assessed clients to determine appropriate penalty
 - Oversaw and adjusted clients actions based upon court order.
 - Monitored relevant data on clients; maintained consistent status updates to courts and interested parties
 - Implemented accounts payable/receivable for clients
 - Oversaw bi-weekly position rotation for bonding, booking and classifying.
 - Photographed clients and retained personal property during search and for court proceedings

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

- Managed charge documentation and verification of clients charge for court review and determination
- Identified charges for magistrate, judges, lawyers, bondsmen, and inquiring public

EDUCATION

Masters, Religious Studies

Shaw University, North Carolina

(President, Graduate Student Government Association – 2012)

December 2013

Masters, Public Administration

North Carolina Central University, North Carolina

May 2010

B. A., Public Administration/Political Science

Shaw University, North Carolina

May 2008

Certification in Campaign Management

Civitas Institute

May 2008

BOARDS

City of Raleigh Human Relations Commissioner, Former Chair

North Carolina Legal Aid Community Advisory Board

AFFILIATIONS

Raleigh-Wake Citizens Association (RWCA)

National Association for the Advancement of Colored People

American Society for Public Administration

Method Civic League, Member

Democratic Women of Wake County

Black Women Empowerment Network

North Carolina Black Caucus

Profile

Which Boards would you like to apply for?

Alcoholic Beverage Control Board: Submitted

United Arts Grants Panels: Submitted

Please select your first Board preference: *

Historic Preservation Commission

Please select your second Board preference: *

Alcoholic Beverage Control Board

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

Charles
First Name

P
Middle Initial

Blunt IV
Last Name

2514 Medway Drive
Street Address

Suite or Apt

Raleigh
City

NC
State

27608
Postal Code

What district do you live in?

District 5

Mobile: (919) 633-0033
Primary Phone

Fax: (919) 633-0033
Alternate Phone

cpbluntiv@bellsouth.net
Email Address

Retired - IBM
Employer

Finance and Marketing
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?

Work Experience

10 years as Director of the Virginia Alcoholic Beverage Control Commission and a member of the Governor's staff. 30 years with IBM~ mostly in financial management positions

Volunteer Experience

Currently volunteer at the NC Museum of History, Rex Hospital, Step Up Ministry, Christ Episcopal Church and the Wake County Historical Society.

Education

BS in Public Administration from Virginia Tech Masters in Business Administration from Virginia. Postgraduate work in statistics and planning

Comments

Have authored or edited 8 books primarily relating to historical subjects. Am currently involved in a number of historic research projects relating to Wake County and NC.

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

Friends on Boards & commissions

If you selected "Other" above, how?

Please upload a file

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Profile

Which Boards would you like to apply for?

Juvenile Crime Prevention Council: Submitted

United Arts Grants Panels: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Juvenile Crime Prevention Council

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

Ryan
First Name

S
Middle Initial

Boyce
Last Name

635 Highpark Lane
Street Address

Suite or Apt

RALEIGH
City

NC
State

27608
Postal Code

What district do you live in?

District 5

Home: (919) 272-5591
Primary Phone

Business: (919) 890-1388
Alternate Phone

rsboyce@gmail.com
Email Address

State of NC
Employer

Attorney
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?

Work Experience

Volunteer Experience

Education

Comments

[Ryan S Boyce Resume .pdf](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

Male

Ethnicity *

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

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RYAN S. BOYCE

635 Highpark Lane, Raleigh, NC 27608
(919) 272-5591 | rsboyce@gmail.com

PROFESSIONAL EXPERIENCE

Supreme Court of North Carolina, Raleigh, North Carolina **March 2017 – Present**
Office of the Chief Justice

Legal and Communications Counsel

- Provide legal and policy guidance to the Chief Justice in his role as head of the North Carolina Judicial Branch.
- Manage all external communications relating to the Office of the Chief Justice.

North Carolina Department of Transportation, Raleigh, North Carolina **January 2016 – March 2017**

Deputy General Counsel

- Lead counsel to the Division of Motor Vehicles and provided legal support on other DOT initiatives.
- Negotiated and approved DMV contracts, settlements, and other agreements.
- Served as agency legislative liaison to the Office of the Governor and the General Assembly during the 2016 Legislative Session.

North Carolina Industrial Commission, Raleigh, North Carolina **December 2013 – January 2016**

Deputy Counsel

November 2014 – January 2016

- Tasked with managing significant internal and external reforms to the state's workers' compensation system.
- Drafted proposed legislation and coordinated with Office of the Governor, General Assembly, and relevant stakeholders to facilitate enactment of legislative agenda and budgetary provisions.
- Served as Acting Administrator and oversaw agency operations for approximately six weeks.

Special Deputy Commissioner/Law Clerk to the Chairman

December 2013 – November 2014

- Assessed administrative penalties for violations of the North Carolina Workers' Compensation Act.
- Researched appellate issues and drafted opinions and awards for review by Full Commission panel.

U.S. Court of Appeals for the Fourth Circuit, Greenville, South Carolina

July 2012 – August 2012

Summer Clerk for Chief Judge William B. Traxler, Jr.

- Researched appellate briefs on multiple legal issues including evidence, criminal appeals, and constitutional rights.
- Authored opinions in both civil and criminal appeals for circulation to a three judge panel.

United States House of Representatives, Washington, DC
Committee on Transportation & Infrastructure

September 2007 – August 2010

Legislative Assistant

December 2008 – August 2010

- Prepared all briefing/hearing materials and coordinated all legislation and industry outreach related to aviation security, economic affairs, commercial space, and general aviation regulatory issues.
- Drafted sections of and participated in staff level pre-conference committee negotiations on the "FAA Reauthorization Act of 2009" and the "Airline Safety and Federal Aviation Administration Extension Act of 2010".
- Managed numerous House bills and resolutions from introduction to passage, and staffed Members of Congress during floor proceedings.

Staff Assistant

September 2007 – December 2008

- Coordinated all legislative activity between committee staff and Ranking Member John L. Mica.
- Drafted legislative memoranda and official letters, managed supply accounts, and responded to requests from Member offices and industry representatives.

EDUCATION

Charleston School of Law

Juris Doctor, May 2013

- Merit Scholarship Recipient
- Three-time Dean's List Recipient

University of North Carolina at Chapel Hill

B.A., American History, May 2007

PUBLICATIONS AND PRESENTATIONS

| | |
|---|---------------------|
| “Disorder in the House: Constitutional Challenges in Prosecuting Members of Congress for Federal Crimes” <i>Resolved: Journal of Alternative Dispute Resolution</i> , Vol. IV, Issue II. | Fall 2013 |
| Presenter, 19 th Annual North Carolina Workers’ Compensation Conference Raleigh, North Carolina | October 2014 |
| Panelist, Southern Association of Workers’ Compensation Administrators “National Regulators College” Orlando, Florida | August 2015 |
| Presenter, Workers’ Compensation Institute “Conference on Multistate Workers’ Compensation Law” Orlando, Florida | August 2015 |
| Presenter, 20 th Annual North Carolina Workers’ Compensation Conference Raleigh, North Carolina | October 2015 |
| “New Reforms Expose Misclassification Schemes in NC” <i>Journal of Insurance Fraud in America</i> , Spring 2016 Issue. | Spring 2016 |
| Delegate, Autonomous Vehicle World Congress Detroit, Michigan | October 2016 |

