

Privacy Notice

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Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

Nursing Home Community Advisory Committee

Please select your second Board preference: *

Adult Care Home Community Advisory Committee

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

Carol
First Name

C
Middle Initial

Derrenbacher
Last Name

11414 Royal Creek Dr
Street Address

Suite or Apt

Raleigh
City

NC
State

27603
Postal Code

What district do you live in?

District 4

Home: (919) 554-2578

Primary Phone

Home: (919) 696-6096

Alternate Phone

cderrenbacher@gmail.com

Email Address

Retired Wake County
Schools

Employer

Speech Language
Pathologist

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?

I was the caregiver for my father who resided in a Nursing facility and received very good care prior to his death 19 years ago. I was involved for many years with seniors through the Center for Volunteer Caregiving and want to do all I can to assure that those who need nursing care receive the best care possible.

Work Experience

Poll worker early voting 2012 Speech Language Pathologist: Wake County Schools for 20 years. Preschool director and Music teacher 4 years

Volunteer Experience

GAL volunteer advocate- Franklin County 20 years Volunteer 12 yrs; local coordinator 8 yrs.: for Center for Volunteer Caregiving

Education

MEd Special Ed; Ga State . BA; College of New Rochelle

Comments

I do not have a resume.

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?

Newspaper

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Adult Care Home Community Advisory Committee

Please select your second Board preference: *

Nursing Home Community Advisory Committee

Please select your third Board preference: *

City of Raleigh Housing Appeals Board

Please select your fourth Board preference: *

Housing Authority

Please select your fifth Board preference: *

Alcoholic Beverage Control Board

Please select your sixth Board preference: *

Agricultural Advisory Board

Sherri

First Name

McBurrows

Last Name

Middle Initial

2800 Calliope Way

Street Address

Suite or Apt

Raleigh

City

NC

State

27616

Postal Code

What district do you live in?

None Selected

Mobile: (973) 900-4622

Primary Phone

Home: (973) 900-4622

Alternate Phone

smcburrows1@gmail.com

Email Address

North Carolina Central
University

Employer

Assignment Coordinator

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 studying to become an Ombudsman.

Work Experience

My work experience includes Residential Life in higher education; Victim Advocate / LAP Coordinator for domestic violence; and mental health.

Volunteer Experience

I have volunteered on Juvenile Conference Committee and Child Placement Review boards for the State of New Jersey. As well as, Office Coordinator for non-profit established to support NICU newborns and families.

Education

Kean University, Bachelor of Arts in Communication

Comments

[Sherri_McBurrows_31.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

Sherri McBurrows

Demographics

Date of Birth

Gender *

Female

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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Sherrri McBurrows

2800 Calliope Way, Apt 105, Raleigh, North Carolina 27616, (973) 900-4622

smcburrows1@gmail.com

Education:

Bachelor of Arts, Communications

Kean University

Certificates:

Ombudsman: A Unique Role in Dispute Resolution

Coursera (University of Colorado)

Human Resources Assistant

Wake Technical Community College

Work History:

Assignments Coordinator / Administrative Operations Officer, North Carolina Central University,

2024-present

- Managing student housing assignments, occupancy management, records retention, database management, room billing, room descriptions, vacancies and addresses.
- Assist the Residential Life Office with day-to-day operations including but not limited to in-person customer service, answering phones, routine correspondence, proofreading and managing the key replacement processes.
- Assist in the recruitment, selections, training, and development of student staff members working in the Residential Life Office.
- Resource to current and prospective students, parents, and stakeholders regarding assignments process, procedures, and accommodations for approximately 3,000 residential students.
- Designee for Student Accessibility Services/ ADA, Athletics, and Theme housing communities.
- Direct partnering with facilities management to ensure repairs and safety.
- Enrollment management and Admissions nominee.
- Organization of summer housing applications, assignments, and website information. Collaborate closely with summer leaders from international and on/off-campus communities.
- Primary events coordinator for the Residence Life team end of the year banquet.
- Arrange campus wide Move In-Move Out residence hall check-in, volunteers.
- Residential Life presentations to incoming, transfer, and new first time freshmen students and parents.
- Verify the validity of data in housing software.
- Work with the Census Bureau to administer surveys per academic year to random students.

- Support the Residential Life Office, Division of Student Affairs, and North Carolina Central University with additional responsibilities deemed relevant to the needs of the aforementioned.

Victims Advocate / LAP Coordinator, Durham Crisis Response Center, 2024-present

- One to one counseling support to victims of domestic violence, sexual assault and unhoused population.
- Supply emotional support, safety planning, referrals, and resources for victims.
- Provide resources to unhoused population.
- Operate and provide support for the 24-Hour Crisis Line. Conduct thorough follow-up on crisis line calls as required.
- Complete comprehensive intakes to gather essential client information.
- Develop and implement safety plans during crises and pre-planning stages.
- Utilize case management tools to deliver effective crisis intervention.
- Participate in the Staff on Call rotation to ensure continuous support.
- Establish and maintain strong relationships with external community agencies to leverage available resources for client needs.
- Identify, address, and resolve client crises through intervention, emotional support, and resolution planning.

North Carolina Education Lottery Draw Auditor, Preston CPA, 2025

- Witness and certify by signature daily and nightly draw activities and procedures at the Multi-State Lottery Association headquarters and WRAL television station, a Capital Broadcasting Company.
- Ensure the conduct of the drawings complies with established draw procedures including procedures for the inspection of draw equipment, selection of winning numbers, identification of prize winner(s) and confirmation of the value of the prize(s) awarded.

Audio Board Operator, Curtis Media Group, 2023-2024

- Controls voice levels and production of WPTF 680 AM radio scheduled programming.
- Ensure production timing, perform announcements, and edit programs.

