

Privacy Notice

I hereby acknowledge that the information I provide in this application is subject to disclosure pursuant to the North Carolina Public Records Laws, and that I provide the information contained in this application freely and voluntarily, and that by submitting my application to Wake County I consent to such disclosure pursuant to the North Carolina Public Records Laws, and that I waive and release Wake County, its agents, employees and elected and appointed officials, from any liability related to disclosure of any information provided herein.

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

None Selected

Please select your second Board preference: *

None Selected

Please select your third Board preference: *

None Selected

Please select your fourth Board preference: *

None Selected

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Gwen

First Name

Bishop

Last Name

Middle Initial

PO Box 1574

Street Address

Suite or Apt

Apex

City

NC

State

27502

Postal Code

What district do you live in?

None Selected

Home: (919) 410-6377

Primary Phone

Mobile: (919) 946-2602

Alternate Phone

gwbi1414@gmail.com

Email Address

Employer

Job Title

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

Yes No

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

None Selected

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

Comments

[United Arts Grant Panel RESUME March 2026.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

Gwen Bishop

Date of Birth

Gender *

Female

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

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](#).

Gwen Bishop

Registered Nurse, MSN, RN, CNIII

919-946 2602

gwbi1414@gmail.com

MISSION ALIGNMENT STATEMENT

Believe in promoting community-centered grantmaking by supporting initiatives that address needs and foster sustainable, long-term impact.

BOARD CANDIDATE PROFILE

Registered nurse with strong analytical, organizational, and communication skills, seeking to support the United Arts Grant Panel in Wake County. Bring a unique perspective combining healthcare professionalism with community experiences by utilizing a strategic approach to problem-solving, and organizational improvement. Committed to applying integrity, and practical decision-making to enhance board strategy, sustainability, and community impact.

EDUCATION

- **Applied Health Informatics Certificate** Johns Hopkins University, summa cum laude
- **Master of Science in Nursing** Duke University, cum laude
- **Bachelor of Science in Nursing** University of North Carolina at Greensboro

PROFESSIONAL EXPERIENCE

Experience in clinical, telephone triage, long-term care management, school nursing, and leadership roles, with a strong focus on providing high-quality nursing care, educating patients and families, and advocating for patients' well-beings.

Duke University Health System, Raleigh, NC, March 2019-present

- **Initiated and delivered 1:1 coaching for staff across multiple departments**, guiding teams through A3 problem-solving to identify root causes, define target conditions, and create actionable improvement plans that enhanced patient care and safety
- **Led A3 huddles** that significantly boosted staff morale and fostered a collaborative culture.
- **Collaborated closely with the medical director and management teams** to revise policies, standardize care practices, and streamline workflows—improving operational efficiency and ensuring consistent, high-quality care.
- **Built strong, trusting relationships with patients, families, and interdisciplinary team members** through clear, empathetic communication, fostering effective collaboration across diverse backgrounds and clinical roles.

VOLUNTEER & COMMUNITY INVOLVEMENT

- NC State Employee Credit Union (SECU) Advisory Board, Cary, NC, August 2017-December 2025
Supported NC SECU efforts to educate members about products and services. Provided feedback and recommendations to improve services for credit union members.

- Susan G Komen, Raleigh NC
Participate in Susan G. Komen Race for the Cure to raise awareness and funding for breast cancer research and education over numerous years. Provide widespread support for community events.
- Assisted a local artist with art projects: purchased supplies, logged progress, photographed completed artwork, and assisted to display oil paintings at art shows.
- Attend local arts and cultural events while assisting a professional photographer, and gain hands-on experience in community engagements.

COMMITTEE MEMBER

- Duke University Health System, Coordinating Council, 8/30/2023-present
- Co-Chair/Member of Nursing Quality Council, Duke University Health System, 10/26/2022-present
- Rheumatology Nursing Society Nursing Scope and Standards of Practice Committee, 8/20/2024-10/2025

CERTIFICATIONS

Registered Nurse (RN)

Lean Six Sigma Green Belt Trained

Basic Life Support (BLS) certified by American Heart Association

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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: *

Human Services Board

Please select your fourth Board preference: *

Juvenile Crime Prevention Council

Please select your fifth Board preference: *

Library Commission

Please select your sixth Board preference: *

Open Space and Parks Advisory Committee

Shanitah

First Name

Young

Last Name

Middle Initial

721 Hardin Hill Lane

Street Address

Suite or Apt

Knightdale

City

NC

State

27545

Postal Code

What district do you live in?

