

**Profile**

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

- Alliance Behavioral Healthcare: Submitted
- Capital Area Workforce Development Board: Submitted
- Housing Authority: Submitted
- Human Services Board: Submitted
- Juvenile Crime Prevention Council: Submitted
- Raleigh-Durham Airport Authority: Submitted
- Wake Technical Community College Board of Trustees: Submitted
- WakeMed Hospital Board of Directors: Submitted
- Wake County Steering Committee on Affordable Housing: Submitted

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

- Juvenile Crime Prevention Council

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

- Alliance Behavioral Healthcare

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

- Criminal Justice Partnership Advisory Board

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

- Housing Authority

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

- WakeMed Hospital Board of Directors

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

- Wake Technical Community College Board of Trustees

Utica  
First Name

Middle Initial

Cason  
Last Name

2011 Swimming Hole Circle  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27610  
Postal Code

**What district do you live in?**

- District 7

Home: (919) 413-1854  
Primary Phone

Business: (919) 651-4397  
Alternate Phone

uvcason@yahoo.com

Email Address

Yardi Systems Inc.

Employer

HelpDesk Coordinator

Job Title

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

Yes  No

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**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?**

I have a passion of serving my community. I love helping individuals in the community. I have prior experience serving on a nonprofit board

## Work Experience

5 Yrs Software Tech Support 8 Yrs of Affordable Housing Experience with Raleigh Housing Authority and Property Management Companies 5 Yrs of Human Services Experience with Wake County Child Support Enforcement~ Raleigh Housing Authority

## Volunteer Experience

4 Years as CEO of a local nonprofit 1 Yr Executive Director of Job Readiness Organization 3.5 Yrs Experience as Assistant Director of Youth Re-Entry Program 1 Yr Experience as Adult Mentor for Step Up Ministries

## Education

Medical Assistant Certificate Associate's Degree in Human/Family Services Bachelor's Degree in Human/Family Services

## Comments

[resume.docx](#)

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:

Please upload a file

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## Demographics



Date of Birth

### Gender \*

Female

### Ethnicity \*

African American

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## Other

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

Other

### City of Raleigh Website

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>

# Utica Cason

2011 Swimming Hole Circle, Raleigh, NC 27610 ☐ (919) 413-1854 ☐  
[uvcason@yahoo.com](mailto:uvcason@yahoo.com)

## ***Professional Experience***

### ***Yardi Systems, Inc., Raleigh, North Carolina***

#### ***HELPDESK COODINATOR 2008-PRESENT***

Provide customer/client service and in a call center environment with regards to technical support with software issues and assist clients with implementation of real estate and accounting software. It consists of setup, implementation, upgrades, and ongoing software support for live clients. Support different modules (core, residential, affordable, and maintenance)

### ***Reliant Monitoring Services, Cary, North Carolina***

#### ***DISPATCHER 2013-PRESENT***

Dispatch and schedule installers to perform work order assignments for pretrial electronic/alcohol monitoring devices for local government and law enforcement agencies

### ***Drucker & Falk Property Management, Raleigh, North Carolina***

#### ***PART-TIME LEASING AGENT 2009-2010***

Tenant relations, administered leasing process, lease up of vacant units, marketing, and sales

### ***Hendrick Automotive Group, Cary, North Carolina***

#### ***BUSINESS DEVELOPMENT REPRESENTATIVE 2008-2008***

Scheduled sales appointments, handled incoming sales calls in a call center environment, and provided customer service and public relations

### ***United Property Management, Raleigh, North Carolina***

#### ***PROPERTY MANAGER 2007-2008***

Tenant relations, accounting, and revenue and expense control, processed rental applications, administered leasing, lease renewal, and lease up of vacant units, marketing, and sales, experience in Low Income Tax Credit & Section 8 program, supervised maintenance, housekeeping, and contractors.

## **Education**

SUNY-Empire State College, Saratoga Springs, NY

B.A., Family & Human Services 2002-2006  
A. S., Family & Human Services 2001-2002

Wake Technical Community College, Raleigh, NC  
Human Services Technology, 1999-2000  
Medical Assistant, 1996-1998  
GED, 1994

Certified Occupancy Specialist (COS)-NAHMA 2008

**Additional  
Experience**

Nonprofit Management, Nonprofit/Business  
Consultant  
Windows XP and 7 and Vista, MS Office Suite,  
Internet Explorer, Outlook, Goggle Documents,  
Medic, CAM, I-CAM, ACCUCERT, Yardi Voyager,  
Yardi Classic, SQL, CRM

**Volunteer  
Experience**

***SOAR Outreach, Raleigh, NC  
Founder/CEO 2014-present***

Establish administrative policies for the day-to-day  
operation  
of the nonprofit. Establish and maintain  
relationships with  
various organizations to enhance the organization's  
mission. Report to the Board of Directors to seek  
their  
involvement in policy decision and fundraising.  
Supervise  
collaborate with the organization staff and  
volunteers.  
implement strategic planning and implementation.  
Oversee  
the organization board, marketing, and  
communication efforts.  
Review and approve contracts for services. Plan  
and oversee  
the annual budget.

**City of Raleigh Citizen Police Academy  
2018**

**City of Raleigh Summer Youth Employment  
Program**

Volunteer Interviewer, 2014-2017

**Neighbor 2 Neighbor,**  
Jobs for Life Mentor, 2016

**Wake Technical Community College**  
Advisory Board, 2016

***City of Raleigh Neighborhood College &  
Citizens Leadership Academy, 2013-2014***

***Justice Served NC, Inc., Raleigh, North  
Carolina***  
Assistant Director & Program Manager 2011-2013

***Step-Up Ministry, Life Skills Co-Partner, 2002***

**Profile**

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

Human Services Board: Submitted  
Juvenile Crime Prevention Council: Submitted  
Planning Board: Submitted  
Raleigh-Durham Airport Authority: Submitted  
Commission For Women: Submitted

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

Juvenile Crime Prevention Council

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

Commission for Women

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

Criminal Justice Partnership Advisory Board

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

Greater Raleigh Convention and Visitors Bureau

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

Human Services Board

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

Raleigh-Durham Airport Authority

Linda \_\_\_\_\_ C \_\_\_\_\_ Cuttler \_\_\_\_\_  
First Name Middle Initial Last Name

510 Founders Walk Drive \_\_\_\_\_  
Street Address Suite or Apt  
Morrisville \_\_\_\_\_ NC 27560  
City State Postal Code

**What district do you live in?**

District 3

Mobile: (412) 657-6325 \_\_\_\_\_ Business: 9195882517 \_\_\_\_\_  
Primary Phone Alternate Phone

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

Hope Centre of Advancement

Employer

substance abuse/mental health  
consultant

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

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## Interests & Experiences

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

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## Work Experience

28 yrs in the human service field as a therapist director and owner of my own agency.

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## Volunteer Experience

chairwomen of the board for juvenile detention center~ pittsburgh pa board of advisers for Heinz Endowment pittsburgh board of directors for fatherhood int program

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## Education

MS degree San Fran International Univ MS degree Geneva College ba degree Duquesne University

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## Comments

[CUTTLERLINDAFemale04-17-1959 Resume\\_02.docx](#)

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 \*

---

African American

---

**Other**

How did you become aware of Wake County volunteer opportunities?

---

Other

referral by colleague

---

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**

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## LA director/manager

### Personal Information

Name: LINDA CUTTLER Email: LCUTTLER@GMAIL.COM  
Phone: 412-657-6325  
Home Location: US-NC-Morrisville-27560 (Can work for any employer)

### Experience

Job Categories: **Government** (10 Years experience)

Total years experience: 19 Years

### Company Information

**Company Name: Family Legacy**

**Start date February to Present**

Company Name: Jacobs Ladder  
Job Title: Child therapist, family counseling

Start Date: July 2009  
End Date: Present

Company Name: CJC/WB Center  
Job Title: Assessment Specialist P/T for

Start Date: August 2005  
End Date: Present

Company Name: Juvenile Court Project  
Job Title: Program Director

Start Date: September 2002  
End Date: December 2008

Company Name: Healthy Start Inc  
Job Title: Certified Addiction Counselor

Start Date: August 1997  
End Date: September 2002

Company Name: The Whales Tale Youth and Family  
Counseling Center  
Job Title: Youth and Family Specialist

Start Date: April 1994  
End Date: August 1997

Company Name: Bridgestone/ Firestone Company  
Job Title: Sales Manager

Start Date: January 1989  
End Date: April 1994

Company Name: Christian Life Skills  
Job Title: Counselor

Start Date: January 1992  
End Date: April 1994

Company Name: Westinghouse Electric  
Transportation Division  
Job Title: Purchasing agent