Housing Assignments Staff Specialist, Duke University, 2022-2024

- Coordinate room assignments for Resident Advisors, and Duke Kunshan University students.
- Plan, arrange, and administer support of day-to-day housing assignment office operations and processes.
- Prepare, and verify, governmental documents.
- Provide program management, database management, housing reassignments, and application cancellations.
- Extensive correspondence with faculty, staff, alumni, students, parents, and institutions.
- Effectively communicate Housing policy/procedures to students and parents.
- Establish and maintain existing campus partnerships and collaborations.

Employment First Teacher, The ARC of New Jersey 2022

- Created and developed resource materials, classroom aides or instructional aids, and videos for on-the-job communication and social skills.
- Created hands-on workshops and presentations for students, families, and professionals to provide education on competitive employment opportunities for their students.
- Implemented the curricula in four pilot high schools.
- Developed a Train the Trainer model to equip teachers and transition staff at the end of the 8-week program.
- Identified and contacted employers within the target area to assess interest in hosting jobsite visits for students with developmental disabilities.

Pharmaceutical Customer Service Representative, Syneos Health, 2020-2021

- Provided Health Care Providers, Pharmacists, patients, and the public with information on pharmaceutical products.
- Offered services and programs to assist in financial assistance.
- Responded to customer inquiries, researched information /resources, and resolved customer complaints.

Mental Health Specialist, Rutgers University 2017

- Provided active listening, collaborative problem solving, and safety planning for those in need.
- De-escalated crisis situations.
- Supplied immediate distress of individuals in crisis.
- Reduced the risk of self-harm or harm to others.
- Provided mental health resources and referrals as needed.

ABA Instructional Aide/In-home, Montclair Board of Education, 2015-2022

- Utilized and executed Applied Behavior Analysis techniques to students, ages 3-6, on the autism spectrum.
- Provided educational, physical, social, and emotional support to gain optimum outcome of the student's individual goals, IEP, and Behavioral Plans.
- Completed daily graphing of educational programs.

Non-Profit:

Office Coordinator Volunteer/Board Member, My Kota Bear, 2022

- Assist the Founder/CEO, and co-founder with daily administrative functions of a non-profit 501(c)3 organization.
- Manage organizational office tasks, communications, scheduling, and handling of incoming and outgoing emails.
- Deliver products to families in need of supplies for their newborns and young children.

Training:

- Sexual Violence/ Sexual Assault Policy, Domestic Violence, LGBT Awareness -- United States Department of Education, Office of Violence Against Women, Title IX

- FERPA, HIPAA, Clery Act, Judicial Training -- United States of Department of Education, Office of Violence Against Women, Title IX and Shaw University
- Mental Health First Aid – National Council for Mental Wellbeing
- Wake County Office of Violence Against Women -- Shaw University
- Preventing Sexual Harassment -- Union County College
- Fire Safety -- Raleigh Fire Department
- Gang Violence -- Wake County Sheriff Department
- Equal Opportunity/ Affirmative Action, Effective Communication/ Problem Solving -- Superior Court of New Jersey
- Child Abuse and Neglect -- Monmouth Ocean County Educational Services Commission
- Undoing Racism -- People's Institute
- CPI Training -- Montclair Board of Education
- ServSafe Certification – The Food Bank of New Jersey
- Event Planning Foundations – LinkedIn Learning

Memberships:

- Staff Council -- Montclair Education Association
- Juvenile Conference Committee -- Superior Court of New Jersey
- Child Placement Review Board -- Superior Court of New Jersey
- North Carolina Housing Officer -- North Carolina Housing Committee

Computer Skills:

- Microsoft Office Suite, Mercury, Housing Cloud, Maxient, Banner, Bard Notices, WebEx, Zoom, Moodle, Artemis, ADP, Jenzabar EX4, LMOS, WFA-C, Livewire, Salesforce

LinkedIn:

- Event Planning Foundations – LinkedIn Learning
- Ethical Foundations for Compliance – LinkedIn Learning
- Business Ethics – LinkedIn Learning
- Values and Ethics – LinkedIn Learning
- Ethical Decision Making in Business: Strategies for Success – LinkedIn Learning

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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

Sarah Lynne

First Name

Raha

Last Name

Middle Initial

4112 City of Oaks wynd

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

District 7

Home: (919) 510-7899

Primary Phone

Mobile: (646) 327-4374

Alternate Phone

slraha@gmail.com

Email Address

none

Employer

none

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 have served on the nursing home community advisory committee for several years, I feel I am making a positive difference in the lives of the residents.

Work Experience

High School Math teacher English as a second language teacher

Volunteer Experience

In classrooms in many capacities. Girl guide leader. Cubs leader. treasurer for different organizations. CAC member President of Neighbourhood Ladies Club. Serving food in soup kitchen, Durham.

Education

Math Teaching certificate from Manchester University England BA in Linguistics from Carleton University Canada

Comments

I wish to renew my term on the committee. I am eagerly awaiting the opportunity to continue the work when it is safe to do so.

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?

Newspaper

If you selected "Other" above, how?

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Adult Care Home Community Advisory Committee

Please select your third Board preference: *

Adult Care Home Community Advisory Committee

Please select your fourth Board preference: *

Nursing Home Community Advisory Committee

Please select your fifth Board preference: *

Nursing Home Community Advisory Committee

Please select your sixth Board preference: *

Adult Care Home Community Advisory Committee

Kay
First Name

Middle
Initial

Castillo
Last Name

7009 Sandringham Drive
Street Address

Suite or Apt

Raleigh
City

NC
State

27613
Postal Code

What district do you live in?

None Selected

Mobile: (843) 331-7898

Primary Phone

Business: (919) 782-1530

Alternate Phone

kay@forlhc.org

Email Address

Friends of Residents in Long-Term Care

Employer

Executive 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:

Raleigh

Interests & Experiences

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

To become more familiar with the landscape of long term care facilities in our county and how to best advocate for individuals receiving care.

Work Experience

Previous Director of Advocacy, Policy, and Legislation and Registered Lobbyist for the National Association of Social Workers NC Chapter.