COMMUNITY INVOLVEMENT

| | |
|--|---------------------------------|
| North Carolina Lincoln List <i>Secretary/Treasurer</i> | September 2013 - Present |
| North Carolina State Library Commission <i>Appointed by Governor Pat McCrory</i> | June 2014 - Present |
| Wake County Bar Association <i>Bench/Bar Committee</i> <i>Communications & Technology Committee</i> | May 2017 - Present |
| Regional Judicial Opioid Initiative <i>Leadership Committee</i> | May 2017 - Present |
| South Carolina Bar Association <i>iCivics Committee</i> | July 2017 - Present |

HONORS

| | |
|---|-----------------------|
| Honorable Order of Kentucky Colonels <i>Governor Steven L. Beshear</i> | April 2010 |
| Honors for Outstanding Pro Bono Service <i>Charleston School of Law</i> | May 2013 |
| ACYPL Delegate to Commonwealth of Australia <i>United States Department of State</i> | September 2017 |

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Morrisville Planning and Zoning Board

Please select your third Board preference: *

Commission for Women

Please select your fourth Board preference: *

Population Health Task Force

Please select your fifth Board preference: *

Morrisville Board of Adjustment

Please select your sixth Board preference: *

None Selected

Michelle
First Name

C
Middle Initial

Collins
Last Name

212 Hammond Wood Place
Street Address

Suite or Apt

Morrisville
City

NC
State

27560
Postal Code

What district do you live in?

District 7

Mobile: (336) 255-5041
Primary Phone

Home: (919) 462-9276
Alternate Phone

mccollins14@icloud.com
Email Address

The University of North Carolina
at Chapel Hill
Employer

Manager, Research Training
Programs
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:

Morrisville

Interests & Experiences

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

I have always been an advocate of volunteering and giving back. Unfortunately, for a few years, I was not able to give my time as I would have liked. Now that I have the opportunity, I would be more than honored to serve on a board or commission that serves the people in the state of North Carolina.

Work Experience

I currently serve as the Manager of Research Training Programs at the UNC Carolina Population Center at the University of North Carolina at Chapel Hill. I am responsible for the day-to-day administration of the Population and Biosocial Research Training Programs. Prior to my current position, I was responsible for directing and administering the research program for the Department of Surgery at UNC. This included providing support to faculty members, residents, and post-doctoral research associates in all aspects of research administration from finding new funding opportunities to managing the grant submission process. Prior to that, I served as the Managing Director for the UNC Nutrition Obesity Research Center. I was responsible for managing the day-to-day operations of a multi-million dollar, multiple investigator, NIH-funded research center. This included managing the activities for the Center's internal and external advisory committees, providing professional support and guidance to core directors and core managers, overseeing grant and recharge center budgets, coordinating the Pilot & Feasibility grant program, managing the web site and social media, preparing and writing annual progress reports, and overseeing the competitive renewal grant process. In addition to my experience at the university level, I also have another five years of experience in project and research management in the non-profit sector. This experience includes grant writing and proposal development, identifying and soliciting prospective donors for funding, developing and fostering relationships with various community partners, and providing assistance with various strategic and organizational planning initiatives.

Volunteer Experience

The Beehive Collective Raleigh, NC Member 7/2008 - 1/2012 The Beehive Collective is a group of young professionals who pool their collective talents and resources together to organize fun and educational projects that raise money for the causes they care about. • Provided assistance in soliciting grant applications from local community groups and organizations. • Assisted in reviewing grant proposals and selecting projects for funding. North Carolina Commission on Volunteerism and Community Service Raleigh, NC Commissioner 2/2006 - 12/2009 The North Carolina Commission on Volunteerism and Community Service is a statewide commission that is responsible for encouraging community service and volunteerism among North Carolinians. • Provided assistance in reviewing AmeriCorps applications, assisted in making funding decisions for AmeriCorps programs. • Assisted in designing and implementing a training program for the MLK day of service in 2009. Other Affiliations: • Alumni, Leadership North Carolina Class XI, 2003-2004.

Education

The University of North Carolina at Greensboro Greensboro, NC • Master of Public Administration, Concentration in Nonprofit Management, 2003. • Bachelor of Science, Human Development and Family Studies, Minor in Political Science, 2001.

Comments

[Resume_for_Michelle_Collins_August_2018.pdf](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

Female

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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

MICHELLE C. COLLINS, MPA, CPRA

• 212 Hammond Wood Place • Morrisville, NC 27560 •

• Phone (336) 255-5041 •

• E-mail: mccollins14@icloud.com •

EDUCATION

The University of North Carolina at Greensboro

Greensboro, NC

- Master of Public Administration, Concentration in Nonprofit Management, 2003.
- Bachelor of Science, Human Development and Family Studies, Minor in Political Science, 2001.

SKILLS & CERTIFICATIONS

- Certified Pre-Award Research Administrator (CPRA), Research Administrators Certification Council.
- Level I Certification: Tar Heel Certificate Program in Research Administration.
- 16 years of combined research administration and program management experience.
- 10 years of experience at UNC managing the day-to-day operations of a multi-million dollar, multi-investigator, NIH-funded P30 research center.
- 1.5 years of research administration experience for an academic department in the UNC School of Medicine.
- 5 years of fundraising and grant management experience in the non-profit sector.
- Currently managing two NIH-funded T32 grant programs for a large university-based research center.
- Experience with UNC's Connect Carolina, InfoPorte, WordPress, RAMSeS, Cayuse424, eRA Commons, xTrain, NIH RePORTER, Proposal Central, NSF, PubMed, SPIN Funding Database, and the NIH Manuscript System.
- Member, Society of Research Administrators International.

EXPERIENCE

University of North Carolina at Chapel Hill

Chapel Hill, NC

Manager of Research Training Programs, UNC Carolina Population Center

8/2018 - Present

The UNC Carolina Population Center is a community of scholars and professionals collaborating on interdisciplinary research, methods, and training that advance understanding of population issues. The goal of the Center's training programs is to ensure that a diverse and highly trained workforce is available to assume leadership roles in biomedical, behavioral, and clinical research.

Responsibilities:

- Oversees the day-to-day administration of the Population and Biosocial (T32) Research Training Programs.
- Responsible for corresponding with NIH and the Office of Sponsored Research on behalf of each program.
- Assist in preparing and writing annual progress reports and the competitive renewal grant applications.
- Maintain and write content for the program websites, weekly newsletters, and other program communication materials.
- Maintain systems to track and report on research productivity for all current and past research trainees.
- Research and inform trainees of professional development and funding opportunities.

University of North Carolina at Chapel Hill

Chapel Hill, NC

Research Administrator, Department of Surgery

2/2017 - 8/2018

The UNC Department of Surgery is an internationally-recognized leader in surgical care and research and provides the full complement of surgical sub specialties, from nine clinical divisions, to patients.