None Selected

Mobile: (919) 295-2256

Primary Phone

Mobile: (919) 295-2256

Alternate Phone

shanitahy@gmail.com

Email Address

Employer

Job Title

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

Yes No

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

Knightdale

Interests & Experiences

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

I believe that civic engagement is the first step in societal change. I would like to use my knowledge and expertise to improve the quality of life for the people of North Carolina. Serving on a Board or Commission will afford me an opportunity to contribute to change and lasting impact.

Work Experience

My professional background spans strategy, evaluation, and systems improvement across public sector and nonprofit environments. I have held roles focused on translating complex policy and program goals into clear implementation strategies, including work with state and local agencies, education and workforce initiatives, and mission driven organizations. My experience includes analyzing data to inform decision making, facilitating cross functional stakeholder engagement, managing projects with multiple constraints, and assessing long term impact rather than short term outputs. This work has strengthened my ability to review proposals critically, ask the right questions, and contribute constructively to group deliberations. Combined with a strong commitment to community wellness and equity, my experience prepares me to serve as a thoughtful, reliable, and mission aligned board member.

Volunteer Experience

My volunteer experience reflects a long standing commitment to service, education, and community engagement. I am an active member of Alpha Kappa Alpha Sorority, Incorporated, where I have participated in service initiatives focused on education, civic engagement, and community uplift. In addition, I have served as a volunteer with the Wake County Public School System, supporting school based efforts that strengthen student learning and family engagement. Through these roles, I have gained firsthand insight into community needs, the importance of sustained volunteerism, and the value of collaboration between institutions and residents. This experience reinforces my commitment to public service and informs the perspective I bring to board and advisory work.

Education

My educational background is grounded in education policy, human development, and systems thinking. I completed my undergraduate studies at Southern Methodist University, where I developed a strong foundation in analytical reasoning, social systems, and leadership. I later pursued graduate study at Teachers College, Columbia University, with advanced training focused on learning science, education research, program evaluation, and equity centered practice. My academic preparation emphasized evidence informed decision making, the relationship between educational environments and long term outcomes, and the role of public systems in supporting community well being. This educational foundation continues to shape how I approach complex policy and governance questions with rigor, clarity, and a long range perspective.

Comments

[Shani_Young_Resume_2026.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

Hispanic

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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SHANITAH “SHANI” YOUNG

Strategic and impact-oriented leader with 12+ years of experience designing, scaling, and evaluating programs that improve outcomes for children, families, and communities. Known for translating research into actionable strategy, aligning vision with execution, and driving cross-sector initiatives that deliver measurable, lasting results.

EXPERIENCE

FOUNDER AND PRINCIPAL CONSULTANT | ALTIORA GROUP (LLC) | REMOTE | 2024 - PRESENT

- ❖ Advise nonprofit and education organizations on strategy, program design, and implementation.

DIRECTOR OF LEARNING

NORTH CAROLINA EDUCATION CORPS | REMOTE | JANUARY 2021 - JUNE 2025

- ❖ Designed and executed the learning and development strategy for 1,250+ corps members supporting K-5 literacy instruction for more than 30K students across North Carolina.
- ❖ Led a \$500K multi-year, multimodal programmatic evaluation to assess the impact of tutoring implementation across 236+ schools, impacting 30K+ students.
- ❖ Established tutor credentialing courses aligned to the science of reading, increasing access to high-quality literacy tutors.
- ❖ Restructured the organization's functional accountability framework and department structures to align with strategic goals.
- ❖ Developed and implemented staff training programs to improve management efficacy and organizational effectiveness for a 30-member team.
- ❖ Delivered quarterly strategic updates to the Board of Directors, translating program data and insights into executive-level recommendations to support decision-making and long-term planning.

DATA & POLICY ANALYST

NC DEPARTMENT OF HEALTH & HUMAN SERVICES | RALEIGH, NC | JULY 2020 - DECEMBER 2020

- ❖ Collaborated on policy development and implementation for COVID-19 education guidance across early childhood to higher education.
- ❖ Managed stakeholder engagement and created policy-aligned communications for diverse education audiences.
- ❖ Led a 9-member intern team focused on policy research and operational crisis logistics.

CONTENT TEACHER LEADER

UPLIFT EDUCATION | DALