

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

Wake Technical Community College Board of Trustees

Please select your second Board preference: *

Water Partnership

Please select your third Board preference: *

Open Space and Parks Advisory Committee

Please select your fourth Board preference: *

Capital Area Workforce Development Board

Please select your fifth Board preference: *

Keep America Beautiful Advisory Board

Please select your sixth Board preference: *

Triangle Transit Authority Board

Jacob
First Name

L
Middle Initial

Berry
Last Name

7201 Westworth Drive
Street Address

Suite or Apt

Willow Spring
City

NC
State

27592
Postal Code

What district do you live in?

District 2

Home: (407) 341-5233
Primary Phone

Home: (512) 296-0689
Alternate Phone

jacob.l.berry75@gmail.com
Email Address

DRMP, Inc
Employer

Sr. Project 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:

None Selected

Interests & Experiences

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

The survey industry has provided me opportunities to excel beyond my expectations as a young adult. Having exceeded beyond my own expectations, I have become eager to involve myself in giving back to the community and people around me. I have had the opportunity to mentor young adults into education, participate in charitable events and offer my talents for the betterment of my community and although I enjoy the sense of giving, I have a greater belief that it has become my obligation to give back part of what has been so graciously provided to me, by the communities that have supported me and my family in the development of a better life. As I grow in my career, I believe the group I seek to impact by my volunteer efforts should grow as well. I feel as though volunteering on the citizen advisory board & commission is the natural next step to increase the positive impact I can have on my community while offering me the opportunity to learn and grow from the community I am serving.

Work Experience

Surveying And Mapping, LLC (SAM)_2010-2014 Survey Technician II: - June 2012 to Feb 2014 Survey Technician I: - Feb 2012 to June 2012 Party Chief: - Feb 2011 to Feb 2012 I-man: - May 2010 to Feb 2011 Texas Department of Transportation_2014-2016 Survey Specialist III Cobb, Fendley & Associates, Inc._2016 Sr. Survey Technician So-Deep|SAM NC (SAM LLC Family of Companies)_2016-2019 Phase Manager DRMP, Inc._2019 Senior Project Manager

Volunteer Experience

Food Bank of Central & Eastern NC_Processing Volunteer_2018 Bridge Maniacs, Bastrop, TX_Field Operations Volunteer_2017 Lifeworks_Charitable Volunteer_2016 Heart of Pines Volunteer Fire Department, Bastrop, TX_Volunteer Fire Fighter_2012-2014

Education

Master of Engineering_Construction Management_University of Alabama at Birmingham Bachelor of Science_Business Management_University of Central Florida Associates of Science_CivilEngineering / Geomatics_Valencia College

Comments

I appreciate your time and consideration of my application to volunteer within the Wake County Citizen Advisory Boards and Commissions. I will be available for any questions you may have through my mobile number or email provided. I hope you find my qualifications and desire to serve a fit for the opportunities you have available. I look forward to hearing from you and the possibilities of being involved in this community effort.

[JacobLBerry-
PLS_Resume__3_.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 *

Male

Ethnicity *

Other

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Google

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>

JACOB LEE BERRY, PLS

(407.341.5233 • 7201 Westworth Drive • Willow Spring, NC 27592 • Jacob.L.Berry75@gmail.com

SENIOR PROJECT MANAGER

☐ Transportation ☐ Construction ☐ Utility ☐ Pipeline ☐ Photogrammetry ☐ Light Detection & Ranging

10 years of experience supporting and coordinating multi-million-dollar land surveying services

- | | |
|--|--|
| ☐ Business Development | ☐ Project Management & Leadership |
| ☐ Contract Development Review & Analysis | ☐ Budget Development, Tracking & Invoicing |
| ☐ Quality, Cost & Safety Control | ☐ Personnel Training |
| ☐ Technical Development | ☐ Crew Coordination |

