

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels

Please select your second Board preference: *

☒ United Arts Grants Panels

Please select your third Board preference: *

☒ United Arts Grants Panels

Please select your fourth Board preference: *

☒ United Arts Grants Panels

Please select your fifth Board preference: *

☒ United Arts Grants Panels

Please select your sixth Board preference: *

☒ United Arts Grants Panels

Irina
First Name

Mohammed
Middle Initial

Mohammed
Last Name

2144 Vandiver Way
Street Address

Suite or Apt

Apex
City

NC
State

27523
Postal Code

What district do you live in?

None Selected

Mobile: (917) 224-1198
Primary Phone

Mobile: (201) 233-0898
Alternate Phone

irina.mohammed@yahoo.com
Email Address

Taal Harmony School of Dance
Employer

Dance Instructor
Job Title

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

☐ Yes ☒ No

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

☒ Apex

Interests & Experiences

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

I believe the arts are a powerful bridge between cultures and generations — they bring people together in ways that words alone can't. Through my years as an arts volunteer and organizer, I've seen how creative opportunities can spark confidence, belonging, and joy, especially in children and families who may not always see themselves represented on stage. I'd love to contribute my perspective as both a community member and arts educator to help shape inclusive, inspiring arts programming across Wake County. It's important to me that our local arts reflect the diversity, warmth, and creativity of the people who live here — and that everyone feels they have a place in that story.

Work Experience

Recent Work Experience Arts Program Organizer & Choreographer – Taal Harmony (2018–present) Design and direct group performances for local cultural festivals, blending music, choreography, and storytelling to create meaningful artistic experiences. Coordinate rehearsals, stage direction, and visual concepts for both children's and adult groups. Community Event Liaison – HumSub Cultural Committee (2022–present) Collaborated with event organizers to curate inclusive community programs and managed youth participation. Began as a teacher and choreographer for the Cary Mayor's team dance performance, and this year served as a choreographer for a joint Cary and Morrisville Mayors' performance that went viral worldwide. Independent Creative Projects Produced themed performance pieces, workshops, and creative video projects that highlight storytelling, diversity, and collaboration. Served as a dance teacher, videographer, and video/audio editor for the Taal Harmony School of Dance since 2018 Other: Adjunct Instructor – ITT Technical Institute 2010-2012 Statistical Consultant / Graduate Assistant – Statistics Consulting Laboratory, Baruch College, CUNY 2009 – 2010 Tutor / College Assistant – LaGuardia Community College, CUNY 2006 – May 2010

Volunteer Experience

Volunteer Choreographer & Mentor – Youth Dance Groups Taught and guided children in preparing performances for regional cultural events, fostering creativity, confidence, and teamwork. HumSub & Asha Foundation (ashaofrtp.org) Collaborated with the Asha Foundation to choreograph inclusive performances for differently abled children, including the Asha Group performance for HumSub Diwali. Community Festival & Mayor Performances Participated in local festivals promoting multicultural awareness and the performing arts. Led choreography for special performances for the Cary and Morrisville Mayors, inspiring community engagement and celebrating diversity. Supporter of Arts Education Advocated for local arts initiatives and educational programs, helping young artists access creative opportunities and public performance experiences — including small, fun performances at libraries and other cultural events and celebrations.

Education

Certified BollyX and BollyX Kids instructor since 2021 NCSU Statistics Online Program 2017 Baruch College, CUNY – Master of Science (MS), Statistics 2008 – 2010

Comments

I believe the arts are a powerful bridge between cultures and generations — they bring people together in ways that words alone can't. Through my years as an arts volunteer and organizer, I've seen how creative opportunities can spark confidence, belonging, and joy, especially for children and families who may not always see themselves represented on stage. I'd love to contribute my perspective as both a community member and arts educator to help shape inclusive, inspiring arts programming across Wake County. It's important to me that our local arts reflect the diversity, warmth, and creativity of the people who live here — and that everyone feels they have a place in that story.

[Resume_Irina_Mohammed_v2.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 *

☒ Asian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Employer

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Irina Mohammed

Irina Mohammed

2144 Vandiver Way | Apex, NC 27523
(917) 224-1198 | irina.mohammed@yahoo.com

Professional Summary

Creative and dedicated arts educator, choreographer, and community organizer with a strong background in statistics. Experienced in leading inclusive youth and community arts programs, mentoring performers of all abilities, and producing culturally diverse performances. Committed to fostering creativity, collaboration, and equity in the arts while bringing strong organizational and analytical skills to every project.

Key Skills

Certified BollyX and BollyX Kids Instructor since 2021
Choreography & Arts Education | Event Planning & Coordination | Community Engagement & Inclusion
Statistics & Quantitative Analysis (SAS, Excel, SPSS) | Video & Audio Production

Arts & Community Experience

Arts Program Organizer & Choreographer – Taal Harmony (2018–Present)

Directed and choreographed performances for cultural festivals; designed creative staging, music coordination, and storytelling for children's and adult groups.

Community Event Liaison – HumSub Cultural Committee (2022–Present)

Curated inclusive events and coordinated youth participation. Lead choreography for **Asha Foundation's** differently abled performers, **HumSub Diwali**, and **Cary & Morrisville Mayor** performances that gained viral recognition.

Independent Creative Projects

Produced themed performances, workshops, and creative videos highlighting storytelling, diversity, and collaboration. Served as dance teacher, videographer, and editor.

Volunteer Experience

Mentored youth and community dance groups at regional cultural and wellness events.
Advocated for accessible arts and fitness programs, including small performances at libraries and local celebrations.
Promoted multicultural awareness and healthy living through public dance and BollyX showcases.

Education & Certifications

Certified BollyX & BollyX Kids Instructor (2021–Present)
Baruch College, CUNY — MS in Statistics (2010)
North Carolina State University (NCSU) — Statistics Online Program (2017)
SAS Certification – Level 1 (2016)

Professional & Academic Experience

Adjunct Instructor – ITT Technical Institute (2010–2012) • Statistical Consultant / Graduate Assistant – Baruch College (2009–2010) • Tutor / College Assistant – LaGuardia Community College (2006–2010)

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels

Please select your second Board preference: *

☒ Commission for Women

Please select your third Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your fourth Board preference: *

☒ Council on Fitness and Health

Please select your fifth Board preference: *

☒ Keep America Beautiful Advisory Board

Please select your sixth Board preference: *

☒ Centennial Authority

kanwal

First Name

naiyar

Middle Initial

Last Name

212 GENTLEWOODS DR

Street Address

Suite or Apt

CARY

City

NC

State

27518

Postal Code

What district do you live in?

None Selected

Home: (919) 601-0228

Primary Phone

Home: (919) 601-6018

Alternate Phone

kimen2531@gmail.com

Email Address

CVS Phramcy

Employer

Sale Associates

Job Title

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

☐ Yes ☒ No

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

☒ Cary

Interests & Experiences

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

I would like to volunteer with Wake County because I have lived here for many years and care deeply about our community. Wake County is one of the most dynamic and competitive counties in North Carolina, and I would like to continue learning more about its growth and contribute through meaningful service on the board. There are several areas within Raleigh where I believe we can make improvements, and I hope my volunteer service can help make a positive difference. I am particularly interested in serving on the United Grants Panel because of my experience as a member of the Cary Arts Advisory Board. Over the past three years, I have gained valuable insight into arts programs, funding processes, and community engagement. I would like to expand my knowledge of grants, how they are allocated and utilized within Wake County, to help ensure that resources are used effectively to support arts and community initiatives. My passion for the arts and community development motivates me to serve, learn, and contribute to the ongoing growth of Wake County.

Work Experience

I currently serve as the Chair of the NC AAANHPI (Asian American, Native Hawaiian, and Pacific Islander) Caucus. For the past six years, I have volunteered in leadership roles as Secretary and Vice Chair within the AANHPI Caucus. Through this experience, I have developed a strong understanding of how grants operate within C4 organizations, including where and how they can be used to strengthen communities and create meaningful impact.

Volunteer Experience

Throughout my volunteer work, I have dedicated many hours to community events such as the Spring Daze Festival, and I have been actively involved in initiatives focused on women's organizations and empowerment. I believe women play a vital role as role models in our society, and I am passionate about supporting and uplifting them through civic and cultural engagement. As a strong advocate for the arts, I have worked to promote local artists, particularly Asian and minority artists, to ensure their work receives the visibility and appreciation it deserves. Raleigh is an incredibly diverse community, and I deeply value the importance of celebrating all forms of artistic expression. Additionally, I bring extensive experience as a voting member of the Cary Arts Advisory Board, where I participate in monthly reviews and discussions to help fulfill Cary's arts requirements and support the city's creative growth. This role has strengthened my understanding of arts administration, grant processes, and community outreach. I hope to bring my experience, community connections, and passion for the arts to the Wake County Arts Grants Panel to help ensure equitable and impactful distribution of arts funding across our diverse county.

Education

Associate Degree in Office Administration and Management.

Comments

Upload a Resume

[KanwalNaiyarResume_FINAL.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

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

I research by myself

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Kanwal Naiyar

Cary, NC 27518 | kimen2531@gmail.com | (919) 601-0228 | linkedin.com/in/kanwal-n-718562153

Project Manager and Administrative Support

Self-motivated professional experienced in managing projects and campaigns. Resourceful with strong organizational skills and proven ability to handle difficult issues effectively. A proven team player with excellent administrative and meeting planning skills. Proficient with MS Office, Word, Excel, Access, PowerPoint, and Outlook.

Project Planning Administrative Skills
Bookkeeping and Data Entry Team
Leadership

Time and Record Management
Multi-lingual (English, Urdu, Hindi)

CAREER OVERVIEW

FIRST VICE CHAIR | North Carolina Asian American Pacific Islander (NCAAPI) Caucus – Cary, NC | 05/2018 – Current

Connect various AAPI Communities to help raise awareness to racial issues and bring the necessary change to advocate for AAPI rights.

- Work with a team in ensuring that projects and goals set by the caucus are achieved, this includes coordinating events, community outreach, and reaching out to local governments to lend our support.
- Responsible for creating meeting agenda, managing the caucus communication and email account, and updating contacts database with the support of the caucus chairperson and the board.
- Travel to events on behalf of the NCAAPI Caucus for outreach and support for the organization.
- Provide client/member relation support by maintaining member records and answering member inquiries and concerns.

CAMPAIGN FELLOW AND CAMPAIGN MANAGER | Progressive Turnout Project – 08/2022 – 11/2022

Managed campaign for local candidate in North Carolina which led to her victory in the NC House race. Responsible for executing and coordinating fundraising events, acted as proxy on behalf of the candidate, oversaw effective door-to-door canvassing with volunteers using MiniVAN mobile canvassing application and managed field plan to ensure that many voters are reached in a span of 3 months for the midterm election. Other responsibilities included:

- Oversaw general campaign operations, ensured campaign materials (e.g. postcards, literatures, etc.) are deployed and that signs are distributed and advertised throughout the district.
- Managed phone and text banking for Get Out the Vote initiative.
- Worked with volunteers on polling stations as poll greeters and to drive support for voter education to promote the candidate's advocacies.
- Managed digital advertisements/campaign on social media including Facebook and Instagram, posting candidate's daily activities related to the candidate's advocacy and work as Wake County Commissioner.

FELLOWSHIP | Wake Technical Community College – Raleigh, NC | 9/2022 – 12/2022

- Educate students on the importance of voting and provided assistance with vote registration. ▪
- Managed the filing and submission of voter registration forms to the Board of Elections. ▪
- Traveled to multiple campuses to lead voter registrations efforts.

Kanwal Naiyar kimen2531@gmail.com | (919) 601-0228

SUBSTITUTE TEACHER | Wake County Public School System – Raleigh, NC | 8/2016 – 6/2022

- Worked with preschool age children in groups or one on one teaching children's basic skills such as identifying numbers, letters, shapes, and colors.
- Assisted with lesson plans, read stories, checking notes from parents, and documented students' daily progress report.
- Helped children with curriculum, preparing activities, and organizing programs.
- Supervised children during lunch, snack time, and nap time.

EDUCATION, MEMBERSHIP & CERTIFICATIONS

BACHELOR OF ARTS, Education, Psychology, and Social Work - Global Credentials, Odessa, TX

Member of ART Advisory Board in Cary Town Council (PAAB)

Substitute Teacher Certification from Wake County Public Schools

Receptionist Certification from Lenoir Community College (Kinston, NC)

Word Processing Certification from Lenoir Community College (Kinston, NC)

Computer Specialist Certification from Harcourt Learning

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ Historic Preservation Commission

Please select your second Board preference: *

☒ WakeMed Hospital Board of Directors

Please select your third Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your fourth Board preference: *

☒ Library Commission

Please select your fifth Board preference: *

☒ GoTriangle Board of Trustees

Please select your sixth Board preference: *

☒ United Arts Grants Panels

Victoria

First Name

L

Middle Initial

Scott-Miller

Last Name

6340 Piedra Dr.

Street Address

Unit 108

Suite or Apt

Raliegh

City

NC

State

27616

Postal Code

What district do you live in?

None Selected

Home: (919) 806-6312

Primary Phone

Home: (919) 806-6312

Alternate Phone

victoria@victoriascottmiller.com

Email Address

Liberation Station Bookstore

Employer

Founder

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 deeply invested in shaping Raleigh into a city where culture, history, and community are not only preserved but amplified. Serving on a Board or Commission allows me to contribute my lived experience and professional expertise toward policies and programs that ensure inclusivity, equity, and sustainability. My work with Liberation Station Bookstore has taught me the importance of civic collaboration and community engagement, and I am eager to lend that perspective in service to the city.

Work Experience

Founder & Creative Director, Liberation Station Bookstore – Established North Carolina’s first Black-owned children’s bookstore; curated exhibits and programs that affirm cultural identity and literacy; managed staff, budgets, and strategic partnerships; featured nationally in The New York Times, NPR, Good Morning America, and Essence. Author & Public Speaker – Published children’s literature under major publishing houses; frequent keynote speaker and panelist on literacy, cultural equity, and community resilience. Community Strategist – Experience in partnership development with schools, nonprofits, and civic institutions to expand access to literature and cultural programming. Museum Collaborator, North Carolina Museum of Art (NCMA) – Developed The Museum Lives in Me project, supported by the Bastian Family Foundation; designed programming and literary work that connected young audiences to NCMA’s collections, demonstrating how museums can be living, inclusive spaces.

Volunteer Experience

Village of Wisdom Fellow – Collaborated with other community leaders to design and implement Black Genius Festival programming. Literacy Advocate – Facilitated book drives, school partnerships, and mentorship for parents navigating educational systems. Community Organizer – Active participant in cultural preservation initiatives, book ban advocacy, and local storytelling projects.

Education

Bachelor’s degree coursework in English & Cultural Studies (focus on literature and cultural narratives). Ongoing professional development in nonprofit leadership, museum engagement, community organizing, and social impact entrepreneurship.

Comments

My commitment to community, literacy, and cultural preservation aligns with Raleigh’s vision for innovation and resilience. With hands-on experience building Liberation Station and collaborating with NCMA, I bring both entrepreneurial and institutional expertise, bridging grassroots storytelling with museum-level strategy. Serving on a Board or Commission would allow me to amplify community voices, strengthen partnerships, and ensure that Raleigh continues to lead in cultural equity and inclusive growth.

[Victoria_Scott-Miller_Resume_2025_.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?

☒ Other

If you selected "Other" above, how?

Member of Library Commision

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Victoria L Scott-Miller



Victoria Scott-Miller

CULTURAL ENTREPRENEUR & STRATEGIST

PROFILE

I am a visionary entrepreneur and award-winning author with 10+ years of expertise in cultural strategy, business development, and community engagement. As founder of North Carolina's first Black-owned children's bookstore, I have driven measurable impact while amplifying underrepresented voices through innovative programming and strategic partnerships.

SKILLS

- Cultural Strategy & Development
- Business Development & Growth
- Grant Writing & Fundraising
- Project Management
- Community Engagement
- Media Relations & Marketing
- Content Creation & Storytelling
- Strategic Partnerships

AWARDS

- Creative Child Magazine Book of the Year Award, Empowerment Books Category (2024)
- Wake County Public School Hall of Fame Inductee, Entrepreneurship (2021)
- First African American Author Commissioned by NCMA (2020)

WORK EXPERIENCE

Founder & CEO

Liberation Station Bookstore | May 2019-Present

- Launched and scaled NC's first Black-owned children's bookstore from concept to profitable enterprise.
- Secured national media coverage across CNN, Washington Post, and Good Morning America

Author & Creative Director

North Carolina Museum of Art | June 2020-May 2022

- Authored children's book series now in every NC public elementary school
- Managed complex project portfolios and secured \$400K+ in grant funding

Documentarian & Liberation Strategist

Self-Employed | Jun 2014 - present

- Produced documentary projects amplifying marginalized voices
- Provided strategic consultation to 25+ organizations on cultural advancement

EDUCATIONAL HISTORY

Middle Tennessee State University

Bachelor of Arts in Sociology | Aug 2006 - May 2008

- Focused on community development and social justice
- Foundation for cultural entrepreneurship and advocacy work

References Available Upon Request

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels

Please select your second Board preference: *

☒ Commission for Women

Please select your third Board preference: *

☒ 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

Patricia

First Name

C.A.

Middle Initial

Sasser

Last Name

5706 Cameo Glass Way

Street Address

Suite or Apt

RALEIGH, NC

City

NC

State

27612

Postal Code

What district do you live in?

None Selected

Mobile: (703) 999-6132

Primary Phone

Home: (703) 999-6132

Alternate Phone

psasser77@gmail.com

Email Address

Employer

On Sabbatical

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?