Start Date: May 1985  
End Date: January 1989

Company Name: Army Corps of Engineers

Start Date: September 1980

Job Title: writer

End Date: January 1984

**Additional Skills And Qualifications**

Managed Others : Yes (12 others)

Languages Spoken : English

Most recent wage:

Felony Conviction: No

Security Clearance: No

Military Experience:

**Education**

<b>School:</b> Duquesne University	<b>Major:</b> Communications/child development	<b>Degree:</b> Bachelor's Degree	<b>Graduation Date:</b> December 1983
<b>School:</b> Geneva College	<b>Major:</b> organizational leadership	<b>Degree:</b> Master's Degree	<b>Graduation Date:</b> May 2002
<b>School:</b> San Francisco International University	<b>Major:</b> family counseling	<b>Degree:</b> Master's Degree	<b>Graduation Date:</b> May 2005

**Desired Position**

Desired wage :  
Desired employment type: Full-Time  
Desired commute: 25 miles  
Desired travel: Negligible

Linda Cuttler  
503 Courthouse Drive.  
Morrisville, NC 27560  
(919-650-3712) home and fax #  
(412) 657-6325 Cell  
lcuttler@gmail.com

Objective: To work in social services as a manager/director with an agency or company utilizing my professional skills, education and experience.

**Professional Work Experience:**

**Family Legacy**

Substance Abuse Consultant

February 2010 to Present

Responsibilities include:

- Intensive In Home Substance Abuse Consultant
- Therapy session on consumers suffering with substance abuse
- Group facilitator for adults and adolescents consumers
- Juvenile court liaison for drug court and criminal court
- Trainer of 7 Challenges
- Paper work and progress note taking

**Jacobs Ladder**

Child therapist/family counseling

July 2009-January 2010

Responsibilities include:

- Therapy sessions with children with special needs
- Family counseling with families of children with special needs
- Conducted floor time play to help children develop social skills and motor skills
- Help families understand the process of dealing with a child with special needs
- Maintain records
- Develop treatment plans for clients
- Complete assessments on families

**Juvenile Court Project**

Project Director

September 2002- December-2008

Responsibilities Include:

- Developed a social service unit within the Juvenile Court Project
- Developed and designed the paperwork needed for the project
- Supervise the Parental Support Unit counseling staff
- Meet with local organizations to further advance the Juvenile Court Project
- Counseled adult clients with drug and alcohol and mental health issues
- Administer and develop protocol for a team approach
- Conduct trainings for the agency and the court system and juvenile judges on drug and alcohol
- Supervise all incoming referrals from the attorneys on clients with drug and alcohol issues
- Participate in panel discussions and trainings in the community on juvenile law
- Coordinate and supervise all outreach events
- Attend court as needed on behalf of the client

- Coordinate jail referrals and conduct trainings on legal issues around juvenile law
- Keep accurate records regarding the activities of the Parental Support Advocates

### **CJC/WB**

President/CEO

Assessment Specialist P/T for the EAP for the Bar foundation of PA

August 2005-present

Responsibilities Included:

- Drug and alcohol assessments on attorneys and judges referred by the Supreme Court of Pa. wanting to practice law in Pa.
- Write report on finding and report to the State Supreme Court and the EAP
- Refer attorneys and judges to level of treatment recommended and help facilitate funding  
Keep accurate records and files for state review

### **Healthy Start Inc.**

Certified Addiction Counselor

July 1997- June 2002

Responsibilities Included:

- Provided substance abuse assessments for women and children
- Utilize the Pennsylvania Client Placement Criteria to determine the appropriate level of care
- Develop preliminary treatment plans
- Educate clients about community resources and organizations
- Represent the organization through public speaking and trainings  
Provided clinical supervision
- Assisted in the implementation of Healthy Families project 2000 proposal
- Provided expert testimony on court proceedings on behalf of the client

### **The Whales Tale Youth and Family Counseling Center**

Youth and Family Specialist

1994-1997

Responsibilities Included:

- Worked as part of an integrated and professional treatment team providing drug and alcohol services to women and families in recovery at all levels of care.
- Facilitated parenting, life skills, and psycho educational groups
- Represented the Whales tale by providing behavioral health education for schools and other community organizations

- Developed treatment plan with clients while in treatment
- Facilitated treatment groups for inpatient and outpatient treatment
- Developed case management support for clients
- Facilitated individual, group, and family therapy sessions
- Crisis counseling
- TSS support staff

### **Christian Life Skills**

Counselor

1992-1994

Responsibilities Included:

- Provided individual and group counseling to troubled youth
- Taught life skill classes
- Made referrals for special needs
- Crisis counseling

Bridgestone/ Firestone Company

1989-1994

United States Postal Service

1988-1989

Westinghouse Transportation

Purchasing Agent/ Transportation Division

1985-1988

### **Education:**

BA, Sports, Media Communications/ Child Development

Duquesne University

1983

MS, Organizational Leadership and Development

Geneva College

2002

MS, Family Counseling

San Francisco International University

2005

Licenses and Certificates

☐☐ **Pennsylvania Certified Addiction Counselor (certificate # 4255) (working on license)**

**International Certified Alcohol & Drug Counselor NCSAPPB #123067**

**Pennsylvania Certification of Competency in Problem Gambling (working on national certification)**

**North Carolina Certified Substance Abuse Counselor (CSAC) #2427 working on License**

Achievement and other Interest

- **AAU- Coached and counseled young basketball talent**
- **Volunteer as Youth and Young Adult Counselor associated with East End Cooperative Ministries.**
- **Received the Community Impact Award of the year in sports on April 27<sup>th</sup> 2003**
- **Nominated and elected to the Board of Advisers for the Shuman Juvenile Detention Center and current Chairman of the Board.**
- **Head Basketball coach for Trinity Christian High School (Boys Varsity) WPIAL**
- **Selected to be on future Geneva College brochures**
- **Awarded the Willie Stargell "Say no to drugs and alcohol and violence" MVP Award, June, 2005 & 2008**
- **Nominated to the Board of Advisors for the National Fatherhood Initiative.**
- **President and Founder of the Cuttler Hoops Classic for boy's basketball AAU.**
- **Nominated to the The Heinz Endowment African American Men and Boys Advisory Board**

**Profile**

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

Raleigh-Durham Airport Authority: Submitted

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

Raleigh-Durham Airport Authority

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

City of Raleigh Planning Commission

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

Triangle Transit Authority Board

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

Centennial Authority

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

Open Space and Parks Advisory Committee

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

Board of Adjustment

Tony  
First Name

Middle Initial

DuBois  
Last Name

2812 Anderson Drive  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27608  
Postal Code

**What district do you live in?**

District 5

Mobile: (919) 521-0579  
Primary Phone

Mobile: (919) 521-0579  
Alternate Phone

tonydubois@bellsouth.net  
Email Address

Orange County ABC Board  
Employer

CEO  
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?

I have a great deal of knowledge currently untapped and I really want to be able to give back to the community to move Raleigh and Wake county forward.

## Work Experience

Many years in high level business management

## Volunteer Experience

Habitat for humanity, Coaching youth sports and many volunteer opportunities at local schools

## Education

Bachelors Degree from Belmont University in Nashville TN

## Comments

[Tony\\_DuBois\\_Resume\\_3.0.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 \***

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Caucasian

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**Other**

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

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County Website

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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**

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## QUALIFICATIONS SUMMARY

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Over 25 years of progressive management experience for Fortune 500 companies and government administration. Proficient in driving results through execution of internal initiatives and self-directed solutions. Strong collaboration, coordination and facilitation skills. Well versed in driving improvement and change programs. Experienced in business operations to include budgeting, payroll, strategic planning, purchasing and financial management. Long history of staffing, developing and retaining the best people. Proven track record of interdepartmental collaboration and strong leadership skills with expertise in the following areas:

- Budget Process and P&L Administration
  - Hiring/Training & Development of Associates
  - Human Resources / Project Management
  - Effective Communication & Organization
  - Payroll Administration & Purchasing
  - Team Building, Motivation & Leadership
  - Continuous Improvement/Change Agent
  - Leadership for Community Involvement
- 

## PROFESSIONAL EXPERIENCE

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### ***North Carolina ABC System (2006-Present)***

#### **ORANGE COUNTY ABC STORES**

2010-Pres **General Manager/Executive Director/CEO** – Chapel Hill/Hillsborough NC

- Direct all sales and operations for 9 locations with total annual sales volume over \$20M.
- Manger of the budget process for the organization as well as purchasing and payroll
- Implemented Sales and Customer Service training for all locations and new hires.
- Focused the organizational on reaching strategic as well as financial goals.
- Moved warehouse and office to new state of the art facility
- Directed all aspects of new store location openings in 2015, 2017 and 2018 in Chapel Hill.

#### **WAKE COUNTY ABC STORES**

2006-2009 **Assistant General Manager** - Raleigh NC

- Directed sales and operations for 20 locations with total annual sales volume of \$70M.
- Drove results for P&L, logistics and IT improvements
- Developed improvements for #1 board in profitability in the State of North Carolina.
- Implemented Sales and Customer Service training for store locations.
- Buyer for all products/special buys for stores and county warehouse of over \$1M weekly.
- Directed scheduling training for all store employees for all 20 locations.
- Successfully opened new locations with positive results in 2007and 2008.

### ***BARNES & NOBLE (2000-2006)***

**Store Manager** – Cary, NC

- \$10M Flagship store with 85 associates: highest sales & size in NC, #5 of 135 in Region.
- **District Training Manager** -Trained all supervisory staff for new and existing stores
- Leader in Full Service Starbucks Café with 1M volume and District Café Trainer
- Reduced turnover, lowered shrink and improved profit margins by 17%.
- National Author Event Store hosting huge events for nationally published authors.
- Leader on corporate Strategic Development team driving new IT initiatives.
- Responsible for Buying, payroll, benefits, hiring and all HR aspects of the operation

### ***THE HOME DEPOT (1990-2000)***

1997-2000 **Store Manager** – Raleigh / Durham, NC

- Leader, role model and problem-solver for \$40M retail store with 250 associates.
- Directed all merchandising and exceeded sales plan by \$950K & net income by 80%.
- Managed all employee relations effectively reducing turnover from 50% to less than 10%.

- Implemented controls to reduce inventory shrink from 3.2% to 1.6% in 6 months.
  - Increased inventory turns by 10% on an inventory of \$8 million in a 130k square ft. box.
  - Selected to be **District Manager of Community Affairs** for Eastern North Carolina and recognized by Home Depot Corporate and NC Governor for accomplishments
- 1995-97 **District Manager Human Resources**– (Field Office) Nashville, TN
- Promoted to key position supporting HR Managers for 10 HD locations and 2000 associates.
  - Planned and directed all hiring and training, payroll, benefits and talent management.
  - Optimized employment recruiting by focusing on specific traits and broad market appeal.
  - Continuous process improvement focuses lead to smooth program implementations.
  - Lead District training on customer service, soft skills, team building and harassment.
  - Turnover was the lowest in the region by implementing a retention/recognition program.
- 1992-95 **District Manager Tool Rental**– Nashville, TN
- Promoted to key position directing all operations for 10 different HD Rental locations.
  - Planned and directed all tool rental operations, merchandising, sales, hiring and training.
  - Optimized market share by developing business plan focused on customer service
  - Increased market comp sales by 62% in year two and 48 % in the third year.
  - Prepared budgets and all financial accountability for profitable business operations
- 1990-92 **Dept. Manager / Assistant Manager / Human Resources Manager**

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## EDUCATION & TRAINING

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### **BELMONT UNIVERSITY** – Nashville, TN

- Bachelor of Science Degree in Education Major: Psychology; Minor: Special Education  
do not have a business degree but my experience is easily equivalent to an MBA

### **PROFESSIONAL TRAINING:**

- Human Resources, Compensation and Benefits Training CAI - 2010,2011,2013,2014,2015,2017,2018
- Leadership Training from UNC Executive Development 2016, 2017
- Leadership Development training with Barnes and Noble CEO Leonard Riggio - 2005
- Home Depot Outward Bound Teambuilding Training in NC 1998
- Home Depot Manager Training with CEO's Arthur Blank and Bernard Marcus (1 week) - 1998

Other Training Programs covering a range of management topics including:

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| • Succession Planning                | • Financial Management / Budget/ P&L  |
| • EEOC Training for Managers         | • Managing Change in the Workplace    |
| • Payroll Planning and Management    | • Diversity in the Workplace          |
| • General Liability & Workman's Comp | • Employment Law                      |
| • Performance Management             | • Inventory/Risk Management           |
| • HRIS Training                      | • Leadership / Team Building Training |
| • Conflict & Inclusion Management    | • Purchasing Administration           |

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## OTHER ACCOMPLISHMENTS

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- Member of Society for Industry Leaders 2005 to Present
- Habitat for Humanity Volunteer 1990 to present
- Previous VP Our Lady of Lourdes Home & School Association & President of Seaside Village HOA
- Leader building 10 Habitat houses after Hurricane Floyd with AmeriCorps and Home Depot Volunteers
- Built Playground from all donated materials for Raleigh Rescue Mission 1999
- Served on Governors Emergency Management Leadership Panel for Hurricane recovery 1999-2000
- Broughton High School Women's Varsity Head Soccer Coach 2017-present
- Capitol Area Soccer League & Wake Futbol Club Youth Head coach 2008-present

- Played competitive soccer through high school, college & on adult league teams, 1979 - present
- Selected for the U23 Southeast US Soccer Team to compete internationally, 1987
- Head Soccer Coach (Boys & Girls Teams) for Hillsboro High 1984 - 1988
- Hillsboro High State Championship Coach 1985, Tennessee Soccer Coach of the Year, 1986

**Profile**

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

Raleigh-Durham Airport Authority: Submitted

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

Raleigh-Durham Airport Authority

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

Alcoholic Beverage Control Board

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

City of Raleigh Housing Appeals Board

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

Wake County Steering Committee on Affordable Housing

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

Housing Authority

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

Population Health Task Force

Charles

First Name

Gray

Last Name

Middle Initial

1216 Park Summit Blvd

Street Address

Suite or Apt

Apex

City

NC

State

27523

Postal Code

**What district do you live in?**

District 3

Mobile: (336) 692-5868

Primary Phone

Mobile: (336) 692-5868

Alternate Phone

charlesmicgray@aol.com

Email Address

NC State University

Employer

Student

Job Title

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

Yes  No

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

Apex

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## Interests & Experiences

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

Want to serve my community.

## Work Experience

TASC Forsyth County Courthouse Durham County Courthouse

## Volunteer Experience

H.O.P.E. Michigan Future United Achievement Academy of Durham Mt. Olive Baptist Church Let God Be God Charities, Inc.

## Education

North Carolina Central University NC State University

## Comments

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[Resume\\_2018.docx](#)

Upload a Resume

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Please upload a file

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## Demographics

  
Date of Birth

Gender \*

Male

**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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# Charles Gray

1216 Park Summit Blvd □ Apex □ NC □ 27523  
336.692.5868  
[cmicgray@gmail.com](mailto:cmicgray@gmail.com)

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## EDUCATION

**NC State University, Raleigh, NC**

**Anticipated December 2019**

- Candidate for Master's in Public Administration; Concentration in Public Policy.

**North Carolina Central University, Durham, NC**

**May 2015**

- Bachelor of Science in Political Science; Minor in Writing. GPA: 3.6

## RELATED EXPERIENCE

**Friends of Residence in Long Term Care, Public Policy Committee, Raleigh, NC**

**April 2016 - Present**

- Assist in lobbying and developing policy agenda for better long-term health care assistance.

**Achievement Academy of Durham, Board of Director, Durham, NC**

**March 2017 - June 2018**

- Assisted in evaluating a program who assisted high school drop outs obtain a GED.
- Approved and evaluated the program's annual budget.
- Produced and suggested any necessary recommendations to improve the program.

**Mt Olive Baptist Church, Community Outreach Chair, Winston-Salem, NC**

**January 2017 - August 2017**

- Coordinated with H.O.P.E Winston-Salem to feed children 100 free healthy lunches on Saturdays.

**Let God Be God Charities, Inc., Assistant Director, Winston-Salem, NC**

**September 2013 - August 2015**

- Organized a 500 Turkey Giveaway and Christmas Giveaway for kids.
- Organized and coordinated volunteers.

**Democracy NC Internship, Winston-Salem, NC**

**June**

**2013 - August 2013**

- Registered at least 50 voters in Forsyth County
- Organized two community events.
- Wrote letters to editors to address voting issues.

## PROFESSIONAL EXPERIENCE

**Wake County TASC, Care Manager, Raleigh, NC**

**December 2017 - July 2018**

- Administered TASC's Standard of Procedures to clients.
- Assessed, evaluated, and referred drug treatment for clients.
- Proposed/organized plan for clients to not use any illegal drugs, maintain a job, and have stable housing.
- Advised offender treatment and coordinated closely with Department of Community Corrections.