Responsibilities:

- Provide support to faculty members, residents, and post-doctoral research associates in all aspects of research administration.
- Oversee, prepare and compile all components of grant submissions ensuring proposals are formatted, assembled, and submitted in compliance with UNC and granting agency requirements.
- Research and inform investigators of funding opportunities.
- Prepare grant budgets, work timelines, and checklists for each grant submitted through the department.
- Assist in the maintenance and editing of biosketches, other support, departmental resources, and other grant template documents.
- Responsible for corresponding with funding agencies and the Sponsored Programs Office for just-in-time requests and securing additional information from investigators.
- Work with the finance team to ensure proper setup of initial budgets for new awards.
- Plan and organize the department's annual Research Day for residents and alumni.
- Manage and update the research section of the Department of Surgery website.
- Serve as the Department representative for the UNC Healthcare System's Heart & Vascular Research Committee

Major Accomplishments:

- Instrumental in the development of the new quarterly department newsletter, including editing and writing content.
- Development a new system to track and report on research productivity, including grant submissions, IRB approvals, funding interests and other administrative tasks.

University of North Carolina at Chapel Hill

Grant Assistant, UNC Center for Health Promotion and Disease Prevention

Chapel Hill, NC

7/2015 - 12/2015

The UNC Center for Health Promotion and Disease Prevention addresses pressing health problems by collaborating with communities to conduct research, provide training, and translate research findings into policy and practice.

Responsibilities:

- Provided assistance with proposal development, coordination of documents, routing, and proposal submission. *This was a temporary-part time position.*

University of North Carolina at Chapel Hill

Managing Director, UNC Nutrition Obesity Research Center

Chapel Hill, NC

4/2007 - 2/2017

The UNC Nutrition Obesity Research Center is one of twelve research centers in the country funded by the National Institutes of Health that is specifically designed to support nutritional sciences and obesity related research.

Responsibilities:

- Responsible for overseeing the final implementation, design, and updates for the NORC Central website until my replacement was named (this was done on a volunteer basis for 2 months after I officially started at my position in the Department of Surgery).
- Responsible for managing the day-to-day operations of the UNC Nutrition Obesity Research Center.
- Responsible for monitoring core usage and center budgets (grant and recharge).
- Assists in managing the Center's Pilot & Feasibility (P&F) grant program.
- Served as the liaison between the Center and its members, provided support to the core directors and core managers, and coordinated internal and external advisory committee activities and meetings.
- Responsible for preparing and writing annual progress reports and the competitive renewal grant applications.
- Responsible for maintaining the center's web site and social media pages, overseeing the seminar series, creating marketing materials, and generating quarterly e-newsletters.
- Accountable for being the primary liaison between the UNC Nutrition Obesity Research Center and the UNC Nutrition Research Institute (Kannapolis Research Campus).

Major Accomplishments:

- Played a key role in writing and editing the Center's \$5 million, five-year competitive renewal grant in 2010. The grant received a priority score of 12 (on a 10 (best) to 90 (worst) scale). This is the highest score the Center has received for a renewal application and the best score of all of the other competing applications that year.
- Instrumental in writing and managing a \$300,000 American Recovery and Reinvestment Act (ARRA) grant for the NORC to purchase new equipment and expand its Pilot & Feasibility grant program.
- Responsible for writing a short proposal to NIH for the creation of the NORC Central web site. This is a collaborative web site for all NIH-funded NORC research centers.
- Responsible for the implementation, design, and maintenance of the Center's service request system database. This database offered our research cores the ability to store service requests, track usage, and create invoices.
- Instrumental in overseeing the development of the NORC Mobile Metabolic Unit. This mobile unit was created to conduct body composition assessments in community based studies across the state of North Carolina.

**United Way of Greater Greensboro
Independent Contractor**

**Greensboro, NC
4/2007 - 6/2007**

The United Way of Greater Greensboro is a non-profit agency that works with community partners to meet emerging needs in the city of Greensboro, NC.

Responsibilities:

- Provided assistance with preparing for the annual combined federal government campaign.
- Responsible for training and providing assistance to my replacement.

**United Way of Greater Greensboro
Resource Development Manager**

**Greensboro, NC
4/2004 - 4/2007**

Responsibilities:

- Responsible for managing all of the medical and federal government accounts.
- Assisted in identifying strategies for overall campaign growth, responsible for working with volunteers to design solicitation strategies.
- Responsible for designing and implementing the annual employee campaign manager training program.

Major Accomplishments:

- In 2005, the Piedmont Triad Federal campaign raised over \$738,000 for local, national, and international charities surpassing 2004's campaign totals by \$78,500.
- In 2004, the federal campaign raised over \$660,500. This was the largest increase of any managed campaign in 2004 for the Greensboro United Way and the largest increase for the federal campaign locally since its inception.
- The federal campaign had the 2nd highest percent increase in contributions in 2004 for middle-sized campaigns nationally. The local campaign was recognized for its achievements at the national level by the Office of Personnel Management at a ceremony at the White House in Washington, DC.
- Assisted in turning several non-giving medical and federal government accounts into giving accounts in 2004 and 2005.
- Implemented a new employee campaign manager training program and designed new training materials.

**Junior Achievement of Central North Carolina
Independent Contractor**

**Greensboro, NC
4/2004 - 12/2005**

Junior Achievement of Central North Carolina is a youth organization that was created to assist young people in the transition from school to work.

Responsibilities:

- Responsible for researching and identifying viable grant opportunities.

- Responsible for preparing and submitting grant proposals and progress reports to funders.

**Junior Achievement of Central North Carolina
Operations/Grants Manager**

**Greensboro, NC
9/2002 - 4/2004**

Responsibilities:

- Responsible for preparing grant proposals and progress reports, assisted in managing the gift acknowledgement process.
- Assisted in the planning of special events and the annual funding campaign.
- Responsible for researching and identifying viable grant opportunities.

Major Accomplishments:

- This position started as a part-time appointment and turned into a full-time position after I received my Master's degree.
- Secured funding from the JC Penney's After School grant program to develop first after school alliance with the Boys & Girls Club in Greensboro.
- Secured grant funding for a new elementary expansion project.

**The Volunteer Center of Greensboro
Assistant Program Manager (Temporary Contract Position)**

**Greensboro, NC
1/2003 - 6/2003**

The Volunteer Center of Greensboro is a non-profit agency that promotes volunteerism, supports non-profit groups, and builds community partnerships.

Responsibilities:

- Assisted in securing grant funding from the Points of Light Foundation for a special volunteer initiative honoring September 11th victims.
- Assisted in recruiting and securing over 50 local volunteer groups to complete projects honoring victims.
- Accountable for evaluating and reporting projects to the Points of Light Foundation.

**The University of North Carolina at Greensboro
Graduate Assistant**

**Greensboro, NC
8/2001 - 5/2002**

The University of North Carolina at Greensboro is a public university located in Greensboro, North Carolina. This graduate assistantship was funded by a fellowship grant by the Cemala Foundation.

Responsibilities:

- Responsible for writing press releases and newsletter articles for the graduate program.
- Provided updates for the department web site and conducted research for faculty members.
- Assisted in graduate student recruitment activities and promoted the nonprofit management certificate program to prospective students.

AWARDS & RECOGNITIONS

- UNC Employee Forum Professional Development Grant Recipient, 2017.
- UNC Gillings School of Global Public Health, Department of Nutrition, Staff Excellence Award, 2011.
- UNC Gillings School of Global Public Health, Department of Nutrition, Star Heel Award, 2009.

LEADERSHIP & PROFESSIONAL AFFILIATIONS

**The Beehive Collective
Member**

**Raleigh, NC
7/2008 - 1/2012**

The Beehive Collective is a group of young professionals who pool their collective talents and resources together to organize fun and educational projects that raise money for the causes they care about.