Growing up as the daughter of a U.S. Diplomat I saw service in action everyday as my mother served her country as a civil and foreign service officer for more than 40 years. Both my mother and my father showed me what it means to be a part of a community, the importance of serving and the impact one can have through giving back to that community. Serving the community in which I live is important to me. I want to be involved in supporting all the ways in which we are making strides to make strengthen and improve our communities and the services we offer. I have been fortunate enough to be serve previous organizations with a focus on women and girls, library services and the arts. I would love the opportunity to continue serve on the United Arts Grant Panel if you'll have me back. Thank you for your consideration.

Work Experience

July 2025 Taking a Sabbatical (to help with aging father) June 2022 - June 2025 Assistant Head of School, Saint Mary's School, Raleigh NC July 2019- June 2022 Head of the Upper School, Ransom Everglades School, Miami FL August 2012 - June 2019 Dean, Loomis Chaffee School, Windsor CT November 2006 - June 2012 Assistant Dean of Students, The Madeira School, McLean VA (Major Gifts Office 2006-2008)

Volunteer Experience

VOLUNTEER EXPERIENCE North Carolina Association of Independent School * 2023 Diversity and Inclusion Conference Planning Committee Member 2022-2023 * 2023 Women in Leadership Conference Planning Committee Member 2022-2023 Southern Association of Independent Schools (SAIS) Accreditation Team Member 2021-2025 Alpha Kappa Alpha Sorority, Inc. 2021 - present * Leadership: #CAP Committee Chair, * Chapter Committees: Bylaws, #CAP (College Application Process), The Arts!, Connections and Social Justice, Building Our Economic Wealth * 70th Mid-Atlantic Regional Conference Delegate, Raleigh March 2023 Jack and Jill of America, Inc. 2017-present * Chapters: Greater Hartford, South Miami, Raleigh-Wake Association of Junior League International, Inc. 2008-present * Chapters: Washington D.C., Hartford, Miami, Raleigh * Association of Junior League International, Inc. Diversity and Inclusion Task Force 2014-2016 * Chapter Committees: JLR Diversity and Inclusion Task Force Founding Chair, Public Relations Committee Chair, Bylaws and Standing Rules, Social Media Manager, Targeted Grants & Volunteer Resources, JLR DEIB Committee * Alumni Mentor, University of Virginia 2014 - present The Madeira School 2008 - present * Mentor, Madeira Mentor Program * Class Agent BOARD EXPERIENCE One Schoolhouse July 2025 - present Activate Good 2024 - present International Focus 2023 - present Junior League of Raleigh 2024 - present CAM Raleigh 2024-2025 Grace Academy (CT) - Trustee, Development Committee, Governance Committee 2015 - 2019 Windsor Library Association (CT) 2016-2019 Arts for Learning Connecticut (CT) - Trustee, Governance Committee 2014 - 2017 UVA Young Alumnae Council (VA) - Member 2011 - 2014

Education

EdD Candidate University of North Carolina - Chapel Hill in Organizational Learning and Leadership - Expected Graduation August 2027 M.A. The George Washington University in Education and Human Development B.A. University of Virginia in English Literature and in African American Studies (double major)

Comments

[Patricia.Sasser.CV_8.2025.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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Patricia C.A. Sasser

SUMMARY OF LEADERSHIP EXPERIENCE

- Managed an \$500K upper school budget
- Revamped and facilitated faculty hiring processes
- Partnered with Admissions on open houses, revisit days, and new student/family orientations
- Development of a weekly memo to disseminate information and resources to upper school faculty and staff
- Collaborated with colleagues on the development of seminar curricula
- Cultivated, solicited and stewarded annual fund and Centennial Campaign donors
- Advanced schoolwide equity and belonging strategy that centered historically underserved students
- Co-chaired the development of the foundation for the inaugural Diversity & Inclusion Strategic Plan
- Led cross-functional teams focused on academic support, student life, and wellness
- 5-year School Re-accreditation Co-Chair
- Created the Leadership Roundtable for Assistant and Associate Heads of School in collaboration with TABS
- Expanded academic offerings to include faculty designed advanced coursework, dual enrollment, and enrichment initiatives
- Fulbright Specialist 2023 - 2026
- Trustee service on seven local non-profit boards
- Transformed student leadership training program

PROFESSIONAL EXPERIENCE

Saint Mary's School, Raleigh, NC

July 2022-June 2025

Founded in 1842, Saint Mary's School is an all-girls independent Episcopal boarding and day school serving 315 students in grades 9-12. Located in downtown Raleigh, NC, the school has an endowment of approximately \$31.4 million.

Assistant Head of School for Academic Affairs

- Served as the Chief Academic Officer providing leadership for the school's overall academic program.
- The educational leader of the school, responsible for its day-to-day operations including academics, educational technology, communication, faculty performance.
- Directly oversaw the Academic Department Chairs (8), Dean of College Counseling, Director of Learning Support, Director of Library Services, Director of Educational Technology, Registrar, Head of Global Education, and Head of Student Leadership and Engagement
- Supported the Academic Leadership Team in advance and implement the academic vision and shaping the student experience
- Identified and builds relationships with partner organizations in support of the school's mission.
- Oversaw faculty recruitment, hiring, and retention processes
- Enhanced and facilitated new employee orientation and onboarding
- Co-chaired the school's accreditation process
- Chair of the Faculty/Staff Community and Belonging Committee
- Member, Board of Trustees' Governance, Finance & Facilities, Advancement and Community & Belonging Committees
- Class of 2025 grade-level advisor

Ransom Everglades School, Miami, FL

July 2019-June 2022

Founded in 1903, The Ransom Everglades School is a co-ed independent day school serving 1130 students in grades 6-12. Located in the Coconut Grove neighborhood of Miami, FL, the school has an endowment of approximately \$52 million.

Head of the Upper School

Upper School faculty: 120 Upper School students: 653

- Divisional leader overseeing its day-to-day operations while establishing and maintaining an atmosphere that fosters learning and social well-being, including through school assemblies and our advisory program
- Directed the upper school in all matters relating to students, faculty, parents and curriculum in accordance with Ransom Everglades' mission, philosophy and goals.
- Provided leadership, encouragement, and support to department chairs, faculty and advisors
- Led division's support team of the school counselor, school nurse, testing & accommodations coordinator, dean of students, grade-level deans, administrative assistant and front office staff
- Worked closely with the Head of the Middle School to ensure alignment across divisions
- Managed the upper school's annual budget of approximately \$350K
- Served on the Academic Council, Upper School Admission Committee and the school's Anti Racism Task Force
- Covid-19 Response Coordinator for the upper school and co-chair the health audit committee
- Senior Leadership Team member

The Loomis Chaffee School, Windsor, CT

August 2012-June 2019

Chartered in 1874 and opened in 1914, The Loomis Chaffee School is a co-ed boarding and day school serving 675 students from 26

states and 40 countries in grades 9-PG. Located just north of Hartford, the school has an endowment of \$180 million.

Class Dean/Dean of Students

- Served as a resource to students and tended to students' academic, social and emotional wellbeing
- Oversaw the administrative functions of the class, including class meetings, special events, permissions, absences, medical leaves, new student orientation, etc.
- Served as the first point of contact for student accountability issues (includes discipline, attendance, dress code, etc.).
- Conceptualized, organized, and facilitated prefect and resident assistant selections and year-round leadership training
- Collaborated with the Director of Diversity and Inclusion on the creation and oversight of school-wide programming, initiatives, and communications
- Led the development of foundation for the school's first Diversity & Inclusion Strategic Plan
- Chair, All-Gender Housing Committee
- Supervised and mentored the Director of International Students
- Developed and executed programming for the Pelican Support Network which supports students of color, first generation students, and/or students of high financial need. Programs include alumni panels, lunch & learns, mentor training
- Developed developmentally appropriate programming for upperclassmen students, including a senior college transition program and a leadership EdCamp for juniors
- Participated in Admissions programming, including open houses, prospective family receptions, revisit days, new family receptions, sending program visits
- Collaborated and partnered regularly with other Loomis Chaffee faculty, including those in the Academic Office, College Guidance, Counseling, the Health Center, and dorm heads
- Committee member: Kravis Council (on Professional Development), Athletics Health & Safety Committee, Brand Development, Special Needs, Student Life, Experiential Learning, Climate and Inclusion, Dorm Life

The Madeira School, McLean, VA

November 2006 – June 2012

Founded in 1906, The Madeira School is an all-girls boarding and day school serving 309 students from 18 states and 14 countries serving grades 9-12. Located just outside of the nation's capital, the school has an endowment of \$62 million.

