

**Profile**

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

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

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

Capital Area Workforce Development Board

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

Human Services Board

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

Juvenile Crime Prevention Council

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

Alliance Behavioral Healthcare

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

None Selected

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

None Selected

Joy \_\_\_\_\_ C \_\_\_\_\_ Belk \_\_\_\_\_  
First Name Middle Initial Last Name

1107 Buckhorn Rd \_\_\_\_\_  
Street Address Suite or Apt

Garner \_\_\_\_\_ NC 27529  
City State Postal Code

**What district do you live in?**

District 2

Mobile: (919) 815-7019 \_\_\_\_\_ Business: (919) 815-7019 \_\_\_\_\_  
Primary Phone Alternate Phone

joycbelk@aol.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:**

Garner

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## Interests & Experiences

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

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

## Work Experience

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

## Volunteer Experience

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

## Education

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

## Comments

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

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

Gender \*

Female

**Ethnicity \***

---

African American

---

**Other**

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

---

County Website

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

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

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

Joy C. Belk, NCCP

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

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

**PROFESSIONAL EXPERIENCE**

Paralegal Education Presenter

**June 2010 – Present**

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

**Miller Motte College**

Paralegal Education Program Advisory Board Member

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

**Vance Granville Community College**

Paralegal Education Program Advisory Board Member

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

**North Carolina State Bar**

**November 2013 – Present**

Assistant Director of Paralegal Certification

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

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

**January 2009 – September 2013**

*Paralegal*

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

## Joy C. Belk, NCCP

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

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

**May 2008 – November 2008**

#### *Contracts Paralegal*

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

### **Department of Justice**

**October 2006 – April 2008**

#### *Legal Assistant*

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

## **SKILLS**

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

## **PROFESSIONAL & PAST ACCOMPLISHMENTS**

Guardian ad Litem Advocate

2013 North Carolina Bar Association Distinguished Paralegal of the Year Nominee

Former Board Member of the North Carolina Bar Association Paralegal Division

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

Paralegal Division

Former Chair of the Pro-Bono Committee

## **ASSOCIATIONS/MEMBERSHIPS**

North Carolina Board Certified Paralegal

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

Member of Delta Sigma Theta Sorority, Inc.

## **EDUCATION**

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

M.A. Human Services – Family and Marriage Counseling

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

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

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

B.A. Health and Human Performance

**Profile**

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

Juvenile Crime Prevention Council: Submitted

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

Human Services Board

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

Criminal Justice Partnership Advisory Board

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

Wake County Steering Committee on Affordable Housing

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

Commission for Women

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

Alliance Behavioral Healthcare

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

Domestic Violence Fatality Review Team

Colleen  
First Name

L.  
Middle Initial

Bishop  
Last Name

7305 Bryn Athyn Way  
Street Address

Apt 126  
Suite or Apt

Raleigh  
City

NC  
State

27615  
Postal Code

**What district do you live in?**

District 5

Home: (919) 452-5099  
Primary Phone

Business: (919) 256-4979  
Alternate Phone

clbishop20@gmail.com  
Email Address

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

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## Interests & Experiences

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

Service to mankind has always been a staple quote of mine. In a country where local democracy is valued, I feel like it's my duty as a citizen to be involved in my community and learn more about local issues. The board or commission offers an important opportunity for me to be of service to mankind. I also think serving is a great learning experience in many dimensions, including people's perspectives.

## Work Experience

Legal Assistant Security Guard Public Safety Officer Client Relations Specialist

## Volunteer Experience

Guardian Ad Litem Volunteer Program KidzNotes Parent Volunteer Coordinator Alpha Kappa Alpha Sorority Incorporated

## Education

BA-Criminal Justice Pursuing a Graduate Degree in Child Advocacy and Policy

## 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

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## 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?**

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Please upload a file

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

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

**Profile**

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

Housing Authority: Submitted

Juvenile Crime Prevention Council: Submitted

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

Juvenile Crime Prevention Council

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

Housing 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

Tisha  
First Name

E  
Middle Initial

Buelto  
Last Name

2610 Masonboro Ct  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27604  
Postal Code

**What district do you live in?**

District 6

Mobile: (919) 923-0503  
Primary Phone

Mobile: (919) 923-0503  
Alternate Phone

tebuelto@gmail.com  
Email Address

Morris Allen & Associates, Inc  
Employer

NC National Guard Child and Youth Program Specialist  
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 am interested in serving on a Board/Commission because I am passionate about serving my community. I have served on the Town of Chapel Hill's Human Services Advisory Board for the past three years. As a new resident to Raleigh, I would like to continue my community service and continue to invest in my community, utilizing my diverse experience and knowledge.

## Work Experience

I have worked in the human services field for more than 10 years. I have worked primarily in the group home setting, working with at-risk youth, undocumented minors, and developmentally disabled individuals. As well, I have several years experience working in the preschool setting. I am also a US Coast Guard Reservist, having served 11 years as a Marine Science Technician. Currently, I am a civilian contractor with the NC National Guard, where I work in their child and youth program to help teach youth about resiliency through the challenges of their parents' deployment cycles.

## Volunteer Experience

As previously stated, I have volunteered for the past three years on the Town of Chapel Hill's Human Services Advisory Board. I also have volunteer experience as a Guardian ad Litem advocate within Orange County, where I supported abused and neglected youth for five years.

## Education

I am currently enrolled in my last course to complete my BA in Liberal Arts with a concentration in Political Science and Communication.

## 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

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## Demographics

[REDACTED]  
Date of Birth

**Gender \***

---

Female

**Ethnicity \***

---

African American

Hispanic

---

**Other**

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

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County Website

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

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Please upload a file

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

---

**Tisha E. Buelto**  
2610 Masonboro Ct  
Raleigh, NC 27604  
Phone: 919-923-0503  
Email: tebuelto@gmail.com

---

## Experience:

**Morris Allen & Associates, Inc.**  
*Child and Youth Program Specialist*

Raleigh, North Carolina

**From:** 03/18/2019

**To:** Present

**Hours Per Week:** 40+ hours

**Salary:** \$19.54/hr

- Create and implement deployment cycle curriculum for National Guard youth during Department of Defense Yellow Ribbon Reintegration Program events; in conjunction, providing resources and briefings of services and assistance to families during a deployment.
- Provide resources, support, and education to any expecting parents in the National Guard.
- Attend Youth Camp and Teen Retreat every summer as well as overnight weekend Kids on Guard events throughout the year.
- Collaborate with the North Carolina National Guard (NCNG) Child & Youth Team to assist with development and implementation of statewide programs that support the academic, physical and emotional well-being of the NCNG children.

**Residential Services, Inc.**  
*PRN Direct Support Professional/Direct Support Coordinator*

Chapel Hill, North Carolina

**From:** 03/02/2013

**To:** Present

**Hours Per Week:** 5 hours

**Salary:** \$11/hr

- Help individuals with intellectual disabilities learn life skills and working towards their personal goals.
- Complete all reporting requirements as established by agency and funding sources.
- Administer medication; Observe and implement necessary chronic medical care procedures.
- Maintain client stats and records for program effectiveness and prepare clinical progress reports.
- Plan all activities, designate staff assignments prior to each shift and conduct shift meetings as necessary.

**United States Coast Guard Reserves**  
*Marine Science Technician (E-5)*

Wilmington, North Carolina

**From:** 10/28/2008

**To:** Present

**Hours Per Week:** 15 hours

**Salary:** \$8000/yr

- Conduct shipping container inspections for hazardous material and structural compliance under the authority of the Federal Hazardous Materials Transportation Law, International Safe Container Act, International Maritime Dangerous Goods Code, International Convention for the Prevention of Pollution from Ships, and the Ports and Waterways Safety Act.
- Observe, record, and analyze environmental and scientific data; conduct field monitoring for chemical and oil identification in conjunction with pollution investigations; operate and maintain Coast Guard data processing systems; retrieve and assimilate data from remote sensing and local observations; identify and contract with marine environmental response organizations as appropriate; protect U.S. waters and the public from oil and hazardous material responses under the authority of the Federal Water Pollution Control Act and Oil Pollution Act of 1990.

- Lead commercial waterfront facility inspections to ensure compliance with safety and security federal regulations under the authorities of the Maritime Transportation Security Act of 2002 and the Safe Port Act of 2006. Check Transportation Worker Identification Credentials for validity and compliance. Identify the actions required to respond to current and future security threats and concerns involving the maritime transportation system.
- Conduct vessel boardings to ensure compliance with applicable domestic laws and international treaties by checking structural and stability conditions; by verifying appropriate electrical, fire safety, lifesaving, mechanical and navigation systems; and by examining living conditions for crew members on foreign-flagged vessels. As well, enforce security requirements on foreign-flagged vessels under the authority of the International Convention for the Safety of Life at Sea.
- Deployed to Yuma, AZ to assist Border Patrol in in-processing, escorting and feeding newly arrived migrants; conducted safety checks, inventoried property, prepared paperwork, and provided more than 250 hours of Spanish translation.

**OE Enterprises**  
Occupational Training Specialist

Hillsborough, North Carolina

**From:** 09/02/2018

**To:** 03/17/2019

**Hours Per Week:** 40+ hours

**Salary:** \$14/hr

- Trained consumers to perform job tasks by modeling duties and using appropriate methodology.
- Acted as positive role model at all times, manage crisis situations, and advocate for consumer.
- Developed training activities appropriate for consumer that will develop new skills.
- Assisted consumers in developing and implementing goals and complete all necessary documentation.
- Communicated regularly with staff to assure progress and assure work environment meets safety standards.

**First Environments Early Learning Center**  
Preschool Teacher

Durham, North Carolina

**From:** 01/03/2017

**To:** 08/29/2018

**Hours Per Week:** 40+ hours

**Salary:** \$11.25/hr

- Tended to children's basic needs by feeding them, dressing them, and changing their diapers.
- Met with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Maintained accurate student records as required by laws, policies, and administrative regulations.
- Taught basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Organized and led activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling.

**Guardian ad Litem District 15B**  
Guardian ad Litem Volunteer

Chapel Hill, North Carolina

**From:** 08/01/2014

**To:** 04/01/2018

**Hours Per Week:** 10 hours

**Salary:** N/A

- Testified, when needed, to support recommendations or informed the court of changes in the child's situation.
- Facilitated the child's participation in court hearings as appropriate.
- Gathered and assessed independent information about the child's situation and needs.
- Attended court hearings, Child and Family Team meetings, and wrote child-focused reports for court hearings.
- Communicated with the Guardian ad Litem attorney advocate to develop legal strategies and prepare for court.
- Made recommendations in the child's best interests and ensured that the court knew the child's wishes.
- Kept the child informed about the court proceedings and monitored the situation on an ongoing basis.

**Debut Preschool & Child Care**  
Owner and Operator

Raleigh, North Carolina

**From:** 02/12/2012  
**Hours Per Week:** 40+ hours

**To:** 03/01/2013  
**Salary:** \$32000/yr

- Marketed services, recruited clients, and maintained relationships.
- Evaluated programs and made modifications to meet participant needs.
- Provided care for children and established routines that fostered greater independence.
- Completed necessary intakes with family and child, as appropriate, to review program expectations and maintain necessary communication to ensure academic and developmental progress.
- Operated day care business including: completing taxes, invoices, collecting regular payments, and abiding by all applicable local, state, and federal regulations.

**Washington Conservation Corps**  
*AmeriCorps Crew Member*

Tacoma, Washington

**From:** 10/15/2010  
**Hours Per Week:** 40 hours

**To:** 10/15/2011  
**Salary:** \$10/hr

- Conducted disaster response operations and constructed fencing.
- Sprayed and/or injected vegetation with herbicides to reduce competing vegetation
- Assisted in habitat restoration by planting native plant species and removing invasive plants.
- Implemented erosion control techniques and participated in salmon recovery projects

**Pioneer Human Services**  
*Resident Monitor*

Tacoma, Washington

**From:** 01/01/2009  
**Hours Per Week:** 40+ hours

**To:** 11/28/2011  
**Salary:** \$12.50/hr

- Monitored facility cleanliness, safety, and security.
- Reported and monitored the daily activities of undocumented minor residents.
- Ensured accountability of all undocumented minor residents.
- Mentored undocumented minor residents and created group activity ideas such as gardening and book club.

### **Certifications:**

- American Heart Association- CPR and First Aid
- North Carolina Interventions (NCI) Core Plus

### **Honors and Awards:**

- Coast Guard Meritorious Unit Commendation Ribbon
- Armed Forces Reserve Medal
- Coast Guard Commandant Letter of Commendation Ribbon (2)
- National Defense Service Medal
- Coast Guard Special Operations Service Ribbon
- Coast Guard Reserve Good Conduct Medal (2)
- Sector North Carolina Sailor of the Quarter 2019

### **Languages Skills:**

- Spanish Intermediate

**Education:**

**Excelsior College** Bachelor of Arts in Liberal Arts with focus in Political Science and Communication

*Anticipated Graduation:* Spring 2020

117 of 120 Semester Hours Completed

*GPA:* 2.52



**Profile**

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

Citizen's Energy Advisory Commission: Submitted  
Juvenile Crime Prevention Council: Submitted  
United Arts Grants Panels: Appointed

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

United Arts Grants Panels

**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: \***

Juvenile Crime Prevention Council

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

Historic Preservation Commission

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

Human Services Board

Erica  
First Name

Coln  
Middle Initial

Coln  
Last Name

1102 Buckhorn Rd  
Street Address

Suite or Apt

Garner  
City

NC  
State

27529  
Postal Code

**What district do you live in?**

District 2

Mobile: (919) 827-7624  
Primary Phone

Business: (919) 455-2331  
Alternate Phone

ericamcoln@yahoo.com  
Email Address

Concord Hospitality Enterprises  
Employer

Controller  
Job Title

---

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:

Garner

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## Interests & Experiences

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

I have been serving on a United Arts Panel for the past 8 years or so and would enjoy the opportunity to continue to serve on this panel as well as another Board if available.

Work Experience

Volunteer Experience

Education

East Carolina University-B.S Political Science

Comments

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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 \***

---

Caucasian

---

**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**

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

**Profile**

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

Fire Commission: Appointed  
Juvenile Crime Prevention Council: Submitted  
Library Commission: Submitted  
GoTriangle Transit Citizen Advisory Committee: Appointed

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

Fire Commission

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

Information Technology Advisory Committee

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

Triangle Transit Authority Board

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

Juvenile Crime Prevention Council

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

Aircraft Noise Abatement Committee

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

Citizen's Energy Advisory Commission

Satish

First Name

S

Middle Initial

Garimella

Last Name

207 Spencor Mill Rd

Street Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

**What district do you live in?**

District 7

Mobile: (919) 699-1043

Primary Phone

Home: (919) 468-8220

Alternate Phone

garimella@gmail.com

Email Address

AT&T

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:**

Morrisville

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## Interests & Experiences

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

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To understand and server the community better .

## Work Experience

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o 18 + years of experience of IT industry with proven track record of success that requires a wide range of skill set, roles and industry verticals experience. o 17 + Years of experience in Telecom sector and expertise in Trouble Ticketing and Trouble Management systems. o Experienced in a broad spectrum of IT support including trouble resolution, administration and monitoring IT platforms, analysis, design, troubleshooting, customizations and implementation of software applications including systems/networks/databases and Remedy applications.

## Volunteer Experience

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Town Council , Morrisville HOA President of Breckenridge , 1140 homes from last 5 years Board of Directors at The Friends of the North Carolina Museum of Natural Sciences

## Education

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BS in Electronics MS in Computer Science

## Comments

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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

[REDACTED]  
Date of Birth

**Gender \***

---

Male

**Ethnicity \***

---

Asian

---

**Other**

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

---

County Website

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

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

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

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

**Profile**

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

Juvenile Crime Prevention Council: Submitted

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

Juvenile Crime Prevention Council

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

Human Services Board

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

Housing Authority

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

Capital Area Workforce Development Board

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

Juvenile Crime Prevention Council

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

Housing Authority

Cory  
First Name

S  
Middle Initial

Johnson  
Last Name

7621 Sumter Crest dr  
Street Address

Apt 8307  
Suite or Apt

Raleigh  
City

NC  
State

27617  
Postal Code

**What district do you live in?**

District 7

Home: (443) 509-6111  
Primary Phone

Mobile: (443) 831-3137  
Alternate Phone

cjohn4050@gmail.com  
Email Address

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?

I want to be more involved with how our community operates. I feel like I can help add value to the process.

## Work Experience

## Volunteer Experience

While in the U.S. Army, I volunteered on several occasions to assist the present mission. For example, I volunteered to help with Veteran funeral services, provided tactical medical training to Federal Agents at the Pentagon, and provided medical coverage for Presidential speeches.

## Education

## 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 \***

---

African American

---

**Other**

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

---

Other

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

---

Google Search

---

Please upload a file

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

**Profile**

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

Juvenile Crime Prevention Council: Submitted

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

michael  
First Name

a  
Middle Initial

mcduffie  
Last Name

2300 law enforcement dr  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27610  
Postal Code

**What district do you live in?**

None Selected

Home: (919) 890-7884  
Primary Phone

Home: (919) 291-5925  
Alternate Phone

mmcduffie@wakegov.com  
Email Address

Wake County Shireff's Office  
Employer

Deputy  
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

Volunteer Experience

Education

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 \*

African American

---

**Other**

How did you become aware of Wake County volunteer opportunities?

---

None Selected

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?**

Historic Preservation Commission: Submitted  
Juvenile Crime Prevention Council: Submitted

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

Historic Preservation Commission

**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

Carla \_\_\_\_\_ Monroe \_\_\_\_\_  
First Name Middle Initial Last Name

The Science House \_\_\_\_\_ 909 Capability Drive, Suite  
Street Address Suite or Apt  
1200

Raleigh \_\_\_\_\_ NC 27695  
City State Postal Code

**What district do you live in?**

District 4

Home: (404) 909-5842 \_\_\_\_\_ Mobile: (404) 909-5842 \_\_\_\_\_  
Primary Phone Alternate Phone

crmonroe@ncsu.edu \_\_\_\_\_  
Email Address

NCSU \_\_\_\_\_ Grant Writer \_\_\_\_\_  
Employer Job Title

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

Yes  No

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

Raleigh

---

## Interests & Experiences

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

I want to be an active citizen in Raleigh and help improve the quality of life in the city. My professional and personal interests are most aligned with the boards that I have selected.

## Work Experience

NC State University, Grant Writer 2018-present

## Volunteer Experience

## Education

BA, Meredith College, MA, Emory University PhD, Emory University

## Comments

[Carla\\_Monroe\\_1-page\\_CV.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

---

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

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CV

**CARLA R. MONROE**

Fall 2019

*Mailing Address:*

*Phone:* (404) 909-5842

The Science House  
North Carolina State University  
909 Capability Dr., Suite 1200  
Raleigh, NC 27695

*E-mail:* crmonroe@ncsu.edu;  
carla@drcarlamonroe.com

### **EDUCATION**

Postdoctoral study, The University of Georgia, Athens. Affiliation: Institute for Behavioral Research.

Ph.D., Emory University, Atlanta, Georgia, May 2004. Major field: Educational Studies.

M.A., Emory University, Atlanta, Georgia, May 2000. Major field: Educational Studies.

B.A., Meredith College, Raleigh, North Carolina, May 1997. Major: Spanish; Minor: Psychology; Teacher Certification: K-12/Spanish. *Cum laude.*

### **RELEVANT WORK EXPERIENCE (selected)**

NC State University, Grant Writer (2018-present)  
Wake County Public School System, Teacher (2014-2018)  
Governor Morehead School, Teacher (2014)  
University of Georgia, Research Scientist (2006-2009)



**Profile**

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

Juvenile Crime Prevention Council: Submitted

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

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

Juvenile Crime Prevention Council

Jacob  
First Name

Middle Initial

Rigg  
Last Name

1104 Groveview Wynd  
Street Address

Suite or Apt

Wendell  
City

NC  
State

27591  
Postal Code

**What district do you live in?**

District 1

Mobile: (321) 604-1327  
Primary Phone

Home: (321) 604-1327  
Alternate Phone

jacobrigg17@gmail.com  
Email Address

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:

Wendell

---

## Interests & Experiences

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

I just moved to the Raleigh area and having volunteered with Teen Court, figured this would be a great opportunity to network and be more involved in my community.

## Work Experience

Lend-A-Wing Pantry Assistant Director Eastern Florida State College Junior Student Recruiter

## Volunteer Experience

Teen Court throughout high school. American Lung Association college internship

## Education

A.S. Degree in Digital Media B.S. In Communications with a concentration in Public Relations

## Comments

I attended JCPC's September meeting. At this time I'm only interested in joining the JCPC board.