EDUCATION

M.Eng. Construction Management

University of Alabama at Birmingham – April 2018

A.S. Civil Engineering

Valencia Community College • Orlando, Florida – December 2009

B.S. Business Management

University of Central Florida • Orlando, Florida – August 2006

PROFESSIONAL EXPERIENCE

Senior Project Manager

April 2019 to Present

DRMP, Inc. Cary, NC

- Project management (scope, budget, quality control, & delivery)
- Implementing standard operating procedure within a newly formed NC office
- Develop technical training for all survey staff to increase operational efficiencies
- Standardize technician and field crew oversight to encourage long-term employee growth
- Facilitate employee autonomy to reduce direct management oversight

Phase Manager

Nov 2016 to March 2019

SAM, LLC. Austin, TX / So-Deep|SAM NC Raleigh, NC

- Selected for expansion management team (Raleigh, NC)
 - New department development (following corporate acquisition of So-Deep)
- Assisted in a managed growth of revenue exceeding \$200k per month within 6 months
- Selected for Raleigh Calibration and Training Facility task group
- Served as departmental Pinnacle administrator (develop and recording of technical procedures)

Senior Survey Technician
2016

March 2016 to Nov

CobbFendley & Associates Austin, TX

- Supported engineering services with survey data for utility and right-of-way services
- Directed field crew staff
- Developed departmental standard operating procedures for survey services

Survey Specialist III

Feb 2014 to March 2016

TxDOT Austin, TX

- Selected for MicroStation In-Roads beta testing group
- Served as departmental Opus project manager
- Coordinated the integration of the Austin district online geographic information system (GIS) right-of-way mapping archive
- Additional assignments
 - o Interim Austin District Survey Coordinator (May - September 2014)
 - o GIS Coordinator
 - o Safety Point of Contact

Survey Technician II

May 2010 to Feb 2014

SAM, LLC. Austin, TX

- Lead technician on projects exceeding 180 parcels (Boarder Highway El Paso, Texas)
- Positional advancements:
 - o Survey Technician II Jun 2013 to Feb 2014
 - o Survey Technician I Feb 2012 to Jun 2013
 - o Party-Chief Feb 2011 to Feb 2012
 - o I-Man May 2010 to Feb 2011

LICENSING

Professional Land Surveyor (NC) L-5294

LEADERSHIP & ACTIVITIES

PSMJ Project Management Boot Camp	2018
Raleigh Departmental Professional Licensing Committee Chair, So-Deep SAM NC	2017-2019
Raleigh Departmental Marketing Committee, So-Deep SAM NC	2017-2019
Survey Camp, Instructor, Texas A&M University	2015

VOLUNTEER ACTIVITIES

Food Bank of Central and Eastern North Carolina, Raleigh, NC	2018
Bridge Maniacs, Bastrop, TX	2017
Lifeworks, Austin, TX	2016
Heart of Pines Volunteer Fire Department, Bastrop, TX	2012 – 2014

Profile

Which Boards would you like to apply for?

Human Services Board: Appointed
Raleigh-Durham Airport Authority: Submitted
GoTriangle Board of Trustees: Submitted
Wake County Water Partnership: Submitted

Please select your first Board preference: *

Triangle Transit Authority Board

Please select your second Board preference: *

Human Services Board

Please select your third Board preference: *

Raleigh-Durham Airport Authority

Please select your fourth Board preference: *

Alcoholic Beverage Control Board

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

Fire Commission

Columbus 'Frank'

First Name

Eagles

Middle Initial Last Name

205 South Main Street

Street Address

Suite or Apt

Rolesville

City

NC

State

27571

Postal Code

What district do you live in?

District 1

Mobile: (919) 805-1002

Primary Phone

Home: (919) 556-7610

Alternate Phone

feagles1@nc.rr.com

Email Address

Town of Rolesville

Employer

Mayor

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:

Rolesville

Interests & Experiences

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

To assist the County Commissioners in their goals.

Work Experience

30 years with State of NC. 2 years DOT~ established Motor Fleet Management rules and authority. State's Alternative Fuels Committee. Board of Director of Triangle Clean Cities from development until retirement. Transit Advisory Committee. Mayor for Town of Rolesville for 12 years. Served on various committees for the County. Human Services Board for over 8 years. Wake County Food Security Task Force.

Volunteer Experience

Various Boards and Committees.

Education

AA~ NCSU Certified Public Manager NCSU.

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?

Other

If you selected "Other" above, how?