- Provided assistance in soliciting grant applications from local community groups and organizations.
- Assisted in reviewing grant proposals and selecting projects for funding.

North Carolina Commission on Volunteerism and Community Service

Raleigh, NC

Commissioner

2/2006 - 12/2009

The North Carolina Commission on Volunteerism and Community Service is a statewide commission that is responsible for encouraging community service and volunteerism among North Carolinians.

- Provided assistance in reviewing AmeriCorps applications, assisted in making funding decisions for AmeriCorps programs.
- Assisted in designing and implementing a training program for the MLK day of service in 2009.

Other Affiliations:

- Alumni, Leadership North Carolina Class XI, 2003-2004.

Profile

Which Boards would you like to apply for?

City of Raleigh Board of Adjustment: Submitted
City of Raleigh Planning Commission: Submitted
Open Space and Parks Advisory Committee: Submitted
United Arts Grants Panels: Submitted
GoTriangle Transit Citizen Advisory Committee: Submitted

Please select your first Board preference: *

City of Raleigh Planning Commission

Please select your second Board preference: *

Economic Development Commission

Please select your third Board preference: *

GoTriangle Board of Trustees

Please select your fourth Board preference: *

Open Space and Parks Advisory Committee

Please select your fifth Board preference: *

City of Raleigh Board of Adjustment

Please select your sixth Board preference: *

United Arts Grants Panels

Benjamin

First Name

L

Middle Initial

Delgado

Last Name

600 Saint Mary's Street

Street Address

Apt 102

Suite or Apt

Raleigh

City

NC

State

27605

Postal Code

What district do you live in?

District 5

Mobile: (757) 694-1129

Primary Phone

Home: (757) 694-1129

Alternate Phone

ben.lan.del@gmail.com

Email Address

Cutty International, Inc
Employer

Executive Vice 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:

Raleigh

Interests & Experiences

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

I want to see Wake County grow to be its best. As a younger resident in Raleigh I have an incredible amount of time ahead in the City and County. This long future can either be ruined with bad policy or leveraged into greater successes through proactive and forward thinking measures. It is imperative to me that citizen involvement shape the path forward. While I do not seek large political aspirations, I do believe that involving myself on a board or commission will allow me to play my part in the future of Wake County.

Work Experience

Currently I am working for an entrepreneurial intellectual property firm. My work includes industries such as: renewable energy, clean water, advanced materials, augmented reality, and healthcare. Prior to this I was a project manager in the sports and television industry. I worked on mergers and acquisitions for clinical research centers during my college internship. I worked through high school and college at restaurants from fine dining to fast casual.

Volunteer Experience

Habitat for humanity, some hospital work.

Education

Grassfield High School Chesapeake, VA Graduated 2011 University of South Carolina Columbia, SC Graduated 2015 with B.S.B.A. in Management and Entrepreneurship

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 *

Male

Ethnicity *

Caucasian

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

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?

Historic Preservation Commission: Submitted
Library Commission: Submitted
Open Space and Parks Advisory Committee: Submitted
Planning Board: Submitted
United Arts Grants Panels: Submitted
Yates Mill Park Advisory Board: Submitted

Please select your first Board preference: *

Historic Preservation Commission

Please select your second Board preference: *

Library Commission

Please select your third Board preference: *

Planning Board

Please select your fourth Board preference: *

United Arts Grants Panels

Please select your fifth Board preference: *

Open Space and Parks Advisory Committee

Please select your sixth Board preference: *

Yates Mill Park Advisory Board

Carrie _____ Ehrfurth _____
First Name Middle Initial Last Name

1011 Stewart Street _____
Street Address Suite or Apt

Fuquay-Varina _____ NC 27526
City State Postal Code

What district do you live in?

District 2

Home: (919) 755-2250 _____ Home: (919) 434-1439 _____
Primary Phone Alternate Phone

ehfurtc@yahoo.com _____
Email Address

Hedgehog Holdings, LLC

Employer

Historic Preservationist

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:

Fuquay-Varina

Interests & Experiences

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

Work Experience

September 2005-present: Historic Preservationist, Hedgehog Holdings, LLC, Raleigh, NC August 2008-October 2009: Architectural Historian, consulting with Belk Architecture, Durham, NC February 2005-April 2005: Research Assistant, Longleaf Historic Resources, Raleigh, NC October 2004-July 2005: Museum Educator, Page-Walker Arts and History Center, Town of Cary, Cary, N

Volunteer Experience

Annual Haw River Clean up events Preservation North Carolina volunteer Historic House Tour guide, UNCG

Education

Graduating May 2015, MBA, Meredith College, August 2005, Graduate Certificate in Historic Preservation, UNCG-Greensboro, December 2003, MA in Art History, PSU, State College, PA June 2001 BA in Art History, Lawrence University, Appleton, WI

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

[REDACTED]
Date of Birth

Gender *

Female

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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Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Appointed
Domestic Violence Fatality Review Team: Submitted
Human Services Board: Submitted
Juvenile Crime Prevention Council: Submitted
Nursing Home Community Advisory Committee: Submitted
United Arts Grants Panels: Submitted

Please select your first Board preference: *

Human Services Board

Please select your second Board preference: *

Juvenile Crime Prevention Council

Please select your third Board preference: *

Domestic Violence Fatality Review Team

Please select your fourth Board preference: *

United Arts Grants Panels

Please select your fifth Board preference: *

Criminal Justice Partnership Advisory Board

Please select your sixth Board preference: *

Adult Care Home Community Advisory Committee

Phyllis _____ B _____ Fulton _____
First Name Middle Initial Last Name

1801 Lisburn Court _____
Street Address Suite or Apt

Garner _____ NC _____ 27529 _____
City State Postal Code

What district do you live in?

District 2

Home: (919) 772-2617 _____ Home: (919) 630-0817 _____
Primary Phone Alternate Phone

pmbpfef@aol.com _____
Email Address

Retired

Employer

Retired

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?

I retired from North Carolina DHHS with several years of services to families in need of protective services and services to assure the community's well-being. I am very interested in being appointed to the Wake County Community Child Protection Team (CCPT) G.S. 7B 1409, in addition to the above listed boards and commissions.

Work Experience

Licensed Master Social Worker with experience in all levels of social services on the county~ state and national level. Retired from the NC Division of Social Services in 2013. Prior to retirement~ I was coordinator of the state wide Community ...

Volunteer Experience

President of Garner High School PTSA and Platen elementary school in Frankfurt Germany. Secretary of local chapter of university alumni association. Member of Community Advocacy Committee Organized conferences~ reunions~ etc....

Education

High School graduate - PW Moore High School - 1965 NC A&T BS Degree in Social Services 1969 University of Northern Colorado - MA Psychology - 1980 Continuous training in social services areas...

Comments

Hobbies~ bowling~ developing MS Power Pint programs~ social planning. Married 47 years to military retiree. Two adult daughters.

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

Female

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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

Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted
United Arts Grants Panels: Submitted

Please select your first Board preference: *

Capital Area Workforce Development Board

Please select your second Board preference: *

United Arts Grants Panels

Please select your third Board preference: *

Wake Technical Community College Board of Trustees

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Nicole _____ K _____ Hedrick _____
First Name Middle Initial Last Name

2805 Carriage Meadows Drive _____
Street Address Suite or Apt

Wake Forest _____ NC _____ 27587 _____
City State Postal Code

What district do you live in?