[Rigg 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 \***

---

Asian

---

**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**

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# JACOB RIGG

[JacobRigg17@gmail.com](mailto:JacobRigg17@gmail.com)

<https://www.linkedin.com/in/jacob-rigg-4a8080b6/>

Jacksonville, Florida

## **EDUCATION:**

---

**University of North Florida, Jacksonville Florida**

**August 2017-August 2019**

Expected Graduation: August 2019

Bachelor of Science in Communication with a concentration in Public Relations

**Eastern Florida State College, Melbourne Florida**

**August 2013- May 2017**

Associates of Arts

Associates of Science in Digital Media

## **RELEVANT EXPERIENCE:**

---

**American Lung Association**

**Jacksonville, Florida**

Development Intern

**May 2019-July 2019**

- Assisted with the production of multiple fundraisers
- Contacted and secured in-kind donations from various local businesses
- Fostered a positive relationship with existing donors
- Complied and updated lists of sponsors for each event

**University of North Florida, Student Government**

Lend-A-Wing Assistant Director

**Jacksonville, Florida**

**October 2017-August 2018**

- Promoted the food pantry on main campus
- Ensured the pantry operated smoothly
- Edited the Lend-A-Wing website
- Managed Lend-A-Wing staff

## **LEADERSHIP EXPERIENCE:**

---

**Student Government Association, Eastern Florida State College**

**Cocoa, Florida**

President

**2016-2017**

**Student Government Association, Eastern Florida State College**

**Cocoa, Florida**

Student Ambassador

**2015-2016**

**Digital Media Bobcats, Eastern Florida State College**

**Cocoa, Florida**

President

**2015-2016**

## **Other EXPERIENCE:**

---

**Ad/PR Campaigns**

**Jacksonville, Florida**

*Research Team*

**January 2019-May 2019**

**Digital Media Bobcat Independent Digital Features Festival**

**Cocoa, Florida**

*Festival Director*

**May 2015-May 2017**

**Eastern Florida State College, Melbourne Florida**

**Cocoa, Florida**

*Junior Student Recruiter*

**August 2016- July 2017**

## **Skills:**

---

**Microsoft Word**

**Ektron CMS**

**Photography**

**Basic AP Style Knowledge**

**Public Speaking**

**Organizational Management**

**Profile**

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

Adult Care Home Community Advisory Committee: Appointed  
Capital Area Workforce Development Board: Submitted  
Human Services Board: Submitted  
Juvenile Crime Prevention Council: Submitted  
United Arts Grants Panels: Submitted  
Wake County Steering Committee on Affordable Housing: Submitted

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

Adult Care Home Community Advisory Committee

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

City of Raleigh Housing Appeals Board

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

Council on Fitness and Health

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

Commission for Women

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

City of Raleigh Planning Commission

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

Capital Area Workforce Development Board

PATRYCE

First Name

RISPRESS

Middle Initial

Last Name

514 OLD SCARBOROUGH LN

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

**What district do you live in?**

District 2

Home: (919) 862-7567

Primary Phone

Home: (919) 862-7567

Alternate Phone

ms\_ris@yahoo.com

Email Address

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:**

Garner

---

## Interests & Experiences

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

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

## Work Experience

business owner~ employed a non profit organization

## Volunteer Experience

## Education

BA~ MSA in accounting

## Comments

---

Upload a Resume

---

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

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Please upload a file

---

## Demographics

  
Date of Birth

**Gender \***

Female

**Ethnicity \***

---

African American

---

**Other**

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

---

Current Wake County Volunteer

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

---

Please upload a file

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

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**Profile**

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

Council on Fitness and Health: Submitted  
Juvenile Crime Prevention Council: 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: \***

Juvenile Crime Prevention Council

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

Jury Commission

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

Domestic Violence Fatality Review Team

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

Population Health Task Force

Lindsey \_\_\_\_\_ R \_\_\_\_\_ Scott \_\_\_\_\_  
First Name Middle Initial Last Name

1570 Atria Circle #3023 \_\_\_\_\_  
Street Address Suite or Apt

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

**What district do you live in?**

District 5

Mobile: (252) 373-4882 \_\_\_\_\_ Mobile: (252) 373-4882 \_\_\_\_\_  
Primary Phone Alternate Phone

lindseyrscott98@gmail.com \_\_\_\_\_  
Email Address

\_\_\_\_\_  
Employer Job Title



---

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

Yes  No

---

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

Raleigh

---

## Interests & Experiences

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

I want to use my skills, knowledge, and ambition to serve and better the community that I live in and care for so greatly.

## Work Experience

I have been involved in many clubs throughout my college experience of which include College Mentors for Kids, Psychology Club, Read to Lead, University Ambassadors, and more. My work experience includes babysitting, tutoring, sales, marketing, office work, and event planning. These experiences are touched on more in my resume. In most of my jobs, I have had to work with a diverse set of people. I believe this would aid me in serving on a board or commission. Throughout my different jobs, I have developed more skills in communication and inclusion. My current job as a runner at a Raleigh law firm is continuously teaching me how to be organized and get the job done.