Volunteer Experience

I have volunteered with various nonprofits across the triangle including the North Carolina Coalition on Aging, Young Nonprofit Professionals Network of the Triangle, and NC Women United.

Education

Bachelor of Social Work, May 2009

Comments

[Kay_Paksoy_Castillo_Resume_2023_Final.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

Kay Castillo

Demographics

Date of Birth

Gender *

Female

Ethnicity *

Other

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Colleagues

Please upload a file

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Kay Paksoy Castillo, BSW

843-331-7898, kaypaksoy@gmail.com, Raleigh, North Carolina

Experience

Executive Director, Friends of Residents in Long-Term Care, Raleigh, North Carolina

March 2023 - Present

Oversee and manage statewide nonprofit whose mission is to improve the quality of long-term services and supports in North Carolina by providing a state-wide network to educate, advocate for, and support North Carolinians needing or using long-term care.

Director of Advocacy, Policy and Legislation; Registered Lobbyist; International Coordinator,

National Association of Social Workers, North Carolina Chapter, Raleigh, North Carolina,

July 2010 - December 2022

Lead lobbyist representing social work membership association with over 5,000 members in North Carolina. Oversaw efforts to advocate for bills and policies impacting the social work profession. Represented interests at coalitions. Led committees and workgroups within association. Planned and implemented Social Work Advocacy Day. Facilitated and led various advocacy related webinars. Managed membership services to over 200 members that lived and worked abroad.

Resident Counselor, Methodist Home for Children, October 2009 - February 2011

Worked with adolescents to help manage behavioral health needs. Facilitated community outreach and oversaw relationships with client's school, home, and support networks. Worked part time from July 2010 until February 2011.

Leadership Positions

Coalition on Aging, Raleigh, NC July 2010 - Present

Positions Served: Vice Chair, September 2012-2016; Board of Directors, September 2021-Present

Represented social workers at monthly meetings to advocate for the needs of aging and older adults. Served in leadership roles on various committees including Advocacy Day Planning, Annual Meeting Planning, Health Equity, and Future Direction that led to the establishment of a nonprofit status. Elected by colleagues to serve on the Board of Directors in 2021 for a two year term.

Professional Association Council, Raleigh, NC, July 2010 - December 2022

Positions Served: Chair, January 2019 - December 2022

Coordinated and led monthly meetings bringing North Carolina behavioral health provider associations together to advocate on common issues impacting over 26,000 professionals in North Carolina. Developed position statements on policies and legislation impacting the field. Facilitated advocacy with legislators to advance priorities.

Coalition on Mental Health, Developmental Disabilities, and Substance Use Disorders, Raleigh, NC, July 2010 - December 2022

Positions Served: Treasurer, 2011-2014; Vice Chair, 2012-2014; Chair, 2014-2016; Past Chair, 2016-2017; Interim Chair, March 2018-August 2018

Represented social workers at monthly meetings. Throughout tenure as Chair, planned and led advocacy efforts, wrote position statements on critical issues, and spoke on behalf of thirty

membership organizations. Co-led the Policy Committee and helped direct advocacy initiatives.

Mental Health Coalition, Raleigh, NC, July 2010 - December 2022

Positions Served: Secretary, September 2012-July 2018; Chair, July 2018-September 2021

Represented social workers at coalition meetings advocating for persons with mental illness.

North Carolina Women United, Raleigh, NC

June 2012- July 2016

Served on Board of Directors as a Director of Policy from 2012-2013. Served as Secretary on the Executive Committee from 2013-2016. Facilitated Advocacy Day events for members, planned networking events, and helped create the organization's legislative agenda annually.

Young Nonprofit Professional Network of the Triangle, Raleigh, NC

August 2010-August 2013

Helped form local chapter and establish 501C3 status. Served on Advisory Board. Oversaw community outreach, monthly socials, and educational luncheons.

Education

Campbell University, Buies Creek, NC- Bachelor of Social Work, May 2009

Awards and Recognition

Campbell University, School of Education Graduate of the Decade Award, *January 2012*

Addiction Professionals of North Carolina, Advocacy All-Star Award, *October 2020*

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Adult Care Home Community Advisory Committee

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

Adriana

First Name

Scott-Wolf

Last Name

Middle Initial

1113 Harrison Ridge Rd

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Mobile: (516) 680-0603

Primary Phone

Mobile: (516) 680-0603

Alternate Phone

ascottwolf@aol.com

Email Address

Self-Employed

Employer

Therapist- Owner

Job Title

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

Yes No

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

Wake Forest

Interests & Experiences

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

My mother, who recently passed in December of 25', had dementia and I was her sole caregiver for years. We moved down to Wake Forest in 2022 and in 2023 I had her placed in an independent living facility. In 2024, through the progression of her disease, she went from Independent Living, to Hospital Admission, to Rehab at skilled nursing, to respite care in memory care, to a final placement in memory care skilled unit until her passing. Since independent living and through her journey through different levels of care, I've seen her and others receive phenomenal care, and I've also witnessed numerous violations of not only ethical and moral standards, but medical violations as well as violations of residents bill of rights in these facilities, which have negatively impacted the safety and dignity of the residents.

Work Experience

2019-Present.- Owner of Mental Health Private Practice providing clinical services to those suffering from anxiety, trauma and PTSD. 2014-2021- School-Based mental health supervisor. Clinical supervisor with extensive experience in regulated mental health settings, overseeing staff, documentation, utilization reviews, and program budgets to ensure high-quality, compliant care. Proven collaborator with leadership and oversight committees, bringing a strong work ethic and professionalism to system-level improvement initiatives. June 2014-Nov 2014- Family therapist for juvenile justice population Provided regulated home-based family therapy while ensuring strict adherence to evidence-based models, documentation standards, and city/state compliance requirements. Jan 2014-June 2014- Foster Care Supervisor Supervised foster care case management using evidence-informed models, providing strategic leadership to support reunification and permanency outcomes while maintaining compliance with agency and legal standards. Represented the agency in multidisciplinary meetings and court proceedings, demonstrating strong professionalism, oversight, and accountability. 2011-2014- Family Therapy with JJI Youth Delivered intensive, evidence-based family therapy to juvenile justice-involved youth reentering the community, focusing on stabilization, risk reduction, and reduced recidivism. Collaborated with NYC's Administration for Children Services and NYS Office of Children & Family Services while maintaining rigorous documentation, model fidelity, and regulatory compliance across all services. 2007-2011 Provided counseling, advocacy, and coordinated support services to families adopting from foster care, ensuring access to public benefits, clinical services, and long-term stability. Contributed to program development, stakeholder collaboration, and citywide post-adoption initiatives, demonstrating strong professionalism and system-level engagement.