**Forsyth County Courthouse, Deputy Clerk, Winston-Salem, NC**

**August 2016 - August 2017**

- Assisted attorneys, judges and the public with any needs dealing with civil matters.
- Administered standards and procedures of Administrative Office of the Courts (AOC).

- Participated in various trainings to improve successful techniques and etiquette when serving the public.

**Durham County Courthouse, Deputy Clerk, Durham, NC  
2014 - August 2015**

**July**

- Assisted attorneys, judges and the public with any needs dealing with criminal/traffic matters.

- Administered standards and procedures of Administrative Office of the Courts (AOC).

**Law to the People LLC, Raleigh, NC  
2013 - November 2014**

**December**

- Assisted in organizing CLEs for NC licensed attorneys.

- Planned and conducted CLEs in correspondence to the NC State Bar.

- Documented and reported attendance to NC State Bar.

- Brainstormed and arranged speakers for various CLEs.

- Lobbied and engaged with 5-10 legislators in NC General Assembly.

## **VOLUNTEER EXPERIENCE**

**Political In Christ, Executive Director, Winston-Salem, NC  
August 2016 - August 2017**

- Developed and lead fundraising strategies

- Faithfully advocated and lobbied for implementing policies that improves the criminal justice system.

- Organized 2 events to increase membership and support of the organization. .

**Michigan Future United, Vice President of Advocacy, Detroit, MI  
2015 - February 2016**

**October**

- Advocated for youth's Interest in Michigan.

- Lobbied to various state legislators within the interest of the organization.

- Developed and suggested various strategies on ways to implement public policy agenda.

## **ACTIVITIES**

**Prince Hall Masonry 30<sup>th</sup> District  
2014 - Present**

**May**

**NCCU Political Science Club  
2013 - May 2015**

**September**

- President (2014-2015)

- Vice President (2013-2014)

- Organized 2 student events dealing with voting and police brutality.

- Organized local candidates' forum for 2013 Municipal Elections in Durham County.

**NCCU College Dems  
2013 - May 2014**

**September**

- President (2013-2014)

- Organized students on Election Day to help increase voter turnout at NCCU's precinct.

## **AWARDS/MEMBERSHIPS**

- Outstanding Pre-Law Student Award (2012).

- Member of Phi Eta Sigma Honor Society.

- Member of National Leadership and Success Honor's Society.

**Profile**

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

Raleigh-Durham Airport Authority: Submitted

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

Raleigh-Durham Airport Authority

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

Centennial Authority

**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

Robert (Gil)  
First Name

G  
Middle Initial

Johnson III  
Last Name

8716 Silverthorne Drive  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27612  
Postal Code

**What district do you live in?**

District 7

Mobile: (919) 744-9363  
Primary Phone

Home: (919) 781-4484  
Alternate Phone

giljohnson@mac.com  
Email Address

Capital Project Consulting, Inc.  
Employer

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:**

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Raleigh

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## **Interests & Experiences**

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

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I am a Raleigh native, with four generations of family roots in Wake County, at a time where I can volunteer my time and skills. I've been directly involved in the revitalization of several areas of Downtown Raleigh over the course of my career with the City of Raleigh and as a private sector consultant. I have a strong interest in helping guide the future of RDU International Airport, particularly as it relates to the implementation of the Vision 2040 Plan, and expansion of international flights.

## **Work Experience**

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I am retired from the City of Raleigh, serving as Project Engineer for capital improvement projects, most in Downtown Raleigh. I am currently vice president of Capital Project Consulting, Inc. which allows me to continue overseeing projects, from concept to completion, with an emphasis on minority participation, energy efficiency, and sustainability. I have experience managing Federally funded projects, including unique requirements, such as Davis Bacon compliance and DBE participation.

## **Volunteer Experience**

---

I volunteer my time to assist individuals, community organizations, and governmental agencies in planning, selecting design teams, bidding, and negotiation associated with the construction process. This past year, I assisted NC Emergency Management in selecting firms to perform Hurricane Matthew reconstruction. I chaired the Long Range Planning Committee for Springdale Area Recreation Club, where I oversaw planning and construction of a pool replacement project, serving over 400 families. I have served on the board of the Umstead Coalition since 2008.

## **Education**

---

Associate Degree Civil Engineering (1976) Guilford Technical Institute Jamestown, NC Supplemental Courses & Seminars: Various Public Bidding courses through UNC Institute of Government, Engineering Economy, NCSU, AIA NC Building Code Workshop, OSHA Safety Courses, US Dept. of Labor Wage & Hour Div. Prevailing Wage Conferences

## Comments

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I have served on the board of the Umstead Coalition since 2008. The Umstead Coalition and RDU have at times found themselves in adversarial positions, even though the Park and Airport have many common interests along their shared border, and the community at large. The Umstead Coalition supports all of the major goals of RDU's Vision 2040 Plan, but those few peripheral areas of disagreement can sour the public's perception, and may hinder RDU's efforts to build public support to achieve their intended results. Recently, I assisted the Umstead Coalition and State Parks to work out a compromise with RDU staff concerning timber harvesting adjacent to Umstead Park. The result was a mutual solution that both solved an operational and safety issue, and preserved trees closest to the Park and along important drainage ways. I have found success in achieving goals through negotiation and consensus, and avoiding controversy wherever possible. RDU's Vision 2040 Plan is entering a critical phase, and I believe I can be of service to the RDU Airport Authority.

[GJohnsonResume.pdf](#)

Upload a Resume

[Introduction for RDU-AA appointment consideration by Wake County.pdf](#)

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?

County Website

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>



**Gil Johnson** is VP of Capital Project Consulting, providing construction project management services in Raleigh. Gil is a retired City of Raleigh Project Engineer and has lived near the RDU International Airport since 1983.

Gil served as project manager for the City of Raleigh's LEED Platinum Transit Operations Facility, GoRaleigh Station Renovation, the Downtown Bus Facilities Master Plan, and Downtown Parking Decks. Gil has been involved in public Capital Improvement Projects since 1985 as an owner's representative, involving various delivery methods incorporating local, State, and Federal funding requirements. Gil has successfully integrated energy efficiency and environmental sustainability in his projects, which have been recognized locally and nationally.

Gil's firm is assisting GoRaleigh with their programs to replace the diesel bus fleet with compressed natural gas buses, implementation of the Wake Transit Plan, and construction of a new Poole Road Park & Ride Lot.

Gil enjoys sharing his expertise, from helping NC Emergency Management select construction firms to assist with Hurricane Matthew recovery efforts for cities and counties affected by the storm and its aftermath, to overseeing the replacement of an aging neighborhood pool serving over 400 families.

Gil can be reached at [giljohnson@mac.com](mailto:giljohnson@mac.com), or 919-744-9363.

**Robert G. (Gil) Johnson, III**  
**8716 Silverthorne Drive**  
**Raleigh, NC 27612-7422**  
**919-744-9363**  
[giljohnson@mac.com](mailto:giljohnson@mac.com)

### **Experience**

**July 1, 2009 – Present**

**Capital Project Consulting, Inc. – Vice President**

#### **Responsibilities**

Complete construction management services, specializing in public work, for a wide variety of projects associated with the City of Raleigh and Veolia Transportation. Initially focused on New Transit Operations Facility, a Design Build ARRA project, valued at \$24,500,000, achieved LEED Platinum certification, FTA contract requirements, completed Summer 2011.

Team leader for Downtown Bus Facilities Master Plan, which culminated in \$10 million renovation of GoRaleigh Station (formerly Moore Square Transit Mall), completed in May 2017.

Extensive experience with Public Bidding including Federally funded projects, DBE and MWBE participation.

**January 2007 – June 30, 2009**

**City of Raleigh-Construction Management Division**

Project Management Consultant

#### **Responsibilities**

Contract employee performing the same tasks mentioned below, and also included management support and mentoring for other project managers within the Division.

**August 1985 – July 1, 2005**

**City of Raleigh-Construction Management Division**

Position Titles: Engineering Technician, Construction Projects Coordinator, Construction Projects Coordinator II, Project Engineer I, & Project Engineer II.

#### **Responsibilities**

Manage Capital Improvement Projects from the planning stage, through site acquisition, consultant selection, contract negotiations, project design/development, bidding, construction contract award, payments and change orders, completion and acceptance by the end user client. Emphasis on established schedule and budget constraints throughout the project. Work with a variety of Consultants, City departments, State agencies, utility companies, and when appropriate, interested citizens to determine specific needs and concerns related to projects and incorporate them into project design and contract documents. Secure all necessary governmental and regulatory approvals.