## Volunteer Experience

Most of my work and volunteer experience do overlap, but my extended volunteer experience includes volunteering at the Durham Boys and Girls Club, the Wilson County Crisis Center, Prevent Blindness NC, Young Life, and NAMI Wake County. I try my best to involve myself in organizations that allow me to advocate for those around me.

## Education

I am currently studying Communication and Psychology at NC State with plans to graduate this December.

## Comments

---

[Scott.Lindsey\\_Resume\\_.pdf](#)

Upload a Resume

---

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

[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?**

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Please upload a file

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

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---

# LINDSEY REBECCA SCOTT

---

## EDUCATION

MEREDITH COLLEGE – AUGUST 2016- MAY 2017  
*GPA: 3.8, ALPHA LAMBDA DELTA HONORS SOCIETY AND SCHOLARSHIP RECIPIENT*  
NORTH CAROLINA STATE UNIVERSITY – INTENDED GRADUATION: DECEMBER  
2019  
*INTENDED MAJOR: COMMUNICATION– INTERPERSONAL, ORGANIZATIONAL, AND  
RHETORIC*  
*INTENDED MINOR: PSYCHOLOGY*  
LAMBDA PI ETA NATIONAL HONORS SOCIETY MEMBER

## JOB EXPERIENCE

SOCIAL MEDIA/MARKETING INTERN, CRAFT COMMERCIAL; RALEIGH, NC – 2016  
EVENTS INTERN – NC STATE – 2017-2018  
NANNY AND TUTOR – 2015-PRESENT  
CORRAL RIDING ACADEMY INTERN - SPRING 2019  
ORANGETHEORY FITNESS SALES ASSOCIATE - SUMMER 2019

## VOLUNTEER EXPERIENCE

WILSON COUNTY CRISIS CENTER, VOLUNTEER – WILSON, NC  
PREVENT BLINDNESS NC – RALEIGH, NC  
YOUNG LIFE, MENTOR – RALEIGH, NC  
UNIVERSITY AMBASSADOR – NORTH CAROLINA STATE UNIVERSITY – RALEIGH, NC  
SMALL PACK LEADER – NORTH CAROLINA STATE UNIVERSITY – RALEIGH, NC  
COLLEGE MENTORS FOR KIDS, MENTOR – NORTH CAROLINA STATE UNIVERSITY –  
RALEIGH, NC  
READ TO LEAD, MENTOR – NORTH CAROLINA STATE UNIVERSITY – RALEIGH, NC  
NAMI WAKE COUNTY, VOLUNTEER – RALEIGH, NC  
DURHAM BOYS AND GIRLS CLUB – DURHAM, NC

## CLUBS AND COMMITTEES

LEADERSHIP TEAM – WILSON CHRISTIAN ACADEMY  
RESIDENCE HEARING COMMITTEE, REPRESENTATIVE – MEREDITH COLLEGE  
EVENTS COMMITTEE AND CO-CHAIR – MEREDITH COLLEGE  
PSYCHOLOGY CLUB – NORTH CAROLINA STATE UNIVERSITY

## AWARDS AND HONORS

NATIONAL HONOR SOCIETY – WILSON CHRISTIAN ACADEMY  
CITIZENSHIP AWARD – WILSON CHRISTIAN ACADEMY  
CLASS OF 2020 OUTSTANDING LEADER AWARD – MEREDITH COLLEGE

**Profile**

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

Juvenile Crime Prevention Council: Submitted

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

Juvenile Crime Prevention Council

**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

Ruth  
First Name

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

Sutherland  
Last Name

4001 Carya Drive  
Street Address

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

Raleigh  
City

NC  
State

27610  
Postal Code

**What district do you live in?**

None Selected

Mobile: (919) 604-3545  
Primary Phone

Business: (919) 212-8380  
Alternate Phone

ruth.sutherland@wakegov.com  
Email Address

Wake County Human Services  
4-H Youth Development  
Employer

Administrative Manager  
Job Title

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

---

Yes  No

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

---

Raleigh

---

## Interests & Experiences

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

---

I am familiar with the important work of our local Juvenile Crime Prevention Council (JCPC). Over the years I have seen significant positive results for youth and families who have participated in programs funded by the JCPC. I understand the Substance Abuse Professional (SAP) seat is now vacant and I believe I would be a good fit on this council. I've attended a few meetings over the years and have recently spoken with the current JCPC Chair as well as the individual in the SAP role to be sure I understand the commitment and know how I may be able to contribute my knowledge and skills to this work. I feel confident that I can make a positive contribution and would like to be considered for this specific council seat.