Volunteer Experience

None

Education

2011- MA Forensic Mental Health Counseling, John Jay College of Criminal Justice 2007- MA in Forensic Psychology, John Jay College of Criminal Justice 2004- BA in Psychology, Adelphi University

Comments

[Resume_A.Scott-Wolf.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 *

Hispanic

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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Adriana Scott-Wolf

Licensed Mental Health Counselor



516-680-0603



ascottwolf@aol.com &
adriana@monarchmhc.com



Raleigh, N.C.

License Number

North Carolina #17667
New York State- #005985

Special Projects

Facebook group admin of
“Long Island Mental Health
Providers” &
“NC Mental Health Emergency
& Disaster Responders”

Former member of NYC
Post-Adoption Consortium

Former member of NYC
School-Based Mental Health
Committee

Post-Graduate Training Highlights

EMDR Levels 1 and 2, 2020

Trauma Informed Sandtray,
2016

TF-CBT, 2014
Cognitive Behavioral
Intervention for Trauma in
Schools (CBITS), 2014

Functional Family Therapy
(FFT), 2011

Education

Forensic Mental Health
Counseling, M.A.

PROFESSIONAL PROFILE

Licensed mental health professional with a strong track record in therapeutic intervention, systems collaboration, and community mental health. EMDR-trained and deeply committed to advancing trauma-informed practices in both clinical and educational environments. Available for consultation on trauma-informed care implementation in schools and community-based programs.

EXPERIENCE

Monarch Mental Health Counseling, Owner, 2019-Present

- Provide individual psychotherapy to adults & teens experiencing a wide range of mental health challenges, utilizing a fully trauma-informed, client-centered approach.
- Collaborate with local business owners to enhance the integration of mental health services within the community, promoting access and awareness.
- Create, facilitate, and manage multiple professional Facebook groups for clinicians in Long Island, NY, and North Carolina—focused on interprofessional collaboration, streamlining the referral process, and addressing emergency mental health needs within the area and state.

Sheltering Arms Children & Family Services (formerly Safe Space NYC)- Queens, N.Y.

Kidwise Supervisor – School Based Mental Health Program, Nov 2014 – August 2021

- Supervised clinical therapists, interns, and administrative staff across multiple K-8 schools within the South Jamaica community, ensuring high-quality mental health service delivery.
- Partnered with agency leadership and school administrators to design, expand, and integrate mental health programs within the academic and school-wide environments.
- Delivered individual psychotherapy, play therapy, and family/group therapy on-site at school locations, addressing a broad range of student mental health needs.
- Led and facilitated professional development for educators, as well as workshops for parents and students on mental health topics and behavioral support strategies.
- Reviewed and monitored clinicians' session documentation, treatment plans, and adherence to best practices and compliance standards.
- Conducted regular Utilization Reviews to evaluate service effectiveness and resource allocation.
- Managed and tracked the program budget to ensure fiscal responsibility and alignment with organizational goals.
- Member of the NYC School-Based Mental Health Committee, supporting citywide initiatives to enhance school mental health systems.

John Jay College of Criminal
Justice
2011

Forensic Psychology, M.A.
John Jay College of Criminal
Justice
2007

Psychology, B.A.
Adelphi University
2004

Community Solutions Inc. – Queens, New York
Functional Family Therapist, June 2014–Nov 2014

- Delivered home-based family therapy to address a broad spectrum of emotional and behavioral challenges, utilizing a strengths-based and evidence-informed therapeutic model.
- Contributed to the design and implementation of program quality assurance initiatives, including monitoring, evaluation, and research to ensure service effectiveness and compliance.
- Facilitated weekly peer supervision groups and case staffing meetings to promote clinical collaboration, case conceptualization, and continuous professional development.
- Maintained accurate and timely documentation of therapy sessions and developed reports in accordance with agency protocols, Functional Family Therapy (FFT) national standards, and city/state regulatory requirements.

Catholic Guardian Services (Formerly Catholic Guardian Society & Home Bureau) – New York, NY

Social Work Supervisor, January 2014 – June 2014

- Applied the Solution-Based Casework (SBC) evidence-informed model to guide case management practices and ensure consistency with best-practice standards.
- Provided leadership and strategic direction to planning teams to promote timely family reunification, minimize unnecessary placement changes, and accelerate adoption finalizations.
- Conducted regular individual and group supervisory conferences to assess caseload progress, enhance case management strategies, and support professional development.
- Actively participated in family team meetings, multidisciplinary conferences, and court hearings, representing the agency and advocating for client needs.
- Oversaw the development of service plans by coaching case planners in effective family engagement, assessment, and goal setting to ensure plans were realistic, actionable, and aligned with family needs.
- Prepared comprehensive court reports, psychosocial evaluations, and other required documentation in accordance with agency and legal standards.