Assistant Dean of Students/Director of Residential Life

2009– 2012

- Responsible for supervising 35 residential faculty members and 172 boarding students
- Managed a \$50K student life budget
- Management of residential faculty evaluative process and oversight of Administrator on Duty and study hall proctors' rotation
- Management of student and dormitory issues, weekend sign-outs, and major break travel
- Responsible for resident assistant selection and residential life staff hiring and professional development
- Handled all minor discipline cases including, but not limited to tardies, study hall violations, weekend sign-out violations
- Facilitated student leadership development for resident assistants
- Served as the International Student Coordinator
- Engaged in faculty and administer recruitment by attending hiring fairs

Assistant Dean of Students for Student Activities

2008 – 2009

- Planned and coordinated students' weekend activities, including special events, initiatives and dances
- Managed allocation of student programming budget
- Trained faculty and staff chaperones and oversaw weekend duty team rotation and coverage
- Assisted in orientation planning of new students and families
- Oversaw approximately 40 student clubs and student interest groups
- Established social and service partnerships with local brother and sister schools and organizations
- Developed Madeira's Cultural Passport Program

Special Assistant to the Headmistress on Diversity

2008 - 2009

- Worked with Alumnae Relations and the Alumnae Association on Alumnae of Color outreach
- Planned special events for our communities of color, including a Families of Students of Color breakfast, Black Alumnae Network reunion, and the Black Alumnae Network Forum
- Gathered and distributed information on local and national Diversity conferences to Madeira faculty, staff, and student communities

Major Gifts Officer

2006 – 2008

- Managed a portfolio of 80-100 major gift annual fund and campaign prospects and donors
- Cultivated, solicited, and stewarded new and existing major gift donors, specifically for the \$60M Capital Campaign and leadership level Annual Fund giving
- Grant Proposal Writing

Leadership and Community Activities, The Madeira School

- Member, Mission Statement Development Committee 2011 - 2012
- Member, Health & Wellness Team 2011 – 2012
- Member, Student Health & Retention Committee 2009 – 2012
- Dorm Head, Upperclassmen Dorm 2008 - 2010
- Member, Diversity Council, 2006 - 2012
- Club Advisor, Black Student Union 2006 – 2012
- Member, Faculty Recruitment & Retention Committee 2007- 2012
- Member, Madeira's In-house committee for VAIS accreditation 2008 - 2012

ESPN, Bristol, CT

1999 - 2006

Associate Producer, Remote Production Department

BOARD MEMBERSHIPS

- | | |
|--|-----------------------|
| One Schoolhouse - Board Member; Finance Committee | July 2025 - present |
| Contemporary Art Museum (CAM) Raleigh - Board Member | June 2024 - July 2025 |
| Junior League of Raleigh - Board Member; DEI Committee, Finance Committee | May 2024 - present |
| Activate Good - Board Member; Engagement and Expansion Committee | 2024 - present |
| International Focus (NC) - Board Member, Chair of Governance Committee | 2023 - present |
| Windsor Library Association (CT) | 2016 - 2019 |
| Grace Academy (CT) - Trustee; Development Committee, Governance Committee | 2015 - 2019 |
| • A tuition-free all-girls middle school serving students grades 5-8 in Hartford | |
| Arts for Learning Connecticut (CT) - Trustee; Governance Committee | 2014 - 2017 |
| UVA Young Alumnae Council (VA) - Member | 2011 – 2014 |

TEACHING EXPERIENCE

- | | |
|---|------------------|
| Saint Mary's School Raleigh, NC | 2022-2023 |
| • Course: 11th Grade Seminar | |
| Ransom Everglades School Miami, FL | 2021-2022 |
| • Course: Yearbook | |
| The Loomis Chaffee School Windsor, CT | 2012-2019 |
| • Course: 9th Grade Seminar in the Common Good | |
| The Madeira School Mclean, VA | 2008-2012 |
| • Courses: English for Speakers of Other Languages (ESOL), 9th Grade Public Speaking Seminar, 9th and 10th Grade Diversity Seminars | |

HONORS/AWARDS/ RECOGNITIONS

- 2023-2026 Fulbright Specialist, U.S. Department of State, Bureau of Educational and Cultural Affairs
- 2020 Legacy Miami's Most Influential and Prominent Black Women in Business and Industry Honoree
- 2020 National Speech and Debate School Association District Administrator of the Year
- 2019 Greater Hartford Chapter of the Links, Inc's Outstanding Service in Education Award Recipient
- 2019 Special Congressional Recognition from U.S. Representative John Larson (CT- 1st District)
- 2019 Special Congressional Recognition from U.S. Representative Jahana Hayes (CT - 5th District)
- 2019 Official Mayoral Citation from Hartford Mayor Luke Bronin
- 2019 Public Leadership Citation from the State of Connecticut Office of the Treasurer
- 2016 - 2017 NAIS Fellowship for Aspiring Heads
- 2006 Emmy® Award Winner (Live Event Turnaround Best of Winter X Nine)
- 2005 and 2006 Emmy® Award Nominee

PRESENTATIONS

TABS Residential Life Leadership Lab - Lead Faculty Member, February 2024

Women in Leadership: Turning Towards Possibility Workshop Facilitator, SAIS Annual Conference, October 2023

TABS Leadership Roundtable for Associate and Assistant Heads of School Institute Co-Creator and Lead Faculty Member
The Association of Independent Schools (TABS) Summer Institute, July 2023 and June 2024

Alternate Paths to Academia Panelist and "Leveraging your Personal Toolkit in Your Professional Life and for Career Transitions"
Workshop Facilitator
National Humanities Center, July 2023

"Shaping Your Leadership Journey: Moving From Where You Are To Where You Want To Be" Workshop

NCAIS Women In Leadership Conference, February 2023

“So, You Want To Be An Assistant Head of School” Workshop
NAIS People of Color Conference, San Antonio, TX, December 2022

“Happy Faculty, Vibrant Schools: Key Considerations Regarding Faculty Wellness” Presentation
NAIS Annual Conference, Baltimore, MD, March 2017

PROFESSIONAL DEVELOPMENT

Effective Strategies for Active Engagement and Inclusive Classrooms	February 2025
2023 - 2025 Excelle Executive Women’s Leadership Program	July 2023- present
Identity Conscious Educator Facilitation Course	July 2023
Folio Summer Institute	June 2021
Harvard Business School & School of Graduate School of Education’s Certificate in School Management and Leadership	2019-2021
NBOA’s Essentials of School Business for Non-Business Administrators: Budget Meets Mission	October 2018
Certificate in Nonprofit Management, University of Illinois at Chicago	June 2018
The Heads Network Executive Women’s Seminar	May 2014
The Knapsack Institute (focused on Social Justice Pedagogy)	June 2013
Stanley H. King Counseling Institute	August 2011
NAIS Annual Conference	2009, 2016, 2017, 2023
NAIS People of Color Conference	2007, 2010, 2013, 2015, 2018, 2020, 2022, 2023, 2024
GDS Equity Collaborative: Building and Sustaining Multicultural Schools	July 2007, June 2008

VOLUNTEER EXPERIENCE

United Arts Grants Panel (appointed by the Wake County Board of Commissioners)	2023 - present
One Schoolhouse Association of Academic Leaders Advisory Council	2023 - present
North Carolina Association of Independent School	
• 2024 NCAIS Administrators of Color Conference Planning Committee	
• 2023, 2024, 2025 Diversity and Inclusion Conference Planning Committee	
• 2023, 2024, 2025 Women in Leadership Conference Planning Committee	
Southern Association of Independent Schools (SAIS) Accreditation Team Member	2021-2025
Alpha Kappa Alpha Sorority, Inc.	2021 - present
Jack and Jill of America, Inc.	2017-present
• 2023-2025 Mid Atlantic Regional Parliamentarian	
Association of Junior League International, Inc.	2008-present
• Association of Junior League International, Inc. Diversity and Inclusion Task Force	2014-2016
University of Virginia	2014 - present
The Madeira School	2008 - present

EDUCATION

University of North Carolina - Chapel Hill

Ed.D in Organizational Learning and Leadership
Expected Completion: August 2027

The George Washington University, Washington DC

Masters of Arts in Education and Human Development
Concentration: Educational Leadership and Administration

January 2012

University of Virginia, Charlottesville, Virginia

Bachelor of Arts in English
Bachelor of Arts in African-American Studies

May 1999

The Madeira School, McLean VA

June 1995

PERSONAL

Travel: Lived in Washington DC, Nigeria, Haiti, Niger, Maryland, Virginia, Connecticut, Florida, and North Carolina. Traveled to 42 of the 50 States, Puerto Rico, Canada, England, France, Italy, Burkina Faso, Bahamas, Mexico, South Africa, Hong Kong, Dominican Republic, and Japan.

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels

Please select your second Board preference: *

☒ United Arts Grants Panels

Please select your third Board preference: *

☒ United Arts Grants Panels

Please select your fourth Board preference: *

☒ United Arts Grants Panels

Please select your fifth Board preference: *

☒ United Arts Grants Panels

Please select your sixth Board preference: *

☒ United Arts Grants Panels

Qisoundra

First Name

Flowers

Last Name

Middle
Initial

822 Meadow Ford Way

Street Address

Suite or Apt

Willow Spring

City

NC

State

27592

Postal Code

What district do you live in?