Develop and issue RFQ's for design and CM services. Evaluate responses and recommend firms, develop and negotiate contracts.

### **Civic**

Board Member – The Umstead Coalition, 2008-Present

Served on selection panels for NC Emergency Management, for designers and contractors associated with Hurricane Matthew recovery. 2017-18



## Education

Associate Degree Civil Engineering (1976)  
Guilford Technical Institute  
Jamestown, NC

### Supplemental Courses & Seminars

Various Public Bidding courses through UNC Institute of Government  
Engineering Economy, NCSU  
AIA NC Building Code Workshop  
OSHA Safety Courses

---

## Range of Projects

### Heavy Construction

Downtown Streetscapes  
Parking Decks  
Office Buildings  
Convention & Conference Center

### Specialty Construction

GoRaleigh Station Renovations  
Transit Operations Facility (Design Build)  
Performing Arts Center  
Fayetteville Street Mall  
Moore Square Transit Mall  
Cable Access TV Studio  
Data Center  
Emergency Communications 911 Center  
Building & Office Renovations  
Fire Stations

### Environmental

Asbestos Abatement  
UST Disposal & Contaminated Soil Remediation  
Contaminated Groundwater  
Neuse River Riparian Buffer Regulations  
Mold Analysis & Abatement  
Stormwater Bioretention Devices

### Building Systems

Elevators & Escalators  
Fire & Sprinkler Systems  
Electrical UPS & Backup Generators  
Data & Communications Systems  
Roofing & Waterproofing  
Security Systems  
Lightning Protection  
Energy Efficiency & Sustainability Programs

---

### Completed Transit Projects:

GoRaleigh Station Renovations, Raleigh, NC  
Downtown Bus Facilities Master Plan, Raleigh, NC  
Park and Ride Concept Plan, Raleigh, NC  
Para-Transit Renovations, 1430 So. Blount Street, Raleigh, NC  
City of Raleigh, Transit Operations Facility, 4104 Poole Road, Raleigh, NC  
Craig Building Renovations, 221 So. Wilmington Street, Raleigh, NC  
Moore Square Transit Mall Emergency Repairs, Raleigh, NC

## Project Awards

### American Council of Engineering Companies and NC Institute of Traffic Engineers

- GoRaleigh Station Renovations

### American Public Works Association 2012 Project of the Year

- Raleigh Transit Operations Facility

### City of Raleigh Environmental Award for Institutional Innovation

- Raleigh Transit Operations Facility

### Associated Builders & Contractors of the Carolinas - Excellence in Construction & Merit Award

- Raleigh Transit Operations Facility

### Sir Walter Raleigh Award for Community Appearance:

- Moore Square Historic District Streetscape - 1991
- Performing Arts Parking Deck - 2002
- Glenwood South Streetscape – 2004
- Raleigh Transit Operations Facility - 2011

### ICRI Carolinas Chapter Project of the Year Merit Award

- City of Raleigh Parking Garage - 2008
-

**Profile**

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

Alcoholic Beverage Control Board: Submitted  
Raleigh-Durham Airport Authority: Appointed

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

Raleigh-Durham Airport Authority

**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

John \_\_\_\_\_ M \_\_\_\_\_ Kane \_\_\_\_\_  
First Name Middle Initial Last Name

206 Drummond Drive \_\_\_\_\_  
Street Address Suite or Apt

Raleigh \_\_\_\_\_ NC \_\_\_\_\_ 27609  
City State Postal Code

**What district do you live in?**

District 7

Mobile: (919) 602-3774 \_\_\_\_\_ Business: (919) 833-7755 \_\_\_\_\_  
Primary Phone Alternate Phone

jkane@kanerealtycorp.com \_\_\_\_\_  
Email Address

Kane Realty Corporation \_\_\_\_\_ CEO \_\_\_\_\_  
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 served 2 terms. Am now Vice chairman. Would like to continue to serve

## Work Experience

Founder and CEO of Kane Realty since 1978

## Volunteer Experience

Serve on Duke Raleigh Hospital Board RTRP Board Duke Medicine Real Estate advisory Board served on several boards at Wake Forest NC Symphony Raleigh Chamber Board

## Education

BS Business Wake Forest University 1974

## 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

---

**Other**

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

---

Current Wake County Volunteer

---

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

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**Profile**

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

Raleigh-Durham Airport Authority: Submitted

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

Raleigh-Durham Airport Authority

**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

David  
First Name

Middle Initial

Kushner  
Last Name

3220 Birnamwood Rd  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27607  
Postal Code

**What district do you live in?**

District 7

Home: (919) 786-7424  
Primary Phone

Business: (919) 839-0300  
Alternate Phone

dkushner@brookspierce.com  
Email Address

Brooks Pierce McLendon  
Humphrey & Leonard, L.L.P.  
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

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## Interests & Experiences

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

RDU is a critical economic driver for Wake County and the entire Triangle region. I will bring a neutral, independent, and open-minded approach to matters that come before the Authority, coupled with a belief in open and transparent government and in communication with the Board of Commissioners and other stakeholders.

## Work Experience

Attorney at Brooks Pierce in Raleigh since 1997; judicial clerk to Hon. Sam J. Ervin, III, U.S. Court of Appeals for the Fourth Circuit, 1996-97; Visiting Assistant Professor, Duke University, 1991-93; Visiting Assistant Professor, NCSU, 1990-92

## Volunteer Experience

Served 7 years on the board of United Arts Council of Raleigh and Wake County, including one year as Vice Chair and one year as Chair; youth baseball coach for 5 years through Raleigh Parks & Recreation

## Education

B.A., UNC-CH, 1985 (Morehead Scholar); Ph.D., Princeton University, 1990; J.D., Duke University, 1996

## Comments

In lieu of a resume, additional biographical information can be found at <https://www.brookspierce.com/our-people/attorneys/david-kushner>

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

operations of Wake County  
government

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>

**Profile**

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

Raleigh-Durham Airport Authority: Submitted

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

Natalie  
First Name

E  
Middle Initial

Lew  
Last Name

8311 Deckbar Place  
Street Address

NA  
Suite or Apt

Raleigh  
City

NC  
State

27617  
Postal Code

**What district do you live in?**

District 7

Mobile: (919) 812-6446  
Primary Phone

Mobile: (919) 812-6446  
Alternate Phone

nlew@mindspring.com  
Email Address

Weltan Clinical Research Consulting, Inc.  
Employer

Contract CRA  
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?

My primary job requires significant travel and so I having a good airport is of importance to me. I have been traveling for work for 20+ years and have obtained lifetime status with one airline (and one hotel chain) and at one time had status on three different airlines.

## Work Experience

I have been a Clinical Research Associate for 20+ years. I have been an independent consultant and self-employed in this industry since 2002.

## Volunteer Experience

I have volunteered for Big Brothers Big Sisters, Women and Math, Green Chair Project, Habitat for Humanity, and several other local organizations.

## Education

I have a BS in Mathematics from the University of Texas and a Master of Arts in Exercise and Sport Science from East Carolina University.

## Comments

I have been self employed since 2002 and create income via consulting in the clinical trials industry and with rental properties. I live very near the airport and I highly value having a great airport, access to quality education, and other amenities found in our area.

[CV -  
\\_Natalie\\_Lew\\_2018\\_11\\_short\\_form\\_.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?

---

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>

# Weltan Clinical Research Consulting, Inc.

**NATALIE LEW**

PO Box 80035, Raleigh, NC 27623

cell: 919-812-6446

[nlew@mindspring.com](mailto:nlew@mindspring.com)

## ADDITIONAL INFORMATION

### INTRODUCTION

I am a highly motivated, well-rounded, team-oriented Senior CRA with Lead CRA experience. I have been monitoring for 20+ years and have experience with Phase I-IV clinical trials (including pharmaceutical products, biologics, and devices); conducting Pre-study, Initiation, Interim, and Close-out Monitoring Visits; conducting Site Inspection Readiness Visits; and conducting in-house regulatory Trial Master File (TMF) reviews/audits. In concert with academic degrees in Mathematics and Exercise Science, I have a broad array of functional skills and demonstrated achievements as seen below.