Functional Family Therapist, January 2011- January 2014

- Delivered family therapy to juvenile justice involved youth and their families using an evidence-based model, with a focus on risk reduction, behavioral stabilization, and family system improvement.
- Conducted clinical family assessments, provided short-term intensive therapy, and responded to crises to support stabilization and prevent further system involvement.
- Applied the Functional Family Therapy (FFT) model to develop and implement treatment plans aimed at reducing recidivism and addressing emotional and behavioral challenges within the family unit.
- Collaborated with the Administration for Children's Services (ACS) and the New York State Office of Children and Family Services (OCFS) to ensure coordinated care and service delivery.
- Participated in weekly clinical team meetings, agency-wide trainings, and staffings to support continuous quality improvement and model fidelity.
- Maintained detailed clinical documentation in compliance with agency policies, FFT national standards, and applicable city and state regulatory requirements.

Post-Adoption Caseworker, June 2007-January 2011

- Prioritized program development and cultivated agency buy-in to strengthen service offerings, ensure sustainability, and align program goals with organizational mission.
- Provided individual and family counseling, referrals, and advocacy services to adoptive families, supporting long-term adjustment and family stability.
- Facilitated pre- and post-adoption support groups for parents, teens, and children, fostering peer connection and emotional support across the adoption journey.
- Assisted parents in accessing Early Intervention services, obtaining mental health assessments, applying for Medicaid, and securing NYS Adoption Subsidy upgrades for their children.
- Collaborated with external professionals—including educators, psychiatrists, psychologists, and medical providers—to ensure coordinated care and comprehensive support.
- Developed and distributed quarterly departmental newsletters to families and partner agencies, promoting available resources and program updates.
- Member of the NYC Post-Adoption Consortium, contributing to citywide discussions on post-adoption support and best practices.
- Conducted outreach and facilitated presentations about the post-adoption program to local agencies, hospitals, and community organizations.

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Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

Adult Care Home Community Advisory Committee

Please select your second Board preference: *

Holly Springs Board of Adjustment

Please select your third Board preference: *

Holly Springs Planning Board

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Jim
First Name

Middle
Initial

Tingler
Last Name

218 Lemon Leaf Pl
Street Address

Suite or Apt

Holly Springs
City

NC
State

27540
Postal Code

What district do you live in?

None Selected

Business: (919) 578-1672

Primary Phone

Mobile: (678) 602-9335

Alternate Phone

jim@heartandhomecare.com

Email Address

Heart And Home Care

Employer

Owner

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:

Holly Springs

Interests & Experiences

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

Desire to give back to the community and help seniors age with dignity.

Work Experience

17 years in Enterprise Software sales. In 2024 I started my own business that is a Home Care Registry.

Volunteer Experience

FRC Robotics, Church men's bible study, FLL Robotics.

Education

Bachelor's from FAU in International business and trade

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

Jim Tingler

Date of Birth

Gender *

Male

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

Human Services Board

Please select your second Board preference: *

Juvenile Crime Prevention Council

Please select your third Board preference: *

Adult Care Home Community Advisory Committee

Please select your fourth Board preference: *

Nursing Home Community Advisory Committee

Please select your fifth Board preference: *

Library Commission

Please select your sixth Board preference: *

Citizen's Energy Advisory Commission

Abirami

First Name

Senthil-Murugan

Last Name

Middle Initial

2021 Thesis Cir

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

None Selected

Home: (980) 643-2283

Primary Phone

Home: (980) 643-2319

Alternate Phone

asenth23@ncsu.edu

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 am interested in serving on a Board or Commission because I care deeply about how local policy, public health systems, and community advocacy intersect to shape health outcomes for real people in our community. As a biomedical engineering major with a minor in public policy, I am trained to quickly identify needs, evaluate constraints, and think critically about practical solutions - skills that align closely with the responsibilities of advisory boards and commissions. This background has shaped the way I approach community challenges: by listening carefully, analyzing systems, and working toward sustainable, evidence-based improvements. Through my experiences in health education, CPR instruction, as well as my work with children and families, I have seen firsthand how county programs and funding decisions can either remove barriers or unintentionally create them. These experiences have shaped my growing research interests in health equity and prevention, particularly how local policies and programs can reduce disparities and improve outcomes for underserved communities. Serving on a board or commission would allow me to contribute a thoughtful, community-centered perspective while learning from professionals across sectors and supporting initiatives that promote equitable and sustainable health outcomes throughout Wake County.

Work Experience

N/A - All of my relevant experience has been through volunteer leadership, health initiatives, and community programs.

Volunteer Experience

Founder, Care4Cardio - 2022 - 2024 Founded a student-led organization focused on cardiology education and community health; organized CPR workshops, health education sessions, and food drives to improve local wellbeing. Youth Committee Lead, Local Volunteering Organization - 2022 - 2024 Recruited, trained, and coordinated over 100 volunteers; organized cultural events, street clean-ups, and community service initiatives in partnership with local organizations. Educational Game for Children with Disabilities (in development) - 2025 - Present Collaborating with peers to design a hands-on interactive game using circuits and Arduino that promotes learning, engagement, and skill-building for children with low motor skills. Children's Book Project - 2024 Wrote and donated a children's book to a school in Charlotte to promote literacy and inspire young learners. Telemedicine Initiative for Seniors (in planning) - 2026 Developing a community initiative to help older adults navigate Telehealth resources and improve access to care. Leadership & Campus Involvement President, American Student Association at NCSU - 2026 - Present Active Member, MedLife - 2024 - Present Social Chair, Dance Team - 2024 - Present

Education

Bachelor of Science in Biomedical Engineering (Lampe Joint NCSU/UNC Program) - Expected Graduation May 2028 Minor in Biology - North Carolina State University Minor in Public Policy - University of North Carolina at Chapel Hill Coursework and interests include health systems, public health, and applying engineering principles to improve community health outcomes.

Comments

I am currently working toward my Registered Behavior Technician (RBT) certification and gaining experience as a Medical Assistant to further develop my skills in patient care and health systems. I hope these experiences will complement my service on a board or commission and allow me to contribute effectively to community health initiatives.

[Abirami_Senthil_Resume.pdf](#)

Upload a Resume

[wakecountycoverletter.pdf](#)

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 *

Asian

Other

Abirami Senthil-Murugan

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

Researched Wake County volunteer opportunities online via the Wake County Boards and Commissions website.