District 6

Mobile: (919) 369-7321 _____ Business: (919) 525-5751 _____
Primary Phone Alternate Phone

nicole.k.hedrick@gmail.com _____
Email Address

Duke Clinical Research Institute (_____ Chief Human Resources Officer _____
DCRI) 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:

Wake Forest

Interests & Experiences

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

I have a sincere interest in giving back to the people and the community where I reside. I've lived in Wake County since I moved here to attend college at NC State, have raised my children and enjoyed career growth. I now have the time to begin to assist through advisory boards and want to raise my hand to volunteer.

Work Experience

My career background has been in talent management, talent acquisition, talent development and human resources management. I have significant experience in large, global fortune 500 business environments, not for profit and clinical research in academic settings. I've managed small and large teams locally and globally. I am currently a member of the executive team and cabinet for the Duke Clinical Research Organization.

Volunteer Experience

Town of Wake Forest - Human Relations Advisory Council Society of Human Resources Professionals - Global Immigration Council and nominating committee Urban Ministries of Durham Jones Dairy Elementary School - PTA - Arts Council Bethany Baptist Church - music and children's ministries Crossroads Fellowship Raleigh - music and children's ministries

Education

University of South Florida Tampa FL - Business Administration; Theater and Art Program North Carolina State University - BA Sociology and Criminal Justice

Comments

Given my years of experience in assessing, managing, developing and placing talent, I believe that there would be value in leveraging my skills for the Capital Area Workforce Development Board. I've always had a love of art, theater and music and consider these my areas of interest from a leisure and hobby perspective. I've studied art appreciation and history for a semester in New York City learning about all areas of art and theater.

[2017_Nicole_Hedrick_resume.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

Demographics



Date of Birth

Gender *

Female

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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NICOLE HEDRICK
2805 Carriage Meadows Drive
Wake Forest, NC 27587
(919) 369-7321
nicole.k.hedrick@gmail.com

SUMMARY

An accomplished HR Executive with extensive expertise leading, developing and managing global enterprise strategies, policies, program implementation and execution in Talent Management and Acquisition, Global Mobility and Immigration, Workforce Planning and Effectiveness, Employee Engagement, Diversity & Inclusion, Employee Development, Compensation and Organizational Resilience.

EXPERIENCE

Duke Clinical Research Institute (DCRI)
June 2014 – Present

CHRO
Durham, NC

DCRI is the world's leading academic research organization (ARO) and a non-profit organization with over \$250M in annual industry sponsored and government funded projects, employing 1200 employees and 200+ Duke, School of Medicine faculty.

- o Reporting to the Executive Director as a member of the Executive Leadership team, Executive Cabinet, Enterprise Services Council and Co-commander of the Crisis Management Team
- o Responsible for creating and leading HR Strategy, policy, programs and operational execution
- o Lead team of 33 HR, Recruitment, Engagement, Diversity/Inclusion, Organization Learning/Development, Compensation, Wellness, Organizational Resilience and Operations professionals, responsible for a \$3M budget
- o Developed and implementing 5 year HR business strategy to align with DCRI's strategic vision
- o Created social media recruitment campaign approach resulting in increased approval ratings from 23% to 60% and 146% increase in company awareness
- o Executed first ever compensation market analysis of workforce resulting in compensation strategy that ensures competitive market pay structures
- o Created and implemented recruitment selection and interviewing criteria for managers resulting in lower attrition and increased new hire satisfaction and inclusion in initial 3-6 months
- o Drove Business Process Re-engineering project to define operational processes, documented controls and increased transparency for employee and manager population
- o Conducted 40+ Executive Leadership and Employee roundtables reaching 800+ employees, creating strategy to increase climate and engagement
- o Designed and executed workplace culture survey, creating response teams to increase workplace engagement through strategic initiatives resulting in increased survey scores for the last 3 years
- o Created Wellness and Organization Resilience strategy integrating wellness into leadership development and functional groups in alignment with Duke and local community

- o Created, introduced and embedded DCRI Values and behaviors to align throughout people processes of hiring, development and performance management
- o Selected and implemented Success Factors HCM, DCRI's first on-line performance management tool
- o Built learning strategy to strategically shift from instructor led to web based learning, resulting in increased employee participation
- o Developed management and leadership fundamentals curriculum and mandatory training initiative
- o Executive sponsor of one of the Institutes strategic initiatives; "Building the Workforce of the Future"

IBM
March 1999 – May 2014

Corporate HR
RTP, NC

HR DIRECTOR - Global Mobility Immigration Leader

(July 2007 – June 2014)

- o Appointed by Corporate SVP to create and establish IBM's Global Immigration organization responsible for developing and executing global policy, compliance, strategy and operational excellence; managing a team of 150 HR professionals across the Americas, Asia Pacific, Africa, Middle East and Europe overseeing a \$6M budget.
- o Providing consultative and strategic HR expertise, risk mitigation plans, and stakeholder communications to senior executive leadership across all business units globally.
- o Responsible for all global cross border business travel/ assignee policy and compliance, including immigration services RFPs, selection and vendor management of a \$15M annual global contract to support 7,000+ assignee cases. Implemented 2013 SOW raising service level attainment, developing key performance indicators and reducing 18% YTY vendor spend.
- o Accountable for US In-house operational teams providing end to end delivery support for over 10,000 US foreign national employees and dependants.
- o Established IBM's consular and embassy relationship programs globally, earning a best in industry approval rating from the US Department of State for all visa types in 2013. Led US advocacy events, meeting with members of Congress resulting in favorable business language in 2013 US Senate bill.
- o Created and deployed online global HR educational modules, training and certifying 20,000+ IBM managers.
- o Developed priority software suite optimizing delivery services, increased customer visibility in process and compliance tracking and monitoring of 12,000+ India outbound visa/travel events to 73 countries, reducing processing timelines by 50% from 15 days to 7 days.
- o Deployed process improvements resulting in reduced cycle times for India outbound employees to EMEA and AP by 15 days.
- o Designed, piloted and implemented mobility program enabling multi-country global consultant business to reduce speed to land, facilitating increased revenue generation
- o Reduced business compliance risk through system and tool implementation, integrating online internal travel and expense tools and processes

US Recruiting Manager - Immigration

(May 2005 – June 2007)

- o Responsible for developing US strategy, policy and operational support for 10,000+ IBM US foreign national employees and dependents

- o Management responsibility of the US organization of 40 legal and para-legal professionals submitting 5000+ immigration work permit petitions to the US government annually
- o Eliminated \$3M of spend YTY for IBM India branch office by transitioning immigration services from external legal firm internally, increasing compliance and decreasing petition filing cycle times
- o Oversight of \$3M contract for contractor services, driving cost reductions YTY by 10%
- o Led advocacy for Immigration policy reform at the US congressional level

Global Talent Partner – IBM Sales and Distribution (S&D) *(May 2003 - April 2005)*

- o Responsible for Global S&D hiring needs and pipeline by business unit, location and skill to develop hiring strategy and influence monthly hiring forecast.
- o Established hiring strategies to support workforce strategy and establish targets to monitor progress.
- o Prepared and led Global and AMS corporate resource, external hiring reviews and quarterly forecast with CFO and HR VPs
- o Led project creating global University hiring cycles by country within all geographies
- o Program Manager for US S&D University Sales program tracking new hire performance

US Recruiting – Search Firm Program Manager *(Nov 2000 - May 2003)*

- o Responsible for managing search firm relationships of 50+ contingency and retained firms
- o Developed and implemented channel strategies aligning skill specific search firms to business
- o Created and deployed performance measurement criteria for search firms tracking their impact on diversity, customer satisfaction, quantity and quality of hires
- o Audited search firms on EO/Affirmative Action responsibilities to provide a diverse candidate pool and engage in good faith hiring efforts, teaming with EO and Legal.