None Selected

Mobile: (773) 962-1203

Primary Phone

Home: (773) 962-1203

Alternate Phone

qisoundradawn@gmail.com

Email Address

Worldwide Clinical Trials

Employer

Site Contract Lead

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 am passionate about advancing equitable access to the arts and supporting programs that strengthen community engagement. Through my work as Chair of the Cultural Arts Society of Fuquay-Varina and organizer of the M.A.N.iFEST Juneteenth Celebration, I have witnessed firsthand how arts initiatives can educate, inspire, and unite diverse communities. Serving on the United Arts Grant Panel would allow me to leverage my experience in cultural programming, nonprofit governance, and compliance to help ensure that funding decisions are fair, inclusive, and aligned with community needs. I am committed to fostering opportunities for artists and organizations that reflect the rich cultural diversity and to contributing a thoughtful, collaborative perspective to the grant review process.

Work Experience

Attorney and Contract Manager with an MPH in Health Policy and extensive experience in pharmaceuticals, clinical research, and corporate law. Skilled in contract negotiation, drafting, and management with expertise across multiple therapeutic areas and clinical trial phases. Strong leader with 3+ years of supervisory and 1+ year of managerial experience guiding legal associates and contract specialists. Adept at risk assessment, process improvement, and cross-functional collaboration to ensure compliance and timely project delivery.

Volunteer Experience

Cultural Arts Society of Fuquay-Varina (CASF-V) — Chair, Board of Directors (2021–Present) • Lead strategic vision and partnerships; expanded year-round programs and cultural festivals. • Fostered collaborations with government, schools, and creatives to strengthen cultural equity. Town of Fuquay-Varina, Board of Adjustment — Appointed Representative (2021–2024) • Participated in quasi-judicial hearings and variance decisions; recognized for service by the Town. Downtown Fuquay-Varina Rotary Club — Member (2022–Present) • Contribute to community service initiatives, including literacy, senior support, and youth engagement. M.A.N.iFEST (Music, Art, & Networking) Juneteenth Celebration (2021–Present) • Co-founder and organizer of annual two-day cultural event; integrates arts, history, and STEM outreach. Original Stage Production — Freedom To What? (2023–Present) • Co-writer/producer/director of a community play on emancipation and civic progress; engages intergenerational participants.

Education

MPH, Health & Global Policy – George Washington University Juris Doctorate – Southern University Law Center BA, Political Science – Saint Xavier University Licensed Attorney, State of Illinois (2014) Certified Mediator, Federal Mediation and Conciliation Services (2010)

Comments

[Flowers_Qisoundra_Professional_CV.docx](#)

Upload a Resume

[Flowers_Qisoundra_Volunteer_Resume.docx](#)

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?

☒ Other

If you selected "Other" above, how?

Wake County Commissioner Safiyah Jackson

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

QISOUNDRA FLOWERS

✉ qisoundradawn@gmail.com | 📍 Willow Spring, NC | ☎ 773-962-1203

PROFESSIONAL SUMMARY

Attorney and Contract Manager with an MPH in Health Policy and extensive experience in pharmaceuticals, clinical research, and corporate law. Skilled in contract negotiation, drafting, and management with expertise across multiple therapeutic areas and clinical trial phases. Strong leader with 3+ years of supervisory and 1+ year of managerial experience guiding legal associates and contract specialists. Adept at risk assessment, process improvement, and cross-functional collaboration to ensure compliance and timely project delivery.

CORE COMPETENCIES

- Contract Drafting, Review & Negotiation (MSAs, CTAs, SOWs, CDAs, Vendor Agreements)
- Clinical Trial Phases I-IV | Regulatory Compliance (ICH-GCP, HIPAA)
- Therapeutic Areas: Cardiology | Hematology | Gastroenterology | Neurology | Oncology
- Legal Risk Assessment | Budget Development & Negotiation
- Supervisory & Team Leadership | Training & Mentorship
- Systems: CTMS, goBalto, Veeva, Salesforce, Relativity, SharePoint, Preclarus, INSZoom, MS Office

EDUCATION & CERTIFICATIONS

- MPH, Health & Global Policy – George Washington University
- Juris Doctorate – Southern University Law Center
- BA, Political Science – Saint Xavier University
- Licensed Attorney, State of Illinois (2014)
- Certified Mediator, Federal Mediation and Conciliation Services (2010)

PROFESSIONAL EXPERIENCE

Worldwide Clinical Trials, Inc. | USA

Multiple Roles: Site Contract Lead / Legal Contract Manager (11/22–Present)

Site Contract Lead

- Lead subject matter expert for Clinical Trial Agreement (CTA) processes across multiple projects.
- Oversee preparation, negotiation, and execution of site contracts and budgets, ensuring timely study site activation.
- Mentor and supervise Site Contract Specialists, driving effective planning, communication, and issue resolution.
- Partner with sponsors, legal, regulatory, and grants teams to finalize study budgets and mitigate risks.

- Ensure compliance with ICH-GCP, regulatory requirements, SOPs, and client expectations.

Legal Contract Manager

- Drafted and negotiated MSAs, consulting agreements, change orders, and amendments.
- Led sponsor negotiations and collaborated with legal and senior leadership to secure approvals.
- Acted as primary contact for commercial operations on MSA assignments.

Elligo Health Research, Inc. | USA

Associate Corporate Counsel (11/21–10/22)

- Drafted and negotiated MSAs, clinical trial agreements, CDAs, leasing, and vendor contracts.
- Advised on complex legal issues; served as escalation point for business stakeholders.
- Developed training materials for attorneys and business teams.
- Guided contract integration during subsidiary acquisition; managed and mentored junior attorneys.

PPD | Morrisville, NC

Multiple Roles: Contract Manager / Associate Contract Manager / Sr. Contract Specialist / Associate Counsel / Contract Specialist (05/16–11/21)

Contract Manager

- Led the review, negotiation, and finalization of contract templates, process, and negotiation parameters with clients.
- Provided regional oversight and contractual risk assessment.
- Served as a liaison with the legal department during country process improvement initiatives.
- Identified and assessed legal, financial, and operational risks in accordance with approved company and client contractual considerations.
- Acted as a lead regional interface and escalation contact with external clients for term & condition revisions.
- Trained and mentored junior Contract Specialist

Associate Contract Manager

- Drafted, reviewed, negotiated, and finalized MSAs, work orders, and global clinical trial agreements in accordance with local/accepted process.
- Negotiated within approved parameters both investigators grant budget negotiation parameters, contractual terms, and conditions in accordance with company contractual considerations, client contractual considerations, established process with sites and follows established escalation routes.

- Supervised individual contributors, administrative support, and entry-level professionals.

Sr. Contract Specialist

- Performed and coordinated all activities required to finalize site contracts (including, contractual terms and conditions, associated investigator grant budget(s) payment schedule terms and conditions and ancillary documents), with investigator sites, pharmacies, laboratories, or other relevant contractual parties during the lifecycle of the study.
- Negotiated budgets with site personnel.
- Drafted CTA amendment templates for internal audit for Investigator site use.
- Trained junior regulatory and Contract Specialist.

Assoc. Counsel

- Draft, review, and negotiate a range of contracts, including statements of work, project addendums, and work order agreements for PPD's GCL, GMP, Medical Communications, and Phase 1.
- Act as contract liaison between PPD and clients, including participation in contract negotiations.
- Provides support in the drafting, review, and negotiation of agreements and/or other related documentation with minimal oversight.
- Serves as the primary contact (within the department and with external clients) for agreements assigned while working autonomously.
- Understands and adheres to PPD and Client SOPs, WPDs and other regulations for all aspects of project implementation, execution, and closeout.

Contract Specialist

- Adapted the site contract template to client and investigational site.
- Negotiated budgets with site personnel in collaboration with key stakeholders.
- Collaborated with clinical and project management teams to project execution and site activation timelines.
- Managed site relationships and issue resolutions that are of moderate to high complexity.
- Reviewed and negotiated Confidentiality Disclosure Agreements (CDAs) Investigator sites.

QISOUNDRA FLOWERS

✉ qisoundradawn@gmail.com | 📍 Willow Spring, NC | ☎ 773-962-1203

BOARD PROFILE & BIO

I am a licensed Illinois attorney and servant-leader with extensive experience guiding nonprofits, municipal committees, and community coalitions. I currently chair the Cultural Arts Society of Fuquay-Varina, expanding cultural programming and forging cross-sector partnerships that celebrate diversity and strengthen community equity. I also served as an appointed member of the Town of Fuquay-Varina Board of Adjustment (2021-2024) and is an active member of the Downtown Fuquay-Varina Rotary Club.

My leadership highlights include founding the annual **M.A.N.iFEST Juneteenth Celebration**, integrating arts, history, and youth STEM engagement, and co-writing/directing the acclaimed stage play *Freedom To What?.* I also serve as the Policy & Compliance Director for **The House of Creatives**.