County Commissioners' meetings

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Profile

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Wake County Water Partnership: Submitted

Please select your first Board preference: *

Wake County Water Partnership

Please select your second Board preference: *

Wake County Water Partnership

Please select your third Board preference: *

Wake County Water Partnership

Please select your fourth Board preference: *

Wake County Water Partnership

Please select your fifth Board preference: *

Wake County Water Partnership

Please select your sixth Board preference: *

Wake County Water Partnership

Teresa

First Name

A

Middle Initial

Furr

Last Name

4001-D Carya Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

What district do you live in?

None Selected

Business: (919) 250-1056

Primary Phone

Mobile: (919) 868-2572

Alternate Phone

teresa.furr@wakegov.com

Email Address

Wake Soil and Water
Conservation District

Employer

Interim Director

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:

Unincorporated Wake County

Interests & Experiences

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

To provide valuable insight on water resource issues as it relates to farm and forest landowners in Wake County.. It is important to have a representative from the Wake SWCD at the table as the county discusses water resource issues. The Wake SWCD staff has worked for many years with the agricultural community on issues related to water quality, water conservation and protecting the water resources in Wake County.

Work Experience

I currently have 13 years with Wake Soil and Water Conservation District assisting the agricultural community on issues related to water quality, water conservation and protecting the water resources in Wake County. Prior to working with Wake Soil and Water Conservation I worked 10 years with NC Division of Soil and Water Conservation overseeing the NC Agriculture Cost Share Program and 2 years with the NC Forest Service working with private landowners on forest management plans and stewardship.

Volunteer Experience

Education

I have a Associates Degree in Forest Management from Montgomery Community College.

Comments

Upload a Resume

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

Please upload a file

Demographics

[REDACTED]
Date of Birth

Gender *

Female

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

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Profile

Which Boards would you like to apply for?

Citizen's Energy Advisory Commission: Submitted
Library Commission: Submitted
Wake County Water Partnership: Submitted

Please select your first Board preference: *

Water Partnership

Please select your second Board preference: *

Citizen's Energy Advisory Commission

Please select your third Board preference: *

Library Commission

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Benet _____ Y _____ Ge _____
First Name Middle Initial Last Name

4704 Brook Top Court _____
Street Address Suite or Apt
Raleigh _____ NC _____ 27606
City State Postal Code

What district do you live in?

District 4

Mobile: (919) 376-7305 _____ Mobile: (919) 724-6923 _____
Primary Phone Alternate Phone

gebenet8@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'm interested in relaying my thoughts and perspectives on matters of concern in my district, including those of my peers.

Work Experience

Algaen Corporation last summer.

Volunteer Experience

Included in resume, 100+ hours at Key Club, 30+ through National Junior and National Beta Club, 30+ through Cary Teen Council, Enloe High School marshal, National Honors Society, former member of TLC at WCPL

Education

Enloe High School, rising junior at NCSSM

Comments

[resume.docx](#)

Upload a Resume

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

Please upload a file

Demographics


Date of Birth

Gender *

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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BENET GE

4704 Brook Top Court, Raleigh, NC 27606

Tel: (919) 376-7305

Email: gebenet8@gmail.com

PROFILE

EDUCATION

2017-present William G. Enloe High School, Raleigh, NC

2014-2017 Fred. J Carnage Middle School, Raleigh, NC

EXTRACURRICULAR ACTIVITIES

- President of the Enloe chapter of National French Honor Society
- Varsity member of Enloe Science Olympiad
- Former varsity member of Carnage Science Olympiad
- Member of Enloe Math Honors Society
- Marshal at Enloe High School
- Magnet Guide Tour at Enloe High School
- Varsity member of Enloe LD Speech and Debate
- Synthesizer player for Enloe Marching Band
- 8th chair viola in Triangle Youth Orchestra
- Member of National Honor Society for 1 year
- Member of Key Club for 2 years with 100+ hours of service
- Member of National Beta Club for 1 year with 30+ hours of service
- Former member of National Junior Beta Club for 2 years with 50+ hours of service
- Member of Cary Teen Council for 2 years with 30+ hours of service
- Member of Enloe Young Democrats
- Member of Teen Leadership Corps in Wake County
- Junior journalist at The Chinese Press newspaper