US Recruiting Account Manager *(March 1999 - Nov 2000)*

- o Responsible for developing and implementing customer strategies to achieve the hiring targets of the Tivoli and Sales and Distribution accounts.
- o Provided monthly account performance reviews to management including pipeline activity of hiring requirements and candidates, number of hires and strategy to continuously improve diversity, customer satisfaction and staffing sourced hires.

Ventyx an ABB Company

(previously Mincom)

February 1998 – March 1999

Global Staffing Manager

Denver, CO

- o Global HR Staffing Manager, responsible for creating, implementing and executing global staffing strategies for line executives and VP's to support business units across the company.

Howard Systems International

October 1994 – January 1998

Recruiting Manager

Raleigh, NC

- o Responsible for attaining recruitment targets for Raleigh branch including hiring, training, managing four technical recruiters and developing customer proposals
- o Achieved 1996 President's Club recruitment award – Top 3 of 45 recruiters in the company

Renaissance Worldwide
December 1990 – September 1994

IT/Technical Recruiter
RTP, NC

EDUCATION AND PROFESSIONAL AFFILIATIONS

University of South Florida
Business Administration and Management

North Carolina State University
BA Sociology: Criminal Justice

Human Capital Institute (HCI) – Strategic Business Partner Certification, 2017

HR Magazine; 12 Recruitment Tips from Talent Acquisition Leaders, July/August 2016 issue
<https://www.shrm.org/hr-today/news/hr-magazine/0716/pages/12-recruiting-tips-from-talent-acquisition-leaders.aspx>

HR Magazine; Profiles in HR, April 2016 issue
<https://www.shrm.org/hr-today/news/hr-magazine/0416/Pages/Profiles-in-HR-Nicole-Hedrick-CHRO-Duke-Clinical-Research-Institute.aspx>

SHRM Talent Management Conference, April 2016
Panelist: 12 Key Recruitment Trends for 2016 and Beyond

Council for Global Immigration – a SHRM Affiliate
(Previously known as American Council on International Personnel (ACIP))
Board of Directors *(June 2005 - 2014)*
Chair: Nominating Committee *(2010 - 2014)*

Human Relations Advisory Council
Town of Wake Forest, NC *(January 2008 - December 2010)*
Co-Chair 2010

Speaker and Panelist at HR Legal Groups, Council for Global Immigration, National Foreign Trade Council and Global Forum on Migration and Development

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted
United Arts Grants Panels: Submitted

Please select your first Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your second Board preference: *

United Arts Grants Panels

Please select your third Board preference: *

Commission for Women

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Marjorie _____ H _____ Hodges _____
First Name Middle Initial Last Name

200 S. Dawson Street #305 _____
Street Address Suite or Apt

Raleigh _____ NC _____ 27601
City State Postal Code

What district do you live in?

District 4

Mobile: (919) 414-3009 _____ Business: (919) 664-6860 _____
Primary Phone Alternate Phone

marjoriehodes@yahoo.com _____
Email Address

North Carolina Museum of Art _____ Director, External Affairs and
Employer Job Title Special Projects

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 committed to art and community. Art has a way of bringing people together and fostering community. Further artists and arts organizations are economic catalysts and important in enhancing the county.

Work Experience

Currently, Director of External Relations and Special Projects at the North Carolina Museum of Art for 3 1/2 years, director of CAM Raleigh for 3 years,, partner at Flanders Gallery for 6 years.

Volunteer Experience

NC Coalition for Global Competitiveness, Raleigh Fine Arts Society, N Carolina Modernists Houses Advisory, Matrons of the Arts and more.(see attached)

Education

BBS in Business Administration from the University of Georgia

Comments

I am very active in the Wake County Arts community and see great opportunity for the United Arts Council

[Marjorie_Hodges_Bio_Updated_18.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 *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

Requested info from commissioners

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

MARJORIE H. HODGES

DIRECTOR, EXTERNAL RELATIONS AND SPECIAL PROJECTS,
NORTH CAROLINA MUSEUM OF ART



A creative professional with vast experience in marketing, public relations, development, contemporary art consulting and community engagement, Marjorie is a graduate of the University of Georgia's Terry College of Business. Marjorie has over twenty-five years of marketing and public relations experience with major corporations and non-profit institutions including Walt Disney World, Pfizer, the Contemporary Art Museum Raleigh and the North Carolina Museum of Art. Her passion for arts, culture and community, as well as, experience in art curating and exhibition planning contribute to her effectiveness as an arts leader and community catalyst.

At the NCMA, Marjorie's focus is fostering collaborative partnerships, community engagement and the development of the *Art in the Environment Initiative* for the Museum's 164-acre park. Other special projects include significant public art initiatives in North Carolina and creating effective corporate partnerships. Marjorie served as Director of CAM Raleigh's Foundation for three years and on CAM Raleigh's board of directors for four years. She served as the Chair of *Health, Arts & Healing* at Duke Raleigh Hospital where she helped implement a program to place original artwork by North Carolina artists in patient rooms and coordinated musical performances for patients and visitors. Marjorie was a partner with Flanders Gallery a contemporary art gallery in Raleigh where she helped plan exhibitions and curate the collections of Capitol Broadcasting Company, the Umstead Hotel Gallery, Biogen, Red Hat, HQ, RTP headquarters, American Tobacco Campus, CITRIX and more.

In addition to her professional accomplishments, Marjorie is active in the following non-profit organizations: Dix Park Conservancy Board of Directors, NC Coalition for Global Competitiveness Board of Directors, Museum Travel Alliance Advisory Board NY, North Carolina Modernist Houses Advisory Board, Raleigh Fine Arts Society, Duke Raleigh Hospital Guild, Red Sword Guild of the American Cancer Society, Awesome Foundation, Carolina Ballet, Frankie Lemmon Foundation, Southern Foodways Alliance, Art of Cool Jazz Festival, Matrons of the Arts, the North Carolina Opera and CAM Raleigh.

2520 Oxford Road, Raleigh, NC 27608 919.414.3009 marjoriehodges@yahoo.com

Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted
Alliance Behavioral Healthcare: Submitted
Council on Fitness and Health: Submitted
United Arts Grants Panels: Submitted
Wake County Water Partnership: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

Commission for Women

Please select your second Board preference: *

Council on Fitness and Health

Please select your third Board preference: *

Wake County Water Partnership

Please select your fourth Board preference: *

Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

Alliance Behavioral Healthcare

Please select your sixth Board preference: *

United Arts Grants Panels

Emily _____ Hughes _____
First Name Middle Initial Last Name

6311 Terra Verde Drive _____ Apt. 221 _____
Street Address Suite or Apt

RALEIGH _____ NC _____ 27609 _____
City State Postal Code

What district do you live in?