CORE GOVERNANCE & LEADERSHIP SKILLS

- Board governance & compliance oversight
- Community coalition building & stakeholder engagement
- Strategic planning & resource development
- Public speaking & advocacy for arts, culture, and youth

RELEVANT BOARD & CIVIC SERVICE

Cultural Arts Society of Fuquay-Varina (CASF-V) — Chair, Board of Directors (2021-Present)

- Lead strategic vision and partnerships; expanded year-round programs and cultural festivals.
- Fostered collaborations with government, schools, and creatives to strengthen cultural equity.

Town of Fuquay-Varina, Board of Adjustment — Appointed Representative (2021-2024)

- Participated in quasi-judicial hearings and variance decisions; recognized for service by the Town.

Downtown Fuquay-Varina Rotary Club — Member (2022-Present)

- Contribute to community service initiatives, including literacy, senior support, and youth engagement.

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ Water Partnership

Please select your second Board preference: *

☒ Open Space and Parks Advisory Committee

Please select your third Board preference: *

☒ GoTriangle Board of Trustees

Please select your fourth Board preference: *

☒ United Arts Grants Panels

Please select your fifth Board preference: *

☒ Library Commission

Please select your sixth Board preference: *

☒ Juvenile Crime Prevention Council

Angelina

First Name

Manoj

Last Name

Middle
Initial

1728 Pantego Trl

Street Address

Suite or Apt

Cary

City

NC

State

27519

Postal Code

What district do you live in?

None Selected

Home: (919) 622-2923

Primary Phone

Home: (919) 622-2923

Alternate Phone

angelina17manoj@gmail.com

Email Address

YMCA

Employer

Kidzone Care Attendant

Job Title

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

☐ Yes ☒ No

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

☒ Cary

Interests & Experiences

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

Whenever me and my neighbors walked around trails in Cary, we would ask each other questions like, 'I wonder who decides to put the crosswalk here,' or 'Why is this stream suddenly flagged for cleanup?' I realized there was a gap between the work the County does and the people who feel its impact. That's the role I want to play: a translator and a bridge. I'm interested in serving on a Board or Commission because I want to play a more active role in supporting and strengthening Wake County, especially when it comes to awareness about the local government, which not a lot of people seem to know about nor participate in. My time on the Health Board at UNC Charlotte taught me how to do that—how to take a student's frustration about clinic hours and turn it into a policy proposal that actually worked. I want to ensure my neighbors see local government not as a distant entity, but as a resource they helped shape by people that they know they can relate and discuss with.

Work Experience

YMCA Kidzone Care Attendant: June 2025-Present Sustainability Events Lead: Aug 2024-May 2025 Administrative and Events Assistant at Division of University Advancement: Oct 2024-May 2025 West Regional Library Page: Oct 2022-June 2024 Governor Cooper and General Assembly Page: Jan 2023-July 2023

Volunteer Experience

Lobbyist: Citizens Climate Lobby Raleigh: May 2025-Present College Democrats of America Organizing Fellowship: June 2025-August 2025 Student Government Senator (Finance Committee): Oct 2024-Aug 2025 UNCC Health Board: Oct 2024-May 2025 Volunteer UNCC Newspaper Journalist: Aug 2024- May 2025 Lourdes Matha Syro-Malabar Catholic Church Apex Volunteer: Feb 2019-Present Finance Grant Writer YCAT : July 2020-Present

Education

Wake Technical Community College University of North Carolina Charlotte

Comments

My UNCC academic program is online, providing me with significant flexibility as I reside in Cary. This allows me to fully commit to the meeting schedule and dedicate the necessary time to thoroughly prepare for the complex issues before the board in Wake County.

[Angelina_Manoj_Resume_Wake.pdf](#)

Upload a Resume

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

Angelina Manoj

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Angelina Manoj

Cary, NC • 919-622-2923 • angelina17manoj@gmail.com

PROFESSIONAL EXPERIENCE

Northwest Cary YMCA

Cary, NC

Kidzone Care Attendant

June 2025-Present

- Supervised and actively engaged groups of children in a variety of safe, age-appropriate, and culturally relevant activities, fostering social, emotional, and cognitive development in alignment with YMCA's core values of honesty, respect, responsibility, and caring.
- Built and maintained positive relationships with children, parents, and staff by providing clear communication, modeling strong interpersonal skills, and handling behavioral or sensitive situations with professionalism and care.
- Ensured a safe, clean, and supportive childcare environment by upholding YMCA policies, monitoring program spaces, and adhering to child protection, emergency response, and organizational standards..

Youth Climate Action Team

Cary, NC

Grant Proposal Development and Nonprofit Fundraising Intern

July 2025-August 2025

- Designed and implemented comprehensive tracking systems for multiple grant application deadlines, improving team collaboration and reducing missed opportunities by 30%.
- Coordinated scheduling and communication efforts for fundraising campaigns, helping to engage and maintain relationships with key donors and stakeholders.
- Organized and maintained digital databases, ensuring efficient access to grant materials and supporting overall nonprofit operational effectiveness.

College Democrats of America

Remote

Democratic Organizing Fellowship

June 2025- August 2025

- Trained in grassroots organizing, voter mobilization, and field strategy through NDTC and Blue Future.
- Supported rapid-response communications on federal and state policy issues, strengthening message discipline.
- Led digital outreach and engagement campaigns targeting underrepresented voters, boosting turnout and visibility.

UNCC Division of University Advancement

Charlotte, NC

Administrative & Events Assistant

October 2024- May 2025

- Provided logistical support for high-profile university events, coordinating with vendors, attendees, and executive staff to ensure seamless execution.
- Maintained complex internal calendars and managed communications for guests and university leadership, enhancing operational efficiency.
- Prepared detailed event materials and presentations, contributing to professional and polished meetings and receptions.

UNCC Office of Sustainability

Charlotte, NC

Events Team Lead and Sustainability Aide

August 2024- May 2025

- Directed all aspects of planning and executing sustainability-focused events with over 200 attendees, including vendor negotiations, volunteer coordination, and logistics management.
- Implemented zero-waste initiatives by collaborating with campus facilities and vendors, significantly reducing environmental impact.
- Gained recognition for leadership in large-scale campus environmental programs.

North Carolina Governor's Office

Raleigh, NC

Governor's Page

January 2023 - July 2023

- Conducted policy and financial research to aid state programs and resource allocation decisions.
- Drafted policy briefs and coordinated internal communications on education and public service projects.
- Assisted with logistics coordination for statewide textbook redistribution programs aimed at improving educational equity.

EDUCATION

The University of North Carolina at Charlotte | 3.9 GPA

Charlotte, NC

Bachelors of Science in Economics | Minor in Political Science

May 2027

Activities: Student Government Senator (Finance Committee), Roller Skating (Treasurer), Future Leaders of Accounting, Mock Trial

HONORS AND CERTIFICATIONS

Certificate of Achievement in Political Organizing: College Democrats Of America

August 2025

Real Estate Market & Property Analysis Certification: Project Destined

July 2025

Chancellor's List (Fall and Spring)

May 2025

Get Lit! Writing Contest, 1st Place (National)

December 2023

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your second Board preference: *

☒ Juvenile Crime Prevention Council

Please select your third Board preference: *

☒ Library Commission

Please select your fourth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

☒ Agricultural Advisory Board

Please select your sixth Board preference: *

☒ Criminal Justice Partnership Advisory Board

Shagufta

First Name

F

Middle
Initial

Hakeem

Last Name

108 Kellerhis Dr

Street Address

Suite or Apt

Apex

City

NC

State

27502

Postal Code

What district do you live in?

None Selected

Mobile: (919) 931-5089

Primary Phone

Mobile: (919) 931-5089

Alternate Phone

shaguftahakeem@pm.me

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:

☒ Apex

Interests & Experiences

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

I have previously served in Boards and Commissions that focused on prevention and governmental services. Serving on the commissions above will give me an opportunity to apply my experience in different commissions.

Work Experience

I have 7+ years of experience in the nonprofit, higher education and administration space. This has involved fields such as law, criminal justice, international business and liberal arts.

Volunteer Experience

I have 7+ years of volunteer experience at the food bank and Board of Elections.

Education

I completed my Master's in Liberal Studies at Duke University.

Comments

[SFH_Revised_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 *

☒ Female

Shagufta F Hakeem

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Shagufta F. Hakeem, M.A.

919-931-5089 | shaguftahakeem@pm.me | linkedin.com/in/shaguftahakeem

CAREER SUMMARY: Seven years of experience in the human services and public health industry with roles in grant management and nonprofit business operations.