## Work Experience

---

My career focused on substance abuse and mental health treatment and prevention. I maintain certifications in both substance abuse prevention and treatment. I worked as a youth substance abuse and mental health therapist for youth and families with Wake County Human Services (WCHS). I later transitioned to WCHS's 4-H Youth Development Program where I helped establish and co-lead a substance use prevention program. That team was later outsourced and I remained at 4-H to lead a Youth In Transition Team serving youth in foster care and family services. I currently provide consultation on program development, substance abuse and mental health, ACEs, and resiliency. I teach Youth Mental Health First Aid. And I focus on data, reporting, and evaluation systems at 4-H as an Administrative Manager.

## Volunteer Experience

---

I have some experience as a volunteer in faith-based and environmental projects. I understand the importance and value of volunteers to communities.

## Education

---

B.S. in Psychology/Sociology from The University of Virginia's College at Wise M.A. in Guidance and Counseling from Bowling Green State University

## Comments

---

[Ruth\\_Sutherland\\_Resume\\_2020.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?

Other

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

Familiar with Volunteer Coordinators for WCHS

---

Please upload a file

---

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

---

# Ruth Sutherland

919-604-3545

Ruth.Sutherland@wakegov.com

---

## PROFESSIONAL EXPERIENCE

### WAKE COUNTY HUMAN SERVICES 2002-Present

**Administrative Manager** – 4-H Youth Development / Human Services 2019-Present

**Administrative Coordinator II** – 4-H Youth Development / Human Services 2016-2019

**Human Services Program Specialist** – 4-H Youth Development / Human Services 2003-2016

**Human Services Senior Practitioner** – Child MH/SA / Human Services, Raleigh, NC 2002-2003

- Led Regional, Behavioral Health, Youth in Transition, Data, and Summer Food Program Teams.
- Coached staff and partners on best practices of youth development and evidence based curricula.
- Facilitated educational groups, work sessions, and meetings with diverse populations.
- Served on targeted population focused collaboratives and projects for key geographical areas.
- Worked with internal and external partners to create youth development opportunities for priority populations and to improve program accessibility.
- Co-Led projects for county wide implementation of Youth Risk Behavior Survey.
- Collected and analyzed data to create reports for stakeholders and for quality improvement.

### HOLLY HILL HOSPITAL 2001-2002

**Counselor** – Raleigh, NC

Provided individual, group, and family counseling on mental illness and substance abuse issues.

### JOB CORPS 1997-2000

**Counselor** - San Bernardino, CA 1999-2000

**Counselor** - Cincinnati, OH 1997-1998

Trained and coached youth in achieving educational and career goals. Developed a resource center.

### NC HUMAN SERVICES, MENTAL HEALTH, AND SUBSTANCE ABUSE 1992-1997

**Youth Substance Abuse Counselor** – Wake County Human Services, Raleigh, NC 1996-1997

**Adolescent Substance Abuse Counselor** – Wilson-Greene MH/DD/SAS, Wilson, NC 1994-1996

**Women's Program Counselor** –Wayne County MH/DD/SAS, Goldsboro, NC 1992-1994

Provided assessments, individual and group therapy for adults, families, and youth.

### EDUCATION

**Master of Arts Guidance and Counseling 1992 GPA 4.0**

Bowling Green State University, Bowling Green, OH

**Bachelor of Science Psychology/Sociology 1990 GPA 4.0**

University of Virginia's College at Wise, Wise, VA

### CREDENTIALS

Licensed Clinical Addictions Specialist

Certified Substance Abuse Prevention Consultant

### SKILLS

Proficient in key Microsoft Office products including Excel and PowerPoint

Experienced with web based tools such as Google Docs and Survey Monkey

Adept with social media like Instagram, Twitter, Facebook

### AWARDS

Staff of the Year - Wake County Human Services 2012

Supervisor of the Year – Wake County Human Services 2009

Five Star Continuous Quality Improvement – Wake County 2005

### PRESENTATIONS

Youth Mental Health First Aid

How to Access Positive Youth Development in Your Community