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Abirami Senthil-Murugan

asenth23@ncsu.edu | abirami.senthil2006@gmail.com | 980-643-2283

Local address: 2021 Thesis Cir, Raleigh, NC 27603

Objective:

- Biomedical Engineering pre-med student seeking a clinical and research position to contribute analytical and patient-centered skills while gaining hands-on experience in health equity and translational medicine.

Education

- **North Carolina State University + UNC-CH (Joint Program)** **August 2024- Present**
Second-Year Biomedical Engineering Major
Expected Graduation: May 2028
 - **Ardrey Kell High School** | Ballantyne, NC **August 2020 - June 2024**
Top 10% of graduating class/Junior Marshal | GPA: 4.48
Speech and Debate Varsity and National competitor
Charlotte Mecklenburg Youth Council
Seal of biliteracy in Tamil
-

Relevant Experience

Research Project | NC State | Raleigh, NC – March 2025 – Present

- Developing accessible games for children with motor disabilities using circuits

Tamil School| Assistant Teacher + Volunteer + Homework Grader | Charlotte, NC – August 2021 – August 2024

- Taught classes including revising old lessons and lecturing new content
- Graded students' homework, took them on bathroom breaks, and sat them through story time

Care4Cardio | Founder | Ballantyne, NC – June 2022 – May 2024

- Organized CPR workshops and health initiatives for local children
- Managed volunteers and collaborated with local organizations
- Conducted community outreach and patient-education activities

Charlotte Tamil Sangam | Youth Committee Lead | Charlotte, NC – August 2022 – August 2024

- Managed 100+ volunteers for cultural and volunteering events
- Coordinated partnerships with local organizations

Raise a Child of the Carolinas | STEM Summer Camp Counselor | Charlotte, NC – June 2021 – August 2022

- Educated children aged 6–13 in STEM topics and hands-on experiments
 - Developed schedules and learning plans, enhancing communication and organizational skills
-

Campus Engagement

- American Medical Student Association | President - Founded and currently leading a new AMSA chapter, coordinating initial meetings and planning future programming focused on health advocacy and professional development.

- Society of Women Engineers | Member – Participate in networking events, mentorship opportunities, and career development activities within the engineering community.
 - Junoon Dance Team | Social Chair – Coordinate team bonding activities and assist with organizing performances to promote collaboration and engagement.
 - Med Life | Member – Participate in service initiatives and educational efforts focused on improving healthcare access for underserved communities.
-

Additional Experience

The Lost Shadow | Co-Author | Charlotte, NC – October 2023 – Present

- Published book on culture and passion; donated to schools and participated in showcases

Skills

- Communication & Patient Interaction
- Leadership & Management
- Research & Analytical Skills
- Coding (Python, MATLAB, Arduino)
- Critical Thinking & Problem-Solving

Abirami Senthil-Murugan

Raleigh, NC

asenth23@ncsu.edu | 980-643-2283

1/14/2026

Wake County Board of Commissioners

Wake County Government

Dear Members of the Wake County Board of Commissioners,

I am writing to express my interest in serving on a Wake County Board or Commission and contributing to local decision-making that impacts community health and wellbeing. As a Biomedical Engineering major in the joint NC State + UNC program with minors in Biology and Public Policy, I am motivated by the opportunity to apply my academic training and community experience in a public service setting.

My academic background has shaped how I approach challenges: by identifying needs, analyzing systems, and designing solutions grounded in evidence and empathy. Alongside my coursework, my volunteer experiences have reinforced the importance of listening to communities and understanding the real-world impact of policy decisions.

As the founder of Care4Cardio, I organized CPR workshops, health education initiatives, and food drives to promote wellness and preventative care. I also served as Youth Committee Lead for a local volunteering organization, where I coordinated over 100 volunteers for community service and cultural events. These roles strengthened my skills in collaboration, responsibility, and accountability to the communities being served.

I have actively sought opportunities to engage with vulnerable populations through volunteering with Crisis Assistance Ministry, writing and donating a children's book to a Charlotte school, and collaborating with peers to develop an Arduino-based game to support inclusivity for children with low motor control.

Academically, my interests focus on health equity, prevention, and policy-driven approaches to reducing disparities. I am currently seeking research opportunities in health equity and cancer epidemiology and have been in contact with principal investigators to become involved. In parallel, I am pursuing my RBT certification and working towards gaining experience as a Medical Assistant to further develop my understanding of patient care and health systems.

I believe this combination of academic exploration, clinical exposure, and community engagement will allow me to contribute a thoughtful and informed perspective to a Wake County board or commission. Serving in this capacity would be an honor, and I am eager to contribute my skills, energy, and perspective to initiatives that support community health and wellbeing.

Thank you for your time and consideration.

Sincerely,

Abirami Senthil-Murugan

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Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

Adult Care Home Community Advisory Committee

Please select your second Board preference: *

City of Raleigh Board of Adjustment

Please select your third Board preference: *

City of Raleigh Planning Commission

Please select your fourth Board preference: *

Wake County Steering Committee on Affordable Housing

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Eva
First Name

Lee
Middle Initial

Lee
Last Name

7317 Tanbark Way
Street Address

Suite or Apt

Raleigh
City

NC
State

27615
Postal Code

What district do you live in?

None Selected

Home: (919) 500-0215

Primary Phone

Home: (919) 501-5348

Alternate Phone

bobwhite.eva@gmail.com

Email Address

Ethical Tax Planning

Employer

Attorney

Job Title

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

Yes No

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

Raleigh

Interests & Experiences

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

I am active in the community, I serve Seniors, and do voter education. I believe I am a good problem solver, and I have a positive attitude and good teamwork skills.

Work Experience

I am a tax and estate planning attorney that has also done guardianship cases. I am familiar with laws at the local, State and federal level.