EDUCATION

Duke University (Durham, NC)

December 2015

Master of Arts, Liberal Studies

University of North Carolina at Charlotte (Charlotte, NC)

June 2013

Bachelors of Science in Business Administration, International Business

Bachelors of Arts, Criminal Justice

WORK EXPERIENCE

Temporary Solutions 2024

July 2024-December

FVPSA Program Coordinator II

- Reviewed grant applications and contracts for 60+ grantees to ensure grant funding is dispersed appropriately to the agency working for FVPSA
- Maintained correspondence and customer service standards for the agency by making calls, reviewing emails and responding to business requests

Carolina Public Humanities September 2023

February 2023-

Business Services Coordinator

- Organized invoices and focused on accounts payable functions to increase continue education programming and communications, and grant projects
- Led executive staff meetings on social media strategy, Carolina K-12 projects, and board outreach to improve efficiency in communications and organizational goals by 15 percent

Rethink Media 2022

January 2022-June

Senior Grants and Partnerships Associate

- Organized training for member groups and campaigns on media technologies, communications, professional support and public opinion and media analysis
- Implemented contracts and membership orientation for 10+ organizations receiving grant funds from private and public foundations for movement-related projects

Governor's Crime Commission 2021-August 2021

April

VAWA Planner-Crime Victim Services

- Led technical assistance trainings for crime victim services to gather stakeholder information and recommend best practices to improve collaboration across small businesses and nonprofit organizations in anti-violence prevention programs
- Conducted data collection across community-based organizations and community stakeholders to recommend evidence-based practices after completing financial management training
- Managed a budget of \$2 million under the Governor's Crime Commission

Kiran

December

2017-June 2020

Program Manager/Outreach Coordinator

- Improved organizational awareness by attending 20+ tabling events across North Carolina per year and engaged with community organizations focusing on gender, housing and criminal justice via conferences, summits and online events
- Completed **Canva Design School** and **W3C Schools** training and **Northwestern University Nonprofit Essentials certification** to communicate in written, verbal and multimedia platforms (Instagram, YouTube, Facebook, TikTok, email marketing and website) to culturally-specific communities across the South Asian

diaspora and NC region to create awareness about gender-based violence in K-12 communities, religious groups, governmental organizations and local media to increase fundraising and grant funding by 40 percent

- Facilitated 15+ trainings (technical assistance) across diverse audiences within and surrounding the South Asian and SWANA/MENA communities on topics related to intimate partner violence, teen dating violence (juvenile justice), hotline training and volunteer training
- Facilitated 15+ technical assistance trainings across diverse audiences within and surrounding the South Asian and SWANA/MENA communities on intimate partner and domestic violence, teen dating violence and juvenile justice hotline training and volunteer training

NC LiteracyCorps, SCALE

August 2016

- July 2017

AmeriCorps Literacy Specialist

- Conducted data collection on 200 K-12 students to establish learning objectives and goals for academic improvement and implementing Brain Gain curriculum initiatives
- Organized and led seminars for 37 members and teachers on pursuing higher education, racial equity and newsletter communications

UNC Charlotte IT Service Desk

April

2010-May 2013

Senior Technical Assistant

Provided end user support and B2B trainings for faculty, staff, alumni utilizing University applications by cultivating technical support for University applications, software and enterprise applications which led to improved outcomes

- Trained 10-15 team members on implementing end user support for technology, software, and networking projects
- Developed user guides for networking and software installation documentation to improve technical writing skills and contribute to CRM knowledge base
- Resolved 25+ Help Desk tickets within 24 to 48-hour time frame to improve communication and help desk skills to better serve faculty, students and alumni

VOLUNTEER EXPERIENCE

Wake County Board of Elections, Precinct Official

August

2016-Present

- Manage processing ballots, registering voters, researching databases and setting up polling precincts for county elections

Muslim American Public Affairs Council, Volunteer

March 2024-

July 2024

- Managed projects with MAPAC members to improve event planning, organizational efficiency and implementing operational structures for communications, marketing and graphic design

ACCOMPLISHMENTS

- Promoted to Program Manager in 2020 for improving victim services, fundraising and communication goals by 25 percent
- Promoted to Senior Technical Assistant for improving communications and increased responsibilities in identity management and account retention

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ Durham and Wake Counties Research and Production Service District Advisory Committee

Please select your second Board preference: *

☒ United Arts Grants Panels

Please select your third Board preference: *

☒ Juvenile Crime Prevention Council

Please select your fourth Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your fifth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your sixth Board preference: *

☒ Nursing Home Community Advisory Committee

Nathaniel

First Name

C

Middle Initial

Drum

Last Name

4004 Grand Manor Court

Street Address

Apartment 305

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

None Selected

Home: (828) 234-4485

Primary Phone

Business: (919) 792-4712

Alternate Phone

nathaniel.drum@alumni.wfu.edu

Email Address

North Carolina Business Court

Employer

Judicial Law Clerk (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?

As a new resident of Raleigh, I want to serve on a city board or commission so that I can better make connections throughout the city while working to improve the life of my fellow citizens.

Work Experience

Judicial Services Coordinator for the North Carolina Department of Public Safety
Probation/Parole Officer for the North Carolina Department of Public Safety Judicial Law Clerk (Attorney) at the North Carolina Business Court

Volunteer Experience

Wake County Teen Court Volunteer Presiding and Sentencing Judge American Associates for Justice (AAJ) Law School Regional Mock Trial Volunteer Judge American Mock Trial Association (AMTA) Invitational Volunteer Judge MockOn High School Mock Trial Competition Volunteer Judge North Carolina Bar Association Middle School Mock Trial Competition Volunteer Judge North Carolina Advocates for Justice High School Mock Trial Competition Site Coordinator Wake Forest University Summer Immersion Program Student Life Coordinator Wake Forest University School of Law Admissions & Financial Aid Student Liaison North Carolina Summer Appellate Seminar Participant

Education

University of North Carolina at Chapel Hill, Bachelor of Arts in Political Science Wake Forest University School of Law, Juris Doctor

Comments

[Professional 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

Nathaniel C Drum

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

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

Nathaniel C. Drum

4004 Grand Manor Ct.; Apt. 305; Raleigh, NC 27612 || (828) 234-4485 || nathaniel.drum@alumni.wfu.edu

Education

Wake Forest University School of Law

Juris Doctor (J.D.), May 2024

Winston-Salem, NC

GPA: 3.60 (Top 17%)

Honors and Awards:

- *Cum Laude* Academic Honors
- Order of the Barristers
- Pro Bono Honor Society
- Wake Forest University Summer Immersion Law Institute Honorarium Recipient
- Dean Suzanne Reynolds Award for the Highest Grade in Legal Research II; Pre-Trial Practice & Procedure; and Trade Secrets & Unfair Competition
- 2024 Cynthia Zeliff Trial Competition Champion
- 2023 Edwin Stanley Moot Court Top 16 Finalist
- 2023 Cynthia Zeliff Trial Competition Semi-Finalist

University of North Carolina at Chapel Hill

Bachelor of Arts in Political Science, May 2018

Chapel Hill, NC

Licenses

North Carolina State Bar

Licensed Attorney

State Bar No. 62898

Admission Date: 10/04/2024

North Carolina Secretary of State

Notary Public

Notary No. 201821100064

Expiration Date: 04/14/2029

Law School Leadership

- Staff Editor for the *Wake Forest Law Review*
- Staff Editor for the *Wake Forest Journal of Business & Intellectual Property*
- Symposium Edition Editor for the *Harvard Journal of Law & Public Policy*
- Teaching Assistant for Contracts I
- National Trial Team Captain
- American Bar Association National Appellate Advocacy Competition Representative
- Expungements Clinic Coordinator for the Wake Forest Law Pro Bono Project
- First Generation Law Society Mentorship Chair

Professional Experience

North Carolina Business Court

Judicial Law Clerk to the Honorable Mark A. Davis

Raleigh, NC

August 2024 – August 2026

- Reviewed the parties' briefs, conducted independent legal research, drafted bench memoranda, and drafted more than a dozen opinions and orders of significance for publication on Lexis and Westlaw
- Researched and conferenced with Judge Davis on multiple issues of first-impression under North Carolina commercial law, including issues involving: choice-of-law, subject-matter jurisdiction, joinder, fiduciary duty, shareholder rights, commercial tort claims, and attorneys' fees award calculations
- Responsible for overseeing the efficient administration of over two dozen complex commercial cases, including class-action disputes, direct and derivative shareholder suits, and administrative law appeals

Restoring Integrity & Trust in Elections

The Fund for American Studies Summer Law Clerk

Washington, DC

June 2023 – July 2023

- Conducted legal research and historical analysis regarding voting rights during various periods of Constitutional change in order to identify areas for potential future litigation
- Drafted, critiqued, summarized, and edited court filings including Amicus briefs, Motions to Dismiss, and Motions for Summary Judgment in ongoing federal and state election litigation cases

North Carolina Court of Appeals

Judicial Extern to the Honorable Hunter Murphy

Raleigh, NC

July 2022 – December 2022

- Drafted bench memoranda, court orders, and judicial opinions for complex criminal and civil cases
- Reviewed and analyzed appellate briefs and conducted legal research in order to prepare Judge Murphy for oral arguments and case conferences

Truist Financial

Charlotte, NC

Mecklenburg County Bar Diversity Law Clerk

June 2022 – July 2022

- Conducted legal research and drafted memoranda regarding class-action liability for electronic service outages and consumer data privacy following corporate mergers and acquisitions
- Compiled and analyzed new and amended state statutes regulating the collection, storage, use, and distribution of consumer data and private information

