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

Wendell Board of Adjustment: Submitted

Please select your first Board preference: *

☒ Wake Technical Community College Board of Trustees**Please select your second Board preference: ***

☒ Wendell Planning and Zoning Board**Please select your third Board preference: ***

☒ Human Services Board**Please select your fourth Board preference: ***

☒ Greater Raleigh Convention and Visitors Bureau**Please select your fifth Board preference: ***

☒ Housing Authority**Please select your sixth Board preference: ***

☒ Triangle Transit Authority Board

Erica

First Name

Harris

Last Name

Middle
Initial

413 N. Salisbury Street

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

None Selected

Home: (919) 895-4259

Primary Phone

Mobile: (984) 232-4346

Alternate Phone

erica.harris@milvets.nc.gov

Email Address

NC Department of Military
Veterans Affair

Employer

Administrative 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:

☒ Knightdale

Interests & Experiences

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

Serving on a board or commission is very rewarding I would like be involved and serve my community. I would like to provide advice to the City Council and to all of those who are important with what they do to ensure that our community involvement and accountability in government operations are not in vain.

Work Experience

At the age of 14 years old I was a youth counselor assisting Parks and Recreation with planning and monitoring teens daily . I have worked with the Raleigh Police Department for about 5 years as a Records Specialist and Information Response Technician. I have also, work for Raleigh Women's Prison as a Office Assistant and now working with State Government NC DMVA as Administrative Specialist .

Volunteer Experience

I feed homeless men and women at the soup kitchen. I also worked as a volunteer with Oak City Cares as a Front Desk Operator. I also, ushered in church , helped out in the children's ministry.

Education

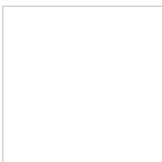
Wake Technical Community College Graduate in December of 2022 with AAS in Criminal Justice.

Comments

[Erica_D_Harris_Resume__1_.docx](#)

Upload a Resume

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

A rectangular box with a thin black border, intended for file uploads.

Please upload a file

Demographics

Erica Harris

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Research

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Erica Harris

ERICA D. HARRIS

Mobile | 919 895 4259 | ms.ericadharris@gmail.com

CAPTION

Charismatic, tenacious, and versatile leader. Driven in contributing to the conception, implementation, and advancement of business goals. Dedicated to promoting a collaborative and productive environment for employees and clients. Can successfully interface with all levels of office professionals, from support staff to corporate executive.

QUALIFICATIONS SUMMARY

- Excellent Time Management, Independent Worker
- High Attention to detail
- Level-Headed, Manage Special Projects
- Self-Motivated, Initiate Solutions
- Multi-Task Prioritization, Time Management
- Customer Support, Liaison
- Creative, Responses to Challenges in a Positive Manner
- Attention To Detail, Analytical, Conscientious
- Critical Thinker, Effective Communicator
- Sound Judgment, Integrity, Respectful, Dependable
- Excellent Planner, Organized
- Calendaring, Appointment Setting
- Writing, Proofreading, Editing
- Prompt Email Responding and Returning Calls
- Filing, Cataloguing, Faxing, Mail Distribution
- Inventory, Order, Re-Stock Supplies
- Call Center High Volume Experience
- Internet Savvy, Resourceful, Industrious
- Jovial, Approachable, Friendly

EMPLOYMENT HISTORY

NC STATE GOVERNMENT | Executive Assistant | Raleigh, NC | Feb 2022-Present

- Answer incoming and outgoing phones calls for army guard soldiers and civilians, transfers over 100 plus calls throughout the day, schedule meetings, administrative tasks for executive staff members, assist with special projects.
- Takes messages and emails staff members messages via email, conduct research, take minutes on meetings,
- Mail out postage stamp sheets to Army units across North Carolina.
- Sort incoming mail and distribute mail to appropriate staff members and, delivers mail to departments within the organization
- Assist Army Guard members with duplications print out, lamination of posters, business cards print outs, flyers, creates books for army units as requested.
- Transfers postage stamps funds to different armories within NC.

Cosmetic Sales Counter Manager/Counter Manager/Administrative Specialist I | Raleigh, NC | 2018-2019
NC Department of Public Safety, Prison Admin | Administrative Specialist I | Raleigh, NC | May 2021-February 2022
Manitoba Police Department, Manitoba, CA | July 2014-September 2018

- Customer Service focus
- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments and training Consultants
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors, and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required number of supplies on hand
- sorting mail, disposing of junk mail, opening envelopes, handling outgoing mail, arranging for the pickup of outgoing mail, introducing documents into envelopes, and weighing mail to determine correct postage.
- Purge old ties into the warehouse

NC Department of Public Safety, Prison Admin | Administrative Specialist I | Raleigh, NC | May 2021-Transfer to Randall Building Lateral Position June 2021

- Answers phone calls, schedules meetings and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Exhibits polite and professional communication via phone, e-mail, and mail. Supports team by performing tasks related to organization and strong communication

NC Department of Justice General Attorney's Office | Administrative Specialist I | Raleigh, NC | March 2020-May -2021

- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors, and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required number of supplies on hand
- Processes reports by sorting and checking for missing reports, entering files and makes copies , Performs front desk duties such as operating the switchboard, bonding people out of jail, processing tow ins, Assist the general public with reports and collects money from citizens.
- Answers phone and takes messages for officers
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry and writes supplemental information.
- Runs suspected/revoked licenses taken by officers through GCIC for status updates for officers and other agencies.

Educational Background

- 1999-2002 Attended Sanderson High School
School Diploma
- 2013-2014 Attended VIZIO Makeup Academy in Online
Certificate
- 2021-2022 Attended Wake Technical Community College
Specialist Certificate

Degree Received

High
 Makeup Artist
 Police Record

- 2021-2022 Attended Wake Technical Community College Law Enforcement Certificate
- 2021-2022 Attended Wake Technical Community College Associate of Arts Degree in Criminal Justice
- 2023 Western Carolina University Bachelor's degree in Progress

Office Assistant | Raleigh Correctional Center for Women | Raleigh, NC | July 2006-December 2008
Police Service Representative | Raleigh Police Department | Raleigh, NC | December 2008-July 2014

- Answered Main Switchboard for DOC office (100-300) calls a day.
- Citizen Services Call Answered daily (100-200) daily.
- Meticulously maintained filing and record keeping system for management team.
- Respectfully provided optimum assistance to community leaders, public service workers, and citizens.
- Retrieved and distributed incoming mail to appropriate recipients
- Promptly submitted requests for background verifications
- Interfaced with office guests, directing them to the appropriate department or staff
- Performed general office assistant duties (faxing, printing, emailing, answering phones calls)
- Arranged courier services for delivery of confidential and time sensitive material
- Performed complex recordkeeping and filing using systems specialized for law enforcement services
- Tracked, retrieved, and released confidential archival documents adhering to internal policies and federal/state laws
- Used clear and concise verbal and written communication when responding to internal and external requests
- Discerned and determined the best means to research and respond to inquiries and Calls for Service
- Accessed confidential reports and records, being cognizant to return documents to secure location
- Performed general office assistant duties (faxing, printing, emailing, answering phones calls)

Reference Available upon request

NC Department of Justice General Attorney's Office | Administrative Specialist I | Raleigh, NC | March 2020-Present

- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required amount of supplies on hand

Education and Training

Issuing Institution

Wake Technical Community College
Issuing degree: AAS Degree in Criminal Justice

Location

Raleigh, NC

Sanderson High School

Raleigh, NC

Issuing degree:
High School Diploma

Certification Title

GA Certificate

References Available on Request