AWARDS

MATH

- 3rd place in Mathcounts School Competition (2017)
- 2nd place in Mathcounts Chapter Competition (2017)
- 4th place in Mathcounts State Competition (2017)
- 1st place in State Math Contest CC2 Division (2016)
- 2nd place in State Math Contest Comprehensive Division (2017)
- 2nd place in State Math Contest Countdown Round (2017)
- Member of Carnage Middle Duke University Mathematics Meet Team
- Nationwide top 5% score in the AMC 8 Competition (2016, 2017)
- Statewide top 10% score in the AMC 10 Competition (2017, 2018)

- Top 40 placement in Region 3 for the Log1 Contest

SCIENCE OLYMPIAD

- Carnage Middle JV Team 1 (2016)
 - Regional Competition:
 - o 1st place Green Generation competition
 - o 1st place Crave the Wave competition
 - o 5th place Anatomy & Physiology competition
- Carnage Middle Varsity Team (2017)
 - Regional Competition:
 - o 2nd place Anatomy & Physiology competition
 - o 2nd place Rocks and Minerals competition
 - o 3rd place Optics competition
 - State Competition:
 - o 7th place Anatomy & Physiology competition
 - o 8th place Rocks and Minerals competition
 - o 9th place Optics competition
 - National Competition:
 - o 30th place Anatomy & Physiology competition
 - o 33rd place Optics competition
 - o 43rd place Rocks and Minerals competition
- Enloe High JV Team 1 (2018)
 - Regional Competition:
 - o 1st place Experimental Design competition
 - o 2nd place Rocks & Minerals competition
 - State Competition:
 - o 3rd place Paper Science competition
- Enloe High Varsity Team (2018)
 - MIT Invitational:
 - o 4th place Water Quality competition
 - o 4th place Write It Do It competition
 - Duke Invitational:
 - o 1st place Water Quality competition
 - Regional Competition:
 - o 1st place Water Quality competition
 - o 1st place Write It Do It competition
 - o 2nd place Experimental Design competition

FRENCH

- National French Contest Bronze Medalist: Level 1A (2016), Level 2 (2017)
- 1st place in statewide High School Cultural Exhibition at NC French Festival (2018)
- 1st place in statewide Middle School Cultural Exhibition at NC French Festival (2017)
- 2nd place in statewide Middle School Cultural Exhibition at NC French Festival (2016)
- 5th place in statewide Spelling Bee at NC French Festival (2015)

CHINESE

- 3rd place in CLA Cultural Understanding competition (2014)
- 2nd place in CLA Cultural Understanding competition (2015)
- 2nd place in CLA Chinese Spelling Bee competition (2015)
- 4th place in the 4th Annual International U.S. Chinese Essay Contest for Youth (2016)

SAT

- 1560 SAT Score out of 1600 (2018)
- Nationally recognized score in the ACT Talent Search Exam (2014).
- Grand Recognition and State Recognition score in the Duke TIP 7th Grade SAT (2016).
- 2100 SAT Score out of 2400 in 7th grade
- 1470 PSAT Score out of 1600 in 8th grade

MUSIC

- Winner of the 2018 Gregory McCallum Memorial Piano Scholarship Award
- Superior ratings in Young Artist Auditions for Piano (2013-2016, 2018)
- Superior ratings in NCMTA Piano Competition for Piano (2014-2016).
- Qualifier of the 2018 Junior Piano Competition at High Point University
- Excellent rating in Music Performance Adjudication as principal violist in Level 2 (2017).

PROJECTS

- Organized the first Cary-Shengsi Culture Exchange in Shengsi (2018)
- Interned at Algaen Corp, studying AlgaBerry and its blue green algae proponents (2018)
- Interned at the Raleigh EPA assisting laboratory proteomic work (2018)

INTERESTS

- Playing and performing piano and viola
- Playing tennis
- Reading classic books and short stories
- Writing short stories
- Political debate and current events
- Going to and volunteering at museums

Profile

Which Boards would you like to apply for?