Moore & Van Allen

Charlotte, NC

Mecklenburg County Bar Diversity Law Clerk

May 2022 – June 2022

- Conducted research and drafted memoranda regarding various issues including contract interpretation, property rights, and evidentiary standards
- Accompanied attorneys to court proceedings and created summary reports regarding civil motions hearings, depositions, and contested bankruptcy hearings

James, McElroy & Diehl

Charlotte, NC

North Carolina State Bar Certified Paralegal

November 2020 – July 2021

- Wrote, reviewed, and edited complaints, answers, and motions relating to all family court matters including child support, child custody, spousal support, and equitable distribution
- Collaborated with attorneys to prepare for trials and motion hearings by writing issue synopses, creating evidence binders, and researching relevant case law and statutes

North Carolina Department of Public Safety

Gastonia, NC

Probation and Parole Officer

April 2020 – December 2020

- Appeared in court and presented case details to the court including steps taken to engage defendants in community activities and the impact of those initiatives on defendants' conduct
- Reviewed case files and met with defendants to make connections with city, county, and state resources and address identified criminogenic needs to reduce the risk of recidivism

North Carolina Department of Public Safety

Newton, NC

Judicial Services Coordinator

July 2019 – April 2020

- Interviewed and elicited information from convicted offenders regarding their contact information, demographics, employment, education, and criminal background
- Filed violations for non-compliance of court-ordered community service and appeared in District Criminal Court alongside the district attorney to testify as to the offender's violations

The McIntosh Law Firm

Davidson, NC

North Carolina State Bar Certified Paralegal

October 2018 – July 2019

- Drafted pleadings, estate planning documents, and correspondence with creditors and financial institutions relating to estate administration matters
- Assisted in client intake interviews, contacted clients with regular case updates, and answered questions regarding the estate administration and probate process

Academic Publications

Wake Forest Law Review Current Issues Blog

March 2024

[*North Carolina's Nesting Doll Dilemma: Attorneys Fees as a Sanction in Family Law Criminal Contempt Proceedings*](#)**Community Service**

Wake County Teen Court Volunteer Presiding and Sentencing Judge

American Associates for Justice (AAJ) Law School Regional Mock Trial Volunteer Judge

American Mock Trial Association (AMTA) Invitational Volunteer Judge

MockOn High School Mock Trial Competition Volunteer Judge

North Carolina Bar Association Middle School Mock Trial Competition Volunteer Judge

North Carolina Advocates for Justice High School Mock Trial Competition Site Coordinator

Wake Forest University Summer Immersion Program Student Life Coordinator

Wake Forest University School of Law Admissions & Financial Aid Student Liaison

North Carolina Summer Appellate Seminar Participant

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

☒ Human Services Board

Please select your second Board preference: *

☒ Capital Area Workforce Development Board

Please select your third Board preference: *

☒ Juvenile Crime Prevention Council

Please select your fourth Board preference: *

☒ Open Space and Parks Advisory Committee

Please select your fifth Board preference: *

☒ United Arts Grants Panels

Please select your sixth Board preference: *

☒ Yates Mill Park Advisory Board

Christina

First Name

Fedak

Last Name

Middle
Initial

2816 Egert Drive

Street Address

Suite or Apt

Haw River

City

NC

State

27285

Postal Code

What district do you live in?

None Selected

Home: (336) 202-1717

Primary Phone

Home: (336) 202-1717

Alternate Phone

threefedaks@gmail.com

Email Address

UNC Health

Employer

HCS Application System
Analyst

Job Title

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

☐ Yes ☒ No

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

None Selected

Interests & Experiences

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

I am interested in helping serve our state and local community through participating in local boards.

Work Experience

See attached resume

Volunteer Experience

Youth Basketball Coach at Harvest Baptist Church 2023-2025 Samaritan’s Purse Holiday volunteer at processing center 2024

Education

See attached resume

Comments

Thank you for the opportunity to apply. I look forward to discussing my career experience and interest in serving as a board member to improve our state and local communities.

[Christi2025Resume.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

Christina Fedak

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

CHRISTINA FEDAK

HCS Application System Analyst

CF

CONTACT

 336 - 202 - 1717

 2816 Egert Drive,
Haw River, NC

 threefedaks@gmail.com

EXPERTISE

- **Multi-tasking**
- **Teamwork**
- **Problem Solving**
- **Adaptability**

EDUCATION

Cardiovascular Technology
Bachelor of Science
University of South Carolina
2003 – 2006

Invasive Cardiovascular Technology
Certificate
Sentara College of Health Professions
2005 – 2006

Nuclear Medicine Technology
Certificate
University of North Carolina- Hospital
2009 – 2010

PROFILE

HCS Application System Analyst for Epic EHR Software specializing in Radiant and Cupid. 3-years of experience in successfully leading multiple projects for the Radiant team. Large focus on collaboration with multiple application teams to ensure Epic Radiant optimizations integrate with organizational requests and needs.

EXPERIENCE

HCS APPLICATION SYSTEM ANALYST
UNC HEALTHCARE

2022 to current

Provide support throughout the UNC Healthcare organization for Radiant end users at 17 Hospitals and over 600 Radiology departments through end user education, ticket resolution, department optimization requests, and Epic upgrade enhancements. Focused areas of customer service include reporting, dashboards, radiology charges and billing, supplies and supply integration with 3rd party systems, Interventional Radiology workflows and tools, patient movement, and SER record maintenance. Consistently work in a team atmosphere with positive and detailed communication to complete all test and build tasks by required project deadlines. Successfully lead multiple projects for the Epic Radiant team over the last 3 years including the opening of the following across different entities: surgical hospital, Radiant outpatient department, ED, and patient care tower. Other projects include hospital merger, Advanced Home Care, Epic integration with Infor, E-Consent Go-Live, and multiple Epic Nex10 projects.

REGIONAL TEAM LEAD- CASE INVESTIGATOR
MEDICAL EDGE RECRUITING

2020 to 2022

Work collaboratively with Community Care of North Carolina and multiple local health departments in North Carolina to help contact COVID-19 patients in an effort to educate case patients about isolation recommendations, gather symptom information, and obtain leads for potential contacts to help slow the spread of COVID-19. Leadership duties include to mentor and train a team of over 50 Case Investigators for 11 counties in the region while providing daily leadership and guidance. Assist team members with daily support for technology issues, promote a positive team environment, monitor team members productivity, provide weekly reports on the call data for the team, monitor and report outbreaks, update policies and procedures, and help organize and supervise team projects. Other positions held include working as a lab coordination and outbreak investigation specialist on the state's Cluster Outbreak and Response team to further investigate COVID-19 outbreaks and clusters within the state.

SKILLS

LEADERSHIP



PROJECT MANAGEMENT



SOFTWARE PROFICIENCY



CUSTOMER SERVICE



INTERESTS

- Family
- Travel
- Volunteering
- Sports

CERTIFICATIONS

ARRT (RT) (N)

American Registry of Radiologic Technologists

2010 – current

CNMT

Nuclear Medicine Technology Certification Board

2010 – current

NMTCB (CT)

Nuclear Medicine Technology Certification Board (CT)

2014 – current

Epic

Radiant

2022 – current

Epic

Cupid

2022 – current

EXPERIENCE (continued)

PATIENT SERVICE REPRESENTATIVE

ZOLL MEDICAL CORPORATION

2019- 2022

Educate patients and medical staff on the function and necessary steps to operate the ZOLL LifeVest. Track all incoming and outgoing inventory. Complete and submit necessary paperwork following patient appointments to ZOLL Medical Corporation. Schedule and travel to patient appointments as scheduled with patient at their home or at the hospital. Multi-task multiple patients and appointments within a day as needed including traveling to multiple sites per day.

PET/CT TECHNOLOGIST

ALLIANCE HEALTHCARE SERVICES

2019 to 2020

Perform all daily quality assurance on PET/CT camera and in the Nuclear Medicine hot lab. Maintain daily records for patient care and quality assurance. Assist patients with their PET/CT scan including ensuring the patient is properly prepped, completing all required paperwork, starting patient's IV, injecting the patient with the proper radiopharmaceutical and dose, scanning the patient, and processing the patient's images. Efficient patient care and multi-tasking are essential as the schedule is fast paced with this company. Travel between sites is a daily occurrence as this is a mobile unit, and travel can occur between multiple sites a day as needed.

NUCLEAR MEDICINE TECHNOLOGIST

ALVARADO HOSPITAL

2013 to 2018

Perform a variety of diagnostic and therapeutic nuclear medicine procedures per department protocol. Complete required quality control for the gamma cameras and the nuclear medicine hot lab. Compose the Nuclear Medicine department's protocol and procedure manual to provide guidance and promote department compliance for all nuclear medicine employees.

REFERENCES

Carla Weiler

General Manager

843-318-1903

Karen Hassen

**Nuclear Medicine
Technologist**

304 - 993 - 2026