### THERAPEUTIC AREAS (via clinical trials)

- ✦ Autoinflammatory disease / gene mutations (pediatric): Phase III, Jan/17-Dec/17
- ✦ Autoimmune: Psoriatic/Rheumatoid arthritis: Phase II-III, May/03-Feb/04, Sep/04-Jun/05
- ✦ Autoimmune: Lupus, Systemic Sclerosis, Rheumatoid Arthritis: Aug/18-Oct/18
- ✦ Cardiology (compliment inhibitor prior to CABG surgery): Phase II, Aug/05-Feb/06
- ✦ Cardiology (combination therapy for dyslipidemia): Phase II, Jul/07-Mar/09
- ✦ Dental (peri-implantitis): Phase III, Apr/12-Dec/14
- ✦ Dermatology (rosacea): May/17-Oct/17
- ✦ Diabetes (cardiac end point study, efficacy study): Sep/09-Sep/10
- ✦ Diabetic foot ulcers/wound healing (device/biologic): Nov/04-Dec/05
- ✦ Epilepsy: Phase II-IV, Feb/97-Feb/01
- ✦ Epilepsy: Phase III, cannabidiol product, Jul/16-Sep/16
- ✦ Hemophilia (pediatric, retrospective): Phase IV, Oct/04-Oct/06
- ✦ HIV: Phase I-III, Feb/04-Jun/08, Nov/10-Jan/12
- ✦ ICU sedation: Phase IV, assisted with PSSVs Nov/04-Jan/05
- ✦ Influenza: Phase II, Jul/17-current
- ✦ Influenza: Phase III, Sep/10-Dec/11, Aug/13-Aug/14
- ✦ Influenza: Phase II (hospitalized patients): Aug/18-present
- ✦ Insomnia: Phase I-III, Mar/01-Feb/04
- ✦ Men's Health: contraception, Jan/18-Jul/18
- ✦ Nephrology: anemia/ESRD, Jul/00-Oct/00
- ✦ Nephrology: Alport syndrome (May/17-Jun/17)
- ✦ Ophthalmology (surgical irrigating solution): Phase III, Aug/05-Apr/07
- ✦ Ophthalmology (wet macular degeneration): Oct/00-Feb/01
- ✦ Ophthalmology (allergic conjunctivitis): Nov/09 – Dec/09, Apr/10-May/10
- ✦ Oncology (specimen collection study): Mar/18-present
- ✦ Oncology (taxane analogue in solid tumors): Phase I, Mar/06-Mar/07
- ✦ Oncology (metastatic colorectal cancer): Phase unknown, Oct/00-Feb/01
- ✦ Oncology (mantle cell lymphoma): Phase II, May/09-Aug/09
- ✦ Oncology (non-squamous non-small cell lung cancer): Phase II, May/09-Aug/09
- ✦ Oncology (prostate cancer): Phase IIIb, Jun/10-Aug/2010, Sep/11-Feb/13
- ✦ Oncology (lukemia/lymphoma): Phase 1b, Sep/12-Jan/13
- ✦ Orthopedic surgery, VTE prophylaxis post hip/knee replacement: Phase IV, Oct/02-Feb/03
- ✦ Osteoarthritis of the knee (device/pain): Aug/08-May/09
- ✦ Unblinded Pharmacy Monitor: Phase II (Paracentesis), Jun/05-Dec/05
- ✦ Unblinded Pharmacy Monitor: Phase III (Alzheimers), Mar/08-Sep/08
- ✦ Vaccine (Influenza): Phase III, Oct/10-Oct/11
- ✦ Vaccine (West Nile Virus): Phase II, Nov/05-Aug/07
- ✦ Vaccine (recurrent urinary tract infections): Aug/14-present
- ✦ Women's Health (HMB): Phase III, Dec/04-Oct/09
- ✦ Women's Health: device, cervical cancer screening, May/11-Nov/11
- ✦ Women's Health: Hot Flushes and Vaginal Atrophy, Aug/14-Jan/2017

### THERAPEUTIC AREAS (via clinical and academic experience)

- ✦ Exercise science (including conducting PFTs and Cardiac Stress Tests)
- ✦ Hyperbaric medicine/hyperbaric oxygen therapy
- ✦ Sports medicine, fitness assessments, athletic injuries, obesity, diabetes
- ✦ EMT/Advanced/Wilderness first aid (including cardiac events, head/spinal injury management, AGE, DCS, drowning, wound care, burns, heat stroke, frost bite, etc.)

### COMPUTER EXPERIENCE

- ✦ Electronic Data Capture (EDC): numerous systems used since 2002
- ✦ Clinical Trials Management System (CTMS) software
- ✦ MS Word, Excel, and Power Point
- ✦ Self-taught computer programming: Excel object oriented coding, EpiInfo, dBase III+
- ✦ College programming coursework: SAS, C, FORTRAN, Pascal, assembly

# Weltan Clinical Research Consulting, Inc.

**NATALIE LEW**

PO Box 80035, Raleigh, NC 27623

cell: 919-812-6446

[nlew@mindspring.com](mailto:nlew@mindspring.com)

## ADDITIONAL INFORMATION

<b>Quality Assurance / Compliance</b>	<ul style="list-style-type: none"><li>✦ Prepared sites for FDA and sponsor audits.</li><li>✦ Conducted in-house regulatory compliance Trial Master File (TMF) reviews</li><li>✦ On-site regulatory tracking/management (as part of CRA site-management responsibilities)</li></ul>
<b>ICH/GCP Training</b>	ICH/GCP training has been completed on numerous occasions as part of training from sponsors/CROs. The most recent training was in the Fall of 2016.
<b>INDEPENDENT Sr. CRA CONSULTANT</b>	<b>Weltan Clinical Research, Inc.</b> – July 2002 to present <u>Pharmaceutical companies (at minimum):</u> AB2Bio (Switzerland); Abbott (IL); Acambis (UK); Alcon (TX); Alexion Pharmaceuticals (CT); Anika Therapeutics (MA); Avant Immunotherapeutics, Inc. (MA); BD (Durham, NC); Cytomedix; Genentec; Dermata (CA); Emergent (Canada); Ferring Pharmaceuticals; Forest Research (PA); Freenome (CA); Gradalis (TX); GW Research (United Kingdom); LifeCycle Pharma A/S; Neucorcrine Biosciences (CA); Octapharma (VA); Organon / Sanofi-Synthelabo (NY); Piramal (India); Regulus (CA); Romark (FL); Salix (NC); Tapestry (CO); TherapeuticsMD (FL), Tibotec / Johnson & Johnson (PA); Wyeth; Xanodyne Pharmaceuticals, Inc. (KY); Xoma (CA) <u>CROs (at minimum):</u> Agility (CA); AAIPharma, Agility (CA), Clinipace Worldwide; CRN (NY); Constella Group (Durham, N); Health Decisions (Durham, NC); LBR Regulatory (KY); Origin (United Kingdom); Omnicare Clinical Research (PA); ORA; (MA) Novella (NC); Paragon (CA); PRA (Philadelphia, PA); Prometrika (Cambridge, MA); Radiant Development (Chicaco, IL); Rho (Chapel Hill, NC); SGS (Gaithersburg, MD); Synteract (San Diego, CA)
<b>Full time MONITORING POSITIONS</b>	<b>PAREXEL</b> – Regional Senior CRA based out of NC – March 2001 to July 2002 – Responsibilities include conducting, site qualification, site initiation, site monitoring and site closure visits; presenting information at Investigator Meetings; training new team members regarding the specifics of the protocol and study processes; developing study forms/tools for CRAs and site personnel; monitoring report review. <b>ClinTrials Research, Inc.</b> – Cary, NC – February 1997 to February 2001 - Began as an in-house CRAI and progressed to a Regional Lead CRA II – Lead CRA Responsibilities include: overseeing CRAs who monitor clinical trials (phase II-IV); assuring that the study is conducted under GCP/ICH Guidelines and company SOPs; ensuring that CRAs have appropriate training regarding protocols, SOPs, and GCP/ICH Guidelines; communicating with sponsors, project managers, drug safety personnel, medical writers, programmers, data managers, finance personnel, etc., regarding the status and conduct of the study; creating and documenting study specific processes, spreadsheets, and forms to facilitate the conduct of the clinical trial (for use by internal personnel and site personnel); and assessing budget issues (reviewing CRA expense reports and CRA project vs. actual hours). CRA responsibilities included conducting site qualification, initiation, monitoring, and closure visits for phase II-IV studies; assuring compliance with GCP/ICH Guidelines and FDA regulations; assisting with query review and data management; reviewing tables, listings, and figures; and creating tools/forms for CRAs and site personnel.
<b>FORMAL EDUCATION</b>	<b>East Carolina University (ECU):</b> Greenville, NC – Master of Arts in Exercise and Sports Science with a concentration in Exercise Physiology - May 1996 <b>University of Texas (UT):</b> Austin, TX – Bachelor of Science in Mathematics - December 1989 <b>North Carolina State University (NCSU):</b> Raleigh, NC – Electrical Engineering Courses - 1984 to 1986
<b>COLLEGE ATHLETICS</b>	NCSU and UT: member of the Division I Track and Field team Nationally ranked heptathlete Held heptathlon school record at UT for 26 years and currently hold school record at NCSU
<b>ADDITIONAL EDUCATION</b> <i>(not including in-house training, study related training)</i>	<b>ACRP-RTP Chapter Meetings</b> – RTP, NC <b>ACRP-RTP Chapter Conference</b> – RTP, NC (many years, most recently Oct/2017) <b>ACRP National Meeting</b> – May/11 <b>DIA Meeting</b> –Jun/06, Jun/04 <b>Emergency Medical Technician</b> - Durham Technical Community College - Durham, NC – Jan/92 <b>Durham Technical Community College:</b> Durham, NC – early 1990s - Continuing Education
<b>MEMBERSHIPS</b>	Association of Clinical Research Professionals (ACRP): 1999 – present ACRP – Research Triangle Park Chapter: 1999 - present Society of Clinical Research Associates (SoCRA): 2008 – 2016 Drug Information Association (DIA): 2004 – approximately 2008
<b>REFERENCES</b>	Available Upon Request
<b>INTERESTS</b>	Snowboarding, Volunteering, Cycling