- Board of Adjustment: Appointed
- Centennial Authority: Submitted
- City of Raleigh Board of Adjustment: Submitted
- City of Raleigh Planning Commission: Submitted
- Durham and Wake Counties Research and Production Service District Advisory Committee: Submitted
- Greater Raleigh Convention and Visitors Bureau: Submitted
- Historic Preservation Commission: Submitted
- Housing Authority: Submitted
- Open Space and Parks Advisory Committee: Submitted
- Wake County Steering Committee on Affordable Housing: Submitted
- Wake County Water Partnership: Submitted
- GoTriangle Transit Citizen Advisory Committee: Submitted

Please select your first Board preference: *

None Selected

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

Jeffrey

First Name

Middle Initial

Goebel

Last Name

2613 Bembridge Dr.

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

District 7

Mobile: (919) 931-0767
Primary Phone

Business: (919) 828-2501
Alternate Phone

samhall9900@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?

Work Experience

Volunteer Experience

Education

Comments

[Goebel_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

[REDACTED]
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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Jeffrey Goebel

2613 Bembridge Dr.
Raleigh, North Carolina, 27613
919 931-0767
samhall9900@gmail.com

WORK EXPERIENCE

JORDAN PRICE WALL GRAY JONES & CARLTON, Raleigh, NC **Attorney/Partner, Sep 2002 – Present**

- 18+ years' experience with all aspects of real estate transactions and management, representing buyers and sellers in matters ranging from vacant rural lots to state forests to \$600,000,000.00 multi-state industrial facilities, including:
 - contract negotiations
 - title research and curative matters
 - land acquisition, use and development pursuant to governing UDO
 - private and public financing/SBA loans
 - IRS 1031 exchanges
 - historic preservation
 - environmental regulations and remediation
 - landlord/tenant relations and commercial lease negotiations

BROCK & SCOTT, PLLC, Greenville, NC **Associate attorney, Dec 2000 – Jul 2002**

- Managed Greenville law office, including staff of five.
- Responsible for firm's real estate transactions throughout eastern North Carolina.

AVERITT EXPRESS, Charlotte, NC **Logistics Specialist, Aug 1994 – Aug 1998**

SERVICE MERCHANDISE, Charlotte, NC **Warehouse Manager, Mar 1993 – Jul 1994**

OFFICEMAX, Charlotte, NC **Shipping and Receiving Manager, Jan 1991-Mar 1993**

EDUCATION

Marquette University, Milwaukee, WI *B.A., International Affairs, 1991*

University of Arkansas School of Law, Fayetteville, AR *J.D., 2000*

ADDITIONAL SKILLS

- Licensed in State of North Carolina and Western District of North Carolina.
- Veteran attorney with experience gained from over 18 years of practice, including ability to navigate both the court system and the private financial industry.
- Effective communicator, skilled at interpreting law for both professionals and laypeople, including as instructor in various CLE presentations.
- Active in local bar association, including prior service in 11th District Bar Professional Responsibility and Lawyer Support Committees.

Profile

Which Boards would you like to apply for?

Housing Authority: Submitted
Human Services Board: Submitted
Zebulon Board of Adjustment: Submitted
Zebulon Planning and Zoning Board: Submitted
Wake County Steering Committee on Affordable Housing: Submitted
Wake County Water Partnership: Submitted

Please select your first Board preference: *

Wake County Water Partnership

Please select your second Board preference: *

Zebulon Planning and Zoning Board

Please select your third Board preference: *

Zebulon Board of Adjustment

Please select your fourth Board preference: *

Housing Authority

Please select your fifth Board preference: *

Human Services Board

Please select your sixth Board preference: *

City of Raleigh Planning Commission

Adrian _____ Harris _____
First Name Middle Initial Last Name

528 Golden Plum Lane _____
Street Address Suite or Apt

Zebulon _____ NC 27597
City State Postal Code

What district do you live in?