District 7

Mobile: (704) 906-6260 _____ Business: (919) 707-3007 _____
Primary Phone Alternate Phone

emilyhughes1093@gmail.com _____
Email Address

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 giving back to the community and helping with something I am passionate about. The boards I've showed interest in are all things that I have some background or knowledge in. I would love to give my spare time to the county that I call home. I have extensive knowledge in government, especially local government, and a love for volunteering.

Work Experience

I worked in local government in a small town near Charlotte as a Communications Specialist and Clerk while I worked on my Master of Public Administration. When I graduated, I knew I wanted to work for the state to learn more and serve my home state. I currently work as a Public Information Officer for the NC Department of Agriculture and Consumer Services. I write, edit and publish press releases and speeches for the department.

Volunteer Experience

Parkway cleanups, coaching soccer, tutoring in Spanish, volunteering at local events.

Education

Appalachian State University -Bachelor of Science in Communication, Journalism Appalachian State University -Bachelor of Arts in Spanish Arkansas State University -Master of Public Administration

Comments

[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

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Emily Hughes

6311 Terra Verde Dr. Apt. 221 ☐ Raleigh, NC 27609
Phone: 704.906.6260 ☐ E-mail: emilyhughes1093@gmail.com



Objective

Public Relations | Bilingual (English & Spanish) | Creative Content Development Government | Communications

A government professional in the public relations and journalism field seeks to apply current educational credentials and job experiences to a professional role. Adept research skills contribute to the ability to remain cognizant of current trends within selected markets. Demonstrates positive and professional interpersonal skills when liaising with peers and clients. Capable of prioritizing workload to continuously meet all set deadlines. Continuously strives to create captivating, informative content for employers.

Experience

NC Department of Agriculture & Consumer Services, Raleigh, North Carolina
2018 - Present

August

Public Information Officer II

- Author and edit press releases on behalf of the department for the media and public.
- Create content and maintain the blog for the department to provide updates, links, ideas and sources for the public.
- Prepare and edit speeches for the NC Agriculture Commissioner for events.
- Serve as a public information officer for various divisions within the department such as Emergency Programs, Research Stations, NC State Fair, Soil and Water Conservation and Special Projects.
- Assist the Commissioner's office in preparing any content to come from the NC Agriculture Commissioner.
- Work with the local media to distribute information from the department.
- Coordinate releases, blogs, and social media surrounding major events within the department such as the NC State Fair and NC Agriculture Day.

TOWN OF STALLINGS, Stallings, North Carolina
August 2018

May 2016 -

Communications Specialist/Deputy Town Clerk

- Author all press releases for the Town of Stallings for distribution to local media.
- Develop original marketing and advertising material for the Town.
- Create content and maintain the website for the Town of Stallings to provide concise and updated information for the public.
- Assist in organizing and advertising public events for the Town of Stallings.
- Maintain Town Council minutes and attend Town Council meetings as the Deputy Town Clerk.
- Generate social media posts and media content in an attractive manner on behalf of the Town.
- Serve as a staff liaison to all media relations for the Town of Stallings.
- Assist the Historical Committee of the Town as a staff liaison to preserve and feature the history of Stallings.
- Work with the Technology Committee of the Town as a representative to amend and modernize the website for the Town.



- Prepare and plan the Town’s internal events and communications to promote staff involvement.

PEACH ROOTS, Chicago, Illinois
2015

September - December

Public Relations Intern

- Authored various press releases and emailed copies to different restaurants and hotels.
- Conducted research for clients to aid with individualized marketing needs.
- Created engaging social media posts and organized media content for each client.

NATASHA MORGAN, New York, New York
March 2015

September 2014 -

Public Relations Intern

- Identified current music events, museums, and venues in Los Angeles, New York, and Europe for client sponsorship.
- Procured contact information for the press, agencies, and agents in Los Angeles, New York, and Europe.
- Scheduled and developed monthly event calendar for client.

Education

ARKANSAS STATE UNIVERSITY

August 2016 - May 2018

Master of Public Administration
Laude

Cum

APPALACHIAN STATE UNIVERSITY

August 2012 - May 2016

Bachelor of Science in Communication, Journalism
Bachelor of Arts in Spanish

Professional Licenses

NORTH CAROLINA NOTARY PUBLIC

Commission expires May 31, 2023

FEMA Certification

Completed on Nov. 15, 2018

[EH]

Interests and Community Involvement

UNION COUNTY CHAMBER OF COMMERCE

Women in Business

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

PI ALPHA ALPHA

International honors society for public affairs and administration

ALPHA PHI SORORITY

Director of Continuous Open Bidding

Director of Social Events

Profile

Which Boards would you like to apply for?

United Arts Grants Panels: Submitted

Please select your first Board preference: *

Commission for Women

Please select your second Board preference: *

United Arts Grants Panels

Please select your third Board preference: *

Triangle Transit Authority Board

Please select your fourth Board preference: *

Wake County Steering Committee on Affordable Housing

Please select your fifth Board preference: *

City of Raleigh Housing Appeals Board

Please select your sixth Board preference: *

Alliance Behavioral Healthcare

roxie
First Name

lapoint
Middle Initial

lapoint
Last Name

220 snow ave
Street Address

Suite or Apt

raleigh
City

NC
State

27603
Postal Code

What district do you live in?

District 4

Home: (919) 508-0777
Primary Phone

Home: (919) 508-0777
Alternate Phone

roxsbox@outlook.com
Email Address

self employed
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:

None Selected

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

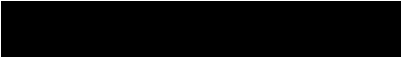
Comments

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Demographics


Date of Birth

Gender *

Female

Ethnicity *

Other

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

Please upload a file

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

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Profile

Which Boards would you like to apply for?

Open Space and Parks Advisory Committee: Submitted
Planning Board: Submitted
GoTriangle Board of Trustees: Submitted
United Arts Grants Panels: Appointed
Wake Technical Community College Board of Trustees: Submitted

Please select your first Board preference: *

Raleigh-Durham Airport Authority

Please select your second Board preference: *

Triangle Transit Authority Board

Please select your third Board preference: *

Fuquay-Varina Planning and Zoning Board

Please select your fourth Board preference: *

Alcoholic Beverage Control Board

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

William

First Name

S

Middle Initial

Palmer

Last Name

1413 Shady Rise Glen

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

District 7

Mobile: (910) 367-8934

Primary Phone

Business: (919) 573-0992

Alternate Phone

palmer.seth@gmail.com

Email Address

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 my desired boards and commissions as I am extremely interested in giving back to my community. I have previous experience serving on the City of Raleigh's Bike and Pedestrian Advisory Commission (BPAC) but had to resign due to my moving outside of the city limits. My background is primarily focused on transportation and real estate, and I would welcome the opportunity to provide that to the great work going on in these groups.