**Profile**

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

Alcoholic Beverage Control Board: Submitted  
Centennial Authority: Submitted  
Fire Commission: Submitted  
Human Services Board: Submitted  
Planning Board: Submitted  
Raleigh-Durham Airport Authority: Submitted  
Wake Technical Community College Board of Trustees: Submitted

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

Centennial Authority

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

Human Services Board

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

Alcoholic Beverage Control Board

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

Raleigh-Durham Airport Authority

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

Planning Board

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

Wake Technical Community College Board of Trustees

Terry \_\_\_\_\_ Mahaffey \_\_\_\_\_  
First Name Middle Initial Last Name

109 Terasina ct \_\_\_\_\_  
Street Address Suite or Apt

Apex \_\_\_\_\_ NC 27502  
City State Postal Code

**What district do you live in?**

District 2

Mobile: (206) 724-2948 \_\_\_\_\_ Home: (206) 724-3243 \_\_\_\_\_  
Primary Phone Alternate Phone

terry.mahaffey@gmail.com

Email Address

Microsoft

Employer

Principal Software Engineer

Job Title

---

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

Yes  No

---

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

Apex

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## Interests & Experiences

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

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Most of my volunteer work to this point has been indirect, at this point in my life I'm looking to have a more direct impact on my community and on policy. Volunteering for a citizens advisory commission seems like a natural fit.

## Work Experience

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I've worked for Microsoft for the past 13 years, during that period I've worked on some of the toughest and most complex areas in the company. Currently I work on the backend code generation team for the C++ compiler, and before that I worked on the database storage engine for Microsoft Outlook, mostly on performance related issues.

## Volunteer Experience

---

I currently serve on my communities HOA board and am a member of the Council of Review board for NCDP.

## Education

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MBA (with a concentration in IT Management) and a BS in Computer Science

## Comments

---

Also of note; I'm a remote employee with a flexible schedule.

---

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 \*

Male

### Ethnicity \*

Caucasian

---

## Other

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

County Website

\_\_\_\_\_  
If you selected "Other" above, how?

\_\_\_\_\_  
Please upload a file

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## 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?**

Raleigh-Durham Airport Authority: Submitted

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

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

Raleigh-Durham Airport Authority

Hilda  
First Name

\_\_\_\_\_  
Middle Initial

Pinnix-Ragland  
Last Name

100 Loch Cove lane  
Street Address

\_\_\_\_\_  
Suite or Apt

Cary  
City

NC  
State

27518  
Postal Code

**What district do you live in?**

District 4

Home: (919) 851-7779  
Primary Phone

Home: (919) 851-7779  
Alternate Phone

hildapinnixragland@gmail.com  
Email Address

Duke Energy (retired);  
Employer

Corporate Boards/Energy  
Consulting  
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?

Economic Development/Strong advocate for overall mission of airport/leadership experiences including customer and operations/ enjoy working with the team of colleagues interested in continuing the great progress in the RTP area.

## Work Experience

Infrastructure background in utilities and economic development. Utilized transportation over 30+ years, leadership and board roles in North Carolina, internationally and locally.

## Volunteer Experience

NCCF-North Carolina Community Foundation, Previous Chair NC Community College System Board, Chaired Wake Education Foundation, Chaired Downtown RALEIGH Alliance, previous Vice President for Cary Chamber, Co-chaired NC Accountability and Budget Commission for Governor, Treasurer NC Institute of Medicine(previous) and currently on the NCAT Board of Trustees.

## Education

BS-NC A&T State University MBA-Duke University

## Comments

I would very much appreciate the opportunity to serve on the Airport Authority.

[HPinnixRagland-bio.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 \*

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Female

Ethnicity \*

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African American

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**Other**

How did you become aware of Wake County volunteer opportunities?

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Current Wake County Volunteer

---

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>

## HILDA PINNIX-RAGLAND

100 Loch Cove Lane • Cary, NC 27518  
919.971.7505 • hildapinnixragland@gmail.com

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Hilda is a corporate affairs and business executive acknowledged for building best-in-class organizations that consistently achieve aggressive revenue and profit objectives. She is also a dedicated board member/advisor to numerous industry, educational, and community organizations, bringing new strategy and processes to enhance effectiveness.

Hilda brings a broad background in P&L management, strategic planning, economic development, communications, treasury & auditing, M&A integration, customer service, and operations. During her career, she has combined operating success – including leading a 600,000-customer energy delivery operation, achieving top financial, safety, customer service, and employee satisfaction results – with the ability to collaborate and build alignment with

government, regulatory, and other stakeholders.

Most recently, Hilda served as Vice President, Corporate Public Affairs with Progress Energy and, following the merger, with Duke Energy. While at Progress, Hilda established the Corporate Public Affairs function, which was expanded to serve 31 states and international interests in Central and South America at Duke. In that capacity, she collaborated with federal, state, and local officials and company leadership to develop responsible energy policy and advance the utility's international interests.

Hilda served in operating roles with Progress Energy, including Vice President, Northern Region, with management of distribution of electric service for more than 600,000 customers and community relations with a budget of \$80 million, and as Vice President, Energy Delivery Services, leading environmental services, financials, transmission and distribution services, commercial, industrial and governmental account management, and support services. In both roles, she achieved top quartile performance in safety, customer satisfaction, and employee engagement.

Hilda has also demonstrated leadership in economic development, serving as Progress Energy's liaison with International Departments of Commerce to bring business to North Carolina, South Carolina, and Florida. In three years, she doubled Progress' annual revenue stream from new industries.

Hilda began her career on the financial side, serving as an accountant for Colgate Palmolive, a senior auditor for Arthur Andersen, and a financial analyst for Progress.

Hilda holds a Bachelor of Science in Accounting from North Carolina A&T State University and a Master of Business Administration from Duke University Fuqua School of Business. She also completed graduate studies in taxation from St. John's University and the Executive Program from Harvard University's Kennedy School of Government.

Hilda serves on the board of directors of RTI International as Chair of the Nominating and Governance Committee and Member of the Audit Committee, and is an Independent Director and Member of the Finance Committee of NC Dental Services, Inc. She also sits on the Board of Trustees of the College Foundation of North Carolina. Previously, she was Co-Chair of the North Carolina Governor's transition team and State's Budget Reform and Accountability Commission; Treasurer, Executive Committee Member, and Nominating/Governance Chair of the American Association of Blacks in Energy; Presidentially nominated Board Member of the National Parks Foundation; State Board Member/Chair of the North Carolina Community College System; and Governor-appointed Treasurer for the NC Institute of Medicine. Hilda is a Chapter Fellow of the National Association of Corporate Directors and a Member of Women Corporate Directors.