District 1

Mobile: (252) 289-2404 _____ Business: (919) 515-9078 _____
Primary Phone Alternate Phone

ajharris@alumni.ecu.edu _____
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:** Zebulon

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

As a contributing member to a board or commission, I believe I can contribute to the discussion, mission, and values of organizations through the collaboration of other board team members working to listen and help meet the needs of the community. In my profession of Human Resources, I am often selected to serve on several focus groups to help identify issues and concerns of employees and to help better process improvement and policies. I most recently was selected to participate in a sprint using the process (Scrum) to help NC State Human Resource develop a program that is inclusive for all employees regarding employing recognition and awards. This sprint was a week long dedication with 9 members across the University tasked by the Associate Vice Chancellor for Human Resources to implement a better way of recognizing employees as a result of a low score on a University-wide employee engagement survey. Being able to contribute to the overall solutions after hearing and understanding the needs of people is why I chose the profession of Human Resources and why I believe serving on community boards or commissions will be beneficial to all stakeholders (community, board, leadership, and my personal ambitions).

Work Experience

Over 5 years of Human Resources experience Human Resources Department Manager, NC State University Funeral Director's Assistant, Carrons Funeral Home

Volunteer Experience

Volunteer with Wake County School System previously Wilson County Schools, Mentor through Kappa Alpha Psi, Fraternity, Incorporated.

Education

B.S. Degree Business and Administration concentration in Management NC Notary Public Currently Enrolled for NC Funeral Director Program

Comments

Will be pursuing a MBA at NC State University upon completion of HR (SHRM) certifications and NC Funeral Directors Program

[Adrian Harris -
Resume 2019.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 *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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

ADRIAN J. HARRIS

Raleigh, NC • (252) 289-2404 • ajharris@alumni.ecu.edu • [Linkedin.com/in/adrianharris](https://www.linkedin.com/in/adrianharris)

HUMAN RESOURCES

MANAGEMENT SYSTEM PROCESSES/PERFORMANCE MANAGEMENT FOCUSED

Focused on obtaining a human resources professional opportunity that values proven success in an administrative environment and the ability to identify and address human capital issues affecting business success. Progressive thinking problem solver with highly detailed orientation, strong analytic capabilities, and excellent communication skills.

CORE COMPETENCIES & TRANSFERABLE SKILLS

- Metric Data R&D
- Management/Supervisor Training
- Web Leave Administration
- Internal Database Management
- Detailed Oriented | Analytics
- Salary Adjustment Process
- Written/Verbal Communication
- Human Capital Issues
- Troubleshooting
- Change Management
- Candidate Selection/Interviewing
- HR Consultation | MS Office
- Time Management | Organization
- Mentoring/Leadership
- Employee Relations/Issues
- Documentation
- Federal/State Employment Laws
- Compensation Practices
- Data Analysis
- Performance Management System
- Innovative Problem Solving

- ✓ **Excellent Human Resources/Administrative Experience:** Proven success and experience in human resources environments with expertise in handling complex employee/client relations issues. Effectively utilizes demographic data to identify and analyze human capital trends in order to develop business strategies conducive to overall company success. Strong advocate for diversity and inclusion in the workplace.
- ✓ **Valuable Team Player and Team Leader:** Strong interpersonal skills allow for seamless integration into multiple environments. Takes initiative regarding identification of potential areas for process improvement, making suggestions on in the change management process. Follows directives from multiple leadership positions in order to achieve company goals. Highly attentive to detail so as to maximize process efficiency.
- ✓ **Excellent Writer and Producer of High Quality Reports:** Excellent verbal and written communication skills with the ability to properly convey complex information in a concise fashion. Exceptional time management capabilities, completing tasks in high pressure, time sensitive environments. Ability to effectively interact with staff and leadership of varying departments in order to support engagement and achieve human capital goals.
- ✓ **Highly Valuable Consultation Skills:** Highly capable of providing consultation on matters ranging from compensation practices to departmental re-organization, as well as HR policy guidance and interpretation. Comfortable educating supervisors and managers on the utilization of the performance management system. Provides critical thinking in order to adapt to more complex situations while delivering valuable input.