Volunteer Experience

I served for ten years with the Triangle Heart Association, helping to raise funds and put on the Triangle Heart Ball. I served for ten years with Occoneechee Scout Council, serving as a Unit Commissioner, Assistant Council Commissioner, volunteer at the National and World Jamboree, advising folks on how to make the program better and serving youth. I was a girl scout leader in 1992, before I had kids, I currently volunteer with the Wake County Democrats and the North Carolina Senior Democrats. I am President of the Wake County Senior Democrats

Education

I have a Bachelor of Science in Family Resources and Human Development, a Juris Doctor degree and an L.L.M (Master of Laws) in Taxation. I am licensed in NC and CA and the US Tax Court.

Comments

I have been active with the Senior Democrats since 2019 and advocate for Seniors regularly.

[resume_without_photo.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 *

Other

Other

How did you become aware of Wake County volunteer opportunities?

Other

If you selected "Other" above, how?

By attending a County Commissioner Meeting and reviewing the website.

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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EVA F. LEE

United States Tax Court SE 0630
IRS CAF # 4005-97003R
NC Bar No. 26770, CA Bar No. 191152

Education 1998 Golden Gate University School of Law, Masters of Law in Taxation
1996 Western State University College of Law, Juris Doctor
1990 Arizona State University, Bachelor of Science

Admissions California State Bar (Supreme Court)
North Carolina State Bar (Supreme Court)
United States Tax Court (all United States)
9th Circuit Federal District Court - Northern and Central Division
4th Circuit Federal District Court - Eastern Division
United States Bankruptcy Court, 4th Circuit, Eastern Division

Memberships: NC and CA State Bar, (former) Rotary International, Boy Scouts of America-
Occoneetchee Council, North Carolina PTA, Shaarei Israel Congregation, Raleigh

Publications: 2012 Article: Dual Representation in Estate Planning, NC Bar EPFL Newsletter
2015 Bridge Trust CLE Series Teaching: Discharging Federal Tax Liens in Real Estate
2000 NBI Probate Administration CLE Speaker/Contributor
2001 NBI Basic Will and Trust Drafting CLE Speaker/Contributor
1993-1996 CA CLE "How to Process any Illegally Uninsured CA Workers Comp Case"

Experience: Tax Attorney 2001-2022, Audit Defense, Collections, and Entity Formation
Forensic Reconstruction of Accounting and Tax Records, Estate Planning, Guardianship
Formerly, Of Counsel, Law Offices of John T. Orcutt, 2014-2016
Moore & Alphin, PLLC 2001, Pinna Johnston and Burwell, 1999
Smith, Debnam, Narron, Wyche Story & Myers, 1998

Community Service: Occoneetchee BSA,
2022- Assistant Council Commissioner-Recruiting
2022- District Membership Chair North Star District
2014-2016 Mawat District, Cub Scout Volunteer
2016-2017 West Millbrook Middle School, Membership Chair
2010-2011 Holly Grove Middle School, Membership Chair
2010-2011 Swift Creek Elementary-Volunteer Coordinator
2010-2011 Ballentine Elementary Scripps Spelling Bee Coordinator
2009-2010 Swift Creek Elementary PTA Membership Chair

7317 Tanbark Way
Raleigh, NC 27615 0215

Phone (919) 500-
Fax (919) 238-3964
E-mail

evalee@EthicalTaxPlanning.com

Privacy Notice

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Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

Human Services Board

Please select your second Board preference: *

Nursing Home Community Advisory Committee

Please select your third Board preference: *

Juvenile Crime Prevention Council

Please select your fourth Board preference: *

Commission for Women

Please select your fifth Board preference: *

Juvenile Crime Prevention Council

Please select your sixth Board preference: *

Commission for Women

Jennifer

First Name

Charleston

Last Name

Middle Initial

5417 Quetzal Ct.

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

None Selected

Mobile: (984) 222-9906

Primary Phone

Mobile: (984) 222-9906

Alternate Phone

jennifer.p.charleston@gmail.com

Email Address

North Carolina Dept. of
Health and Human Services

Employer

Time and Leave 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:

Garner

Interests & Experiences

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

I am interested in serving because I offer a unique combination of strategic leadership, financial oversight, and regulatory compliance expertise. With a degree in Political Science from North Carolina Central University and certifications in Lean Six Sigma and SHRM-CP, I have formal training and practical experience to navigate complex governance challenges. Throughout my career, I have successfully managed large-scale budgets, developed organizational strategies, and built partnerships with legislative and community stakeholders. Whether I am analyzing financial statements as a Senior Accountant or managing human resources for the NC Department of Health and Human Services, my focus is always on efficiency and transparency. I am ready to apply this diverse skillset to ensure this body makes data-driven decisions that serve the best interests of our community.

Work Experience

Please, see attached resume

Volunteer Experience

Operations Advisor | Southeast Raleigh Community Coalition • Applied Lean Six Sigma principles to optimize the distribution logistics of neighborhood-based resource programs. • Conducted informal audits of internal communication workflows to ensure transparency between community leaders and residents. Strategic Giving Liaison | Triangle Area Nonprofit Network (TANN) • Served as a temporary consultant helping a collective of small local charities develop a comprehensive foundation relations strategy. • Provided guidance on grant compliance and donor stewardship based on previous experience managing major sponsorships and legislative briefings. Financial Oversight Volunteer | The Downtown Raleigh Neighborhood Alliance • Acted as an independent reviewer for the annual treasury report, ensuring the accuracy of financial statements and cash flow reports. • Provided variance analysis to support the board's decision-making regarding community beautification and safety budgets. Professional Development Coach | Wake County Peer Mentorship Circle • Facilitated workshops on career growth and succession planning for a peer-to-peer network of local municipal employees. • Used SHRM-CP expertise to design informal training programs focused on operational excellence and staff performance.

Education

B.A. Political Science, North Carolina Central University Certified Learning and Development Professional, UNC Charlotte Lean Six Sigma Green Belt, North Carolina Central University SHRM-CP, Society for Human Resources Management Certified Professional

Comments

[CV- Charleston J..pdf_4 .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?

Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

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Jennifer Charleston

JENNIFER CHARLESTON

charlestonj82@gmail.com

984-222-9906

EDUCATION

NORTH CAROLINA CENTRAL UNIVERSITY

Major: Political Science

Certifications

Lean Six Sigma Certification

Certified Learning and Development Professional

SHRM-CP

Certified Notary Public

EXPERIENCE

Time and Leave Specialist

NC Dept. of Health & Human Services, Division of Human Resources Raleigh, NC | 2025 - Present

- Manage and maintain employee time and labor data using HRIS such as FIORI, and other timekeeping systems Review and approve employee time entries, ensuring accuracy and compliance with policies.
- Research and resolve discrepancies in employee time records, providing guidance and corrections as needed. Input time data for employees on leave or requiring manual adjustments.
- Analyze timekeeping trends and report findings to supervisors to support policy and procedure improvements.
- Ensure timely submission and approval of timecards to meet payroll deadlines.

Learning & Development Specialist (Full-Time)

Ellis D. Jones & Sons, Inc. Durham, NC | 2022 - 2025

- Design and implemented comprehensive training programs to enhance staff performance and operational excellence.
- Develop leadership initiatives to cultivate managerial skills and promote career growth within the organization.
- Conduct needs assessments and created customized learning solutions aligned with organizational goals and industry standards.
- Ensure compliance with all regulatory and professional standards through targeted education and training.
- Evaluate the effectiveness of training programs and adjust content to improve knowledge retention and application.
- Collaborate with department leaders to identify skill gaps and deliver tailored development opportunities.
- Facilitate workshops and seminars to improve service delivery, communication, and customer care for bereaved families.
- Manage learning management systems and track employee training progress and certifications.
- Create onboarding programs to ensure new hires were equipped with the knowledge and tools necessary for success.
- Establish metrics and key performance indicators to assess the impact of training on overall business objectives.
- Conduct ongoing research to stay updated on funeral service trends and incorporated best practices into training programs.
- Develop succession planning strategies to ensure leadership continuity within the organization.
- Provide coaching and mentorship to employees, fostering a culture of continuous improvement and professional growth.

Strategic Sales Project Manager (Full-Time)

Ellis D. Jones & Sons, Inc. Durham, NC | 2019 - 2022

- Develop and implement strategic sales plans to drive revenue growth and market expansion.
- Identify new business opportunities and partnerships within the funeral service industry.
- Oversee sales initiatives from conception to execution, ensuring alignment with organizational goals.
- Manage timelines, budgets, and resources to optimize project outcomes.
- Conduct thorough market research to identify trends, customer needs, and competitive positioning.
- Use insights to adjust sales strategies and develop targeted marketing initiatives.
- Work closely with sales teams, funeral directors, and executive leadership to align sales initiatives with service offerings.
- Provide guidance, training, and motivation to sales representatives to achieve targets.
- Foster and maintain relationships with key clients, community organizations, and stakeholders.
- Develop customized solutions to meet the needs of families and businesses.
- Ensure all sales practices comply with industry regulations, ethical standards, and company policies.
- Stay informed about changes in funeral service laws and policies that impact sales activities.
- Conduct training programs for sales staff on best practices, product knowledge, and customer service excellence.
- Develop succession plans and career growth opportunities for high-performing team members.

Apprentice Funeral Director & Embalmer (Full-Time)

Ellis D. Jones & Sons, Inc. Durham, NC | 2018- 2019

- Increased revenue by promoting different funeral service options, products and merchandise.
- Promoted funeral home in community, visiting nursing homes, and assisted living facilities regularly to offer informational workshops.
- Coordinated detailed preparation and care of human remains.
- Planned and executed strategies to increase business and drive profit growth.
- Developed forward-thinking training programs based on current and expected business demands.
- Facilitate professional development with visual aides & hands on technical training.
- Engage with team to define project scope, timelines, resources, and requirements.
- Negotiate and create acceptable funeral contracts, handles contracts, legal documents, and collection of monies or insurance in accordance with company policies.
- Facilitate quarterly meetings regarding sales & client experience goals.

Director of Development and Strategic Giving (Full-Time)

Allied Access Group Raleigh, NC | 2014 - 2018

- Developed and implemented a comprehensive corporate and foundation relations strategy resulting increased in funding and partnerships.
- Designed and facilitated training programs to equip staff and volunteers with the skills to effectively engage donors, secure funding, and foster long-term financial partnerships.
- Built and maintained strong connections with legislators, foundation leaders, and corporate executives, securing major grants, sponsorships, and policy support for organizational initiatives.
- Lead a team of professionals, providing guidance and direction in securing funding, developing proposals, and ensuring grant compliance.
- Successfully secured and managed grants supporting specific programs or initiatives.
- Negotiated partnership agreements and sponsorship packages, tailoring proposals to meet the unique needs and interests of donors.
- Implemented stewardship strategies to maintain positive relationships with current donors, resulting in above average donor retention
- Track and report on the impact of corporate and foundation funding, providing regular updates to donors and senior leadership.
- Represented the organization at key events, including legislative briefings, fundraising initiatives, and stakeholder conferences, articulating the mission and driving support for the organization's initiatives.

Senior Accountant | 2012- 2014 (Full-Time)

Allied Access Group Raleigh, NC

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow reports.
- Ensure accuracy and compliance with accounting standards and company policies.
- Maintain and reconcile general ledger accounts, ensuring accuracy and timely closing of financial records.
- Oversee month-end, quarter-end, and year-end closing processes.
- Assist in the preparation of annual budgets and financial forecasts.
- Provide variance analysis and insights to support business decisions.
- Monitor and manage accounts payable and receivable functions.
- Ensure timely processing of invoices and collections to maintain cash flow efficiency.
- Assist with tax filings, ensuring compliance with federal, state, and local regulations.
- Work with external auditors and tax consultants to provide necessary documentation and support.