**Profile**

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

Raleigh-Durham Airport Authority: Submitted

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

Raleigh-Durham Airport Authority

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

Economic Development Commission

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

Information Technology Advisory Committee

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

Capital Area Workforce Development Board

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

Council on Fitness and Health

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

Council on Fitness and Health

Steve  
First Name

S.  
Middle Initial

Rao  
Last Name

128 Gratiot Drive  
Street Address

Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

**What district do you live in?**

District 7

Home: (919) 434-5996  
Primary Phone

Home: (919) 434-5996  
Alternate Phone

srao@townofmorrisville.org  
Email Address

Town of Morrisville  
Employer

Council Member At Large,  
Former Mayor Pro Tem  
Job Title

**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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Morrisville

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## **Interests & Experiences**

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

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Madam Chair Holmes and Commissioners, I am applying to the RDU Airport Authority Board and will bring my years of experience as an elected official and a global technology executive to be a part of the team, which is connecting our Triangle citizens to anywhere in our great nation and the world. The continued growth of the Indian American Community in the Triangle, makes it imperative that we do whatever we can to strengthen our political, economic, and cultural ties to this vibrant, and dynamic nation. During the past eight years, as an elected official in Morrisville, and a global technology executive in the Research Triangle, I have been working with RDU Airport CEO, Michael Landguth, on exploring opportunities to better connect our global airport to the worlds' largest democracy. Increasing IndianForeign Direct Investment, including HCL, Aurobindo Pharma, and most recently, the Infosys expansion in Raleigh, have resulted in the announcement of an EDPNC North Carolina Office this year. As an RDU Board member, I plan to lead a mission India with Michael Landguth and Chris Chung, CEO, Economic Development Partnership of NC, so we can strengthen or ties with global commercial airlines in this market and continue to recruit more companies to invest in the Triangle. Recently, I received a call from a top Executive at Air India, who has expressed an interest in investing in North Carolina as he has been hearing of the growing presence of world class cricket being played in Church Street Park in Morrisville. I intend to leverage these types of connections as an active RDU Airport Board Member. Finally, I am very excited about the RDU 2040 vision, and will bring my insight and experience in technology and economic development, on how we continue to enhance the economic impact of or airport to the region. The rapid pace of Innovation in the areas of Cybersecurity, Autonomous Vehicles, Artificial Intelligence, and Smart Technologies will have a profound impact on enhancing the customer experience of our Airport Visitors, and I believe that there is real Value in having a Board Member, who lives and breathes emerging technologies every day in his career. I also can share insight on the new jobs which will be created in the very near future to support emerging technologies at RDU Airport. Thanks for your consideration and most importantly for your service to the citizens of Wake County.

## Work Experience

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Alphanumeric Systems Inc, Business Development Manager Research Triangle Park, NC 1/10- Present  
Summary: Alphanumeric Systems Inc. is a global technology firm, providing Technology Services and Staff Augmentation for Small to Mid Cap companies in South Eastern United States and Europe. Council Member At Large, Town of Morrisville 12/11/17- Present Mayor Pro Tem, Town of Morrisville 12/13/15- 12/11/17 • Led efforts to finalize Google Fiber Launch in Morrisville. • Leading efforts for Town and Wake County to develop an Open Data and Smarter Cities program. • Establish and manage relationships with General Assembly, i.e. Wake Delegation, Federal Congressional Delegation, and North Carolina Department of Transportation. • Hosted an Internet of Things Summit with Secretary of Technology, Keith Werner in April 2016 for state agencies and local government officials. Council Member At Large 12/13/11- 12/13/15 • Worked with Chamber and Council to start Innovation Program. (Hottovation) • Worked with Secretary Tata, Secretary Tennyson, NC DOT Leadership, and Triangle Capital Area Metropolitan Organization to secure \$100 million of DOT investment into Morrisville over the next ten years. (Aviation Parkway widening, NC 54 widening, ) • Worked with Administration and Council to conduct an IT Assessment for the Town of Morrisville. • Led efforts to start an IT Advisory Steering Committee for the Town of Morrisville. Co Chair, Smart Growth for the Triangle 12/13- present Triangle J Council of Governments 12/11- Present Served as a Voting Delegate and Alternate Delegate for the Town of Morrisville to the Triangle J Council of Governments.

## Volunteer Experience

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Current Pleasant Grove Church Dream Academy Board Member NC Real Board Member 2012- 2015 TIE Carolinas Founding Member North Carolina Indian Political Action Committee (Founding Member)

## Education

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EDUCATION West Virginia University College of Law Juris Doctorate Emory University BA, Political Science EDUCATION West Virginia University College of Law Juris Doctorate Emory University BA, Political Science EDUCATION West Virginia University College of Law Juris Doctorate Emory University BA, Political Science EDUCATION West Virginia University College of Law Juris Doctorate Emory University BA, Political Science EDUCATION West Virginia University College of Law Juris Doctorate Emory University BA, Political Science

## Comments

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Thank you for your consideration for my application.

[Steve\\_Rao\\_Resume\\_Final\\_2018.docx](#)

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 \*

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Male

Ethnicity \*

---

Asian

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**Other**

How did you become aware of Wake County volunteer opportunities?

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County Website

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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>

128 Gratiot Drive  
Morrisville, NC 27560  
(919) 434-5996  
sr@steverao.com

**CAREER SUMMARY**

Former Mayor Pro Tem and Council Member At Large for Town of Morrisville with public and private sector experience in Technology and Innovation seeking position on RDU Airport Authority Board.

**EDUCATION**

West Virginia University College of Law  
Emory University

Juris Doctorate  
BA, Political Science

**GOVERNMENT EXPERIENCE**

**Council Member At Large, Town of Morrisville**

**12/11/17- Present**

**Mayor Pro Tem, Town of Morrisville**

**12/13/15- 12/11/17**

- Led efforts to finalize Google Fiber Launch in Morrisville.
- Leading efforts for Town and Wake County to develop an Open Data and Smarter Cities program.
- Establish and manage relationships with General Assembly, i.e. Wake Delegation, Federal Congressional Delegation, and North Carolina Department of Transportation.
- Hosted an Internet of Things Summit with Secretary of Technology, Keith Werner in April 2016 for state agencies and local government officials.

**Council Member At Large**

**12/13/11- 12/13/15**

- Worked with Chamber and Council to start Innovation Program. (Hottovation)
- Worked with Secretary Tata, Secretary Tennyson, NC DOT Leadership, and Triangle Capital Area Metropolitan Organization to secure \$100 million of DOT investment into Morrisville over the next ten years. (Aviation Parkway widening, NC 54 widening, )
- Worked with Administration and Council to conduct an IT Assessment for the Town of Morrisville.
- Led efforts to start an IT Advisory Steering Committee for the Town of Morrisville.

**Co Chair, Smart Growth for the Triangle 12/13- present**

**Triangle J Council of Governments 12/11- Present**

**Served as a Voting Delegate and Alternate Delegate for the Town of Morrisville to the Triangle J Council of Governments.**

**State Information Technology Advisory Board for North Carolina**

**3/05- 02/11**

Appointed by Senate Pro Tempore Mark Basnight to the STATE IT Advisory Board, mandated by Senate Bill 991 and reappointed in 2008 for a third term on Board. Advise and counsel State CIO, George Bakolia, on standardization of IT across state agencies, implementation of the state IT plan, and work with the CIO on developing cost effective technology strategies for the state of North Carolina.

- Developed a report for the IT Board on State Portals in the United States, specifically looking at what other states have done and how North Carolina can improve the state portal. (NC ranks 25<sup>th</sup> on the list)



- Addressed the need for more effective procurement software and the importance on Software as a Service for state agencies to save money.
- Working on a report on the Retention of IT workers and also addressing Security issues for the State.
- Actively working on other key issues for the Board including procurement strategy, and addressing Technology Cost of Ownership issues.
- Prepared a report for Governor Perdue on major IT issues confronting North Carolina.

**Alphanumeric Systems Inc, Business Development Manager**

Research Triangle Park, NC

**1/10- Present**

**Summary: Alphanumeric Systems Inc. is a global technology firm, providing Technology Services and Staff Augmentation for Small to Mid Cap companies in South Eastern United States and Europe.**

- Develop and manage all new lead generation for the Company in technology services, leveraging extensive network with elected officials in Wake County, and C level Executives in biotech/pharma, health care, manufacturing , and state and local government.
- Executed Business Development Plan, which has resulted in 8 new logo customers, representing \$50,000 per month recurring service revenue for organization.
- Recruit and Manage new Technology and Channel Partners for Alphanumeric, recently for Infrastructure and Communications as a Service. (Cloud Services)
- Work with Marketing to select industry relevant trade shows and conferences, and attend industry specific shows with the Sales Team.
- Managing and growing relationships with Leadership at Community Colleges System, and Universities to grow revenue for Learning Services.

**TIE Carolinas, Charter Member**

**3/03- Present**

- Organize all monthly events for the North Carolina chapter of The Indus Entrepreneurs (TIE), a global organization in 42 countries with 12,000 members.
- Organized and led business delegation to India for TIE Carolinas in Sept. 2007. Met Senior Business Executives and established relationships with Indian companies looking to invest in the United States.