EDUCATION | LICENSURE | TRAINING | SOFTWARE SKILLS

EAST CAROLINA UNIVERSITY, GREENVILLE, NC
B.S., Business Administration / Management



Licensure | Commission
Notary Public Commission, NC Secretary of State

Software Training & Skills
*MS Office Suite (Word, Excel, PowerPoint, Access)
HRMS Software, PowerFAIDS Software, Google Docs,
Adobe Pro 9, Meridian Database Software, PeopleSoft*

WORK EXPERIENCE

NC STATE UNIVERSITY | RALEIGH, NC

HR Partner, University Advancement (2017-present)

- Coordinates the key HR functions, including leave administration, HRIM actions, onboarding and offboarding while serving as a liaison between central HR and the college division.
- Maintains divisional data related to HR, employee files, records, annual evaluations, leave and timekeeping data, salary adjustments and promotions.
- Assess and evaluates issues that arise related to Human Resources, Payroll, Benefits, and Budget by reviewing policy and consulting with managers and department heads to determine actions for personnel.
- Creates and distributes correspondence to divisional employees and advising division on employee recognition and other HR policies and updates.
- Serves at the division HR representative for all matters of personnel, primary contacts, and information relating to personnel from the University.
- Coordinates division performance appraisal program and assist supervisors with performance appraisal process.
- Monitors and tracks employee time and leave information and serves as division time keeper, leave administrator, Lan-tech and Com-tech coordinator.
- Serves on focus groups and task force to improve best practices and policies at the University level. Most recently, helped develop a program initiative for improve employee recognition for the University across all levels.

VIDANT HEALTH | GREENVILLE, NC

HR Specialist, Leave Management (2016-2017)

- Maintain open communication with all HR levels of management as needed regarding consistent application of Federal and State laws and regulations, Vidant Health policy and certification outcome: approvals and denials.
- Assist with ongoing quality improvement and program development while serving as a resource.
- Assists in the development and implementation of education to Vidant Health managers and employees regarding Leave Management program and process.
- Identify and resolve day to day problems or issues regarding leave management and seeks assistance from Coordinator as needed.
- Receive and process all Vidant Health FML/LOA certification requests following policy and procedures associated to the certification process and legal limits.

BARTON COLLEGE | WILSON, NC

Financial Aid Advisor (2015-2016)

- Advised students and parents regarding the financial aid process and expectations of them according to institutional and governmental requirements; making recommendations according to specific needs of each situation.
- Assisted in verification of student and parent application data as to meet all material requirements according to federally mandated criteria. Coordinated work-study program for on- and off-campus opportunities.
- Provided meticulous documentation of all material terms and information while adhering to policies and procedures.
- Acted as an intermediary between the administrative office, student and governmental entities in order to facilitate a mutually beneficial result, consistent applicable program purposes and intentions.

WILSON COUNTY PUBLIC SCHOOLS | WILSON, NC

HR Specialist / HRMS System Administrator (2012 - 2015)

- Trained HR staff, Hiring Managers, and Administrators regarding HR Management System software. Managed staff, allotments and budgets by working directly with Finance Officer. Prepared reports utilizing Excel, Access, and HRMS reporting tools utilizing requests.
- Maintained, tracked, and managed HR Management System. Updated job postings and offered employment through employee processing. Attended job and career fairs; recruited candidates for employment and students.
- Monitored and tracked certified applicant data, including performing background checks and I-9 verifications.

GRIFOLS INC. | CLAYTON, NC

Summer Intern - Project Engineering / Document Control (2011)

- Provided reports and related engineering documentation to engineers. Scanned and uploaded materials in the electronic library. Reviewed and edited controlling documents utilizing meridian database.
- Performed administrative duties according to corporate policies and procedures.

PROFESSIONAL ORGANIZATIONS

Kappa Alpha Psi Fraternity
Rocky Mount Alumni Chapter Board
National Society of Leadership and Success
Student Government Association Undergraduate Senator
Alpha Kappa Psi Inc. Professional Business Fraternity
Business Emerging Leaders

VOLUNTEER EXPERIENCE

Relay for Life, Volunteer
Wilson County Schools, Volunteer
Wake County Schools, Volunteer
Boys & Girls Club, Volunteer

AWARDS / RECOGNITION

Youth of Year Award
Outstanding Citizen's Award, Mayor of Wilson
iLead Student Leadership Development Award
References and Further Project Information Available Upon Request