Work Experience

North Carolina Association of Realtors® 2014 – Present Political Communications & Regulatory Affairs Director (2016 – Present), Local Government Affairs Director (2014 – 2015) • Develop research briefs on issues of importance to the association including legislative actions, transportation policy, and regulatory affairs; advise senior leadership on communication needs and lobbying strategies • Lead discussions with the legislative committee to formulate and relay the associations stance on policy issues to 36,000 members; leverage relationships and networks to advocate at the community and state level • Represent the association and its members before regulatory bodies such as the North Carolina Real Estate Commission, Appraisal Board, and Coastal Resources Commission • Highlight government affairs activities through a weekly newsletter and the association's quarterly magazine, Insight • Assist local associations with Political Action Committee activities including fundraising and candidate funding Longleaf Strategy Group 2014 – Present Founder and Principal • Provide consulting services to local lobbying firms, law firms and trade associations; research legislative policy and draft briefs related to areas of interest • Serve as an advisor to leadership within start-up organizations; provide an overview of opportunities at the local/state level and input on communications strategy, lobbying, grant acquisition, and business growth plans North Carolina Department of Transportation 2011 – 2013 Policy Advisor, Logistics (2012 – 2013), Liaison to the Lieutenant Governor (2011 – 2012) • Developed strategic plan aimed at increasing operational efficiency and improving legislative relationships after the legislative transfer of the NC Global TransPark and NC State Ports Authority to NCDOT • Assisted the Governor's Logistics Task Force with the Seven Portals Study and North Carolina Maritime Strategy; drafted final report outlining a plan to move people, goods, and information more efficiently throughout the state • Researched policy in the areas of transportation, commerce and trade, and maritime operations; drafted white papers for the Lt. Governor, Secretary of Transportation, and Director of Statewide Logistics Office of Lieutenant Governor Walter Dalton 2009 - 2011 Director of Constituent Services • Represented the Lt. Governor on committees related to education, US Census and transportation; interacted with members of the General Assembly, statewide government officials and high profile business leaders • Developed social media outreach plans and protocols and managed the Lieutenant Governor's website • Conducted research on innovative education technologies for the Joining Our Businesses and Schools Commission

Volunteer Experience

Band Together, Co-Chair Main Event (2016-Present), Nonprofit Selection Committee (2014-Present); NC State University Friends of Arts NC State Board of Directors (2015-Present), Food Bank of Central and Eastern North Carolina, Social Media Ambassador (2013-Present); City of Raleigh Bicycle and Pedestrian Advisory Commission, Member (2015-2016); Jim "Catfish" Hunter ALS Association, Chair: Advocacy Committee (2010-2015)

Education

North Carolina State University~ Raleigh~ North Carolina~ May 2008 B.A.~ Political Science Pi Sigma Alpha_National Political Science Honor Society

Comments

[SethPalmerResume.pdf](#)

Upload a Resume

[WSethPalmer_Bio.docx](#)

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Please upload a file

Demographics



Date of Birth

Gender *

Male

Ethnicity *

Caucasian

Other

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W. Seth Palmer is an experienced young professional with a background and passion for the policy process. Throughout his eight years of professional experience, he has led multiple large-scale projects addressing needs of state government organizations, trade associations as well as small businesses, start-ups and nonprofits.

Seth currently serves as the Political Communications and Regulatory Affairs Director for the North Carolina Association of REALTORS®. In this role, he manages the association's advocacy communications efforts to its more than 35,000 members. Seth also serves as its primary regulatory lobbyist, representing the association before agencies such as the North Carolina Real Estate Commission and North Carolina Appraisal Board. Prior to joining the REALTORS® team, Seth served on the staffs of the North Carolina House Majority Leader, North Carolina Lieutenant Governor, and the Secretary of the North Carolina Department of Transportation. In 2012, Seth authored the final report for the Governor's Logistics Task Force, a 30-member commission tasked with examining North Carolina's freight logistics capabilities and economic development opportunities.

Seth is a 2008 graduate of North Carolina State University with a Bachelor of Arts degree in Political Science. He was elected to the Pi Sigma Alpha, National Political Science Honor Society and is a 2011 Fellow of the North Carolina Institute of Political Leadership. He is actively involved in numerous community organizations and serves as the 2017 Event Co-Chair for Band Together NC, a nonprofit whose efforts have raised over \$6.5 million for Triangle-area nonprofit organizations.

W. SETH PALMER

1413 Shady Rise Glen | Raleigh, NC 27603 | 910.367.8934 | palmer.seth@gmail.com

Relationship oriented and goal driven with a passion for the legislative process and a proven ability to communicate policy issues in ways that engage and influence others. Focused on building trust and rapport with internal and external stakeholders and developing mutually beneficial partnerships that enhance organizational efforts in the short and long term. Skilled communicator across levels and functions and a key advisor to senior leadership. Successful track record of managing multiple priorities and completing projects on time within tight deadlines.

Government Affairs
Program Development

Lobbying Experience
Strategic Planning

Presentation Skills
Policy Development

PROFESSIONAL EXPERIENCE

North Carolina Association of Realtors®

2014 – Present

Political Communications & Regulatory Affairs Director (2016 – Present), Local Government Affairs Director (2014 – 2015)

- Develop research briefs on issues of importance to the association including legislative actions, transportation policy, and regulatory affairs; advise senior leadership on communication needs and lobbying strategies
- Lead discussions with the legislative committee to formulate and relay the associations stance on policy issues to 36,000 members; leverage relationships and networks to advocate at the community and state level
- Represent the association and its members before regulatory bodies such as the North Carolina Real Estate Commission, Appraisal Board, and Coastal Resources Commission
- Highlight government affairs activities through a weekly newsletter and the association's quarterly magazine, *Insight*
- Assist local associations with Political Action Committee activities including fundraising and candidate funding

Longleaf Strategy Group

2014 – Present

Founder and Principal

- Provide consulting services to local lobbying firms, law firms and trade associations; research legislative policy and draft briefs related to areas of interest
- Serve as an advisor to leadership within start-up organizations; provide an overview of opportunities at the local/state level and input on communications strategy, lobbying, grant acquisition, and business growth plans

North Carolina Department of Transportation

2011 – 2013

Policy Advisor, Logistics (2012 – 2013), Liaison to the Lieutenant Governor (2011 – 2012)

- Developed strategic plan aimed at increasing operational efficiency and improving legislative relationships after the legislative transfer of the NC Global TransPark and NC State Ports Authority to NCDOT
- Assisted the Governor's Logistics Task Force with the *Seven Portals Study* and *North Carolina Maritime Strategy*; drafted final report outlining a plan to move people, goods, and information more efficiently throughout the state
- Researched policy in the areas of transportation, commerce and trade, and maritime operations; drafted white papers for the Lt. Governor, Secretary of Transportation, and Director of Statewide Logistics

Office of Lieutenant Governor Walter Dalton

2009 - 2011

Director of Constituent Services

- Represented the Lt. Governor on committees related to education, US Census and transportation; interacted with members of the General Assembly, statewide government officials and high profile business leaders
- Developed social media outreach plans and protocols and managed the Lieutenant Governor's website
- Conducted research on innovative education technologies for the Joining Our Businesses and Schools Commission

Served as a Legislative Intern in the Office of North Carolina House Majority Leader Rep. Hugh Holliman, 2008 – 2009

EDUCATION & HONORS

North Carolina State University, Raleigh, NC
B.A., Political Science, 2008

North Carolina Institute of Political Leadership
Fall 2011 Fellow

LEADERSHIP & ASSOCIATIONS

Band Together, Co-Chair Main Event (2016-Present), Nonprofit Selection Committee (2014-Present); **NC State University Friends of Arts NC State Board of Directors** (2015-Present), **Food Bank of Central and Eastern North Carolina**, Social Media Ambassador (2013-Present); **City of Raleigh Bicycle and Pedestrian Advisory Commission**, Member (2015-2016); **Jim "Catfish" Hunter ALS Association**, Chair: Advocacy Committee (2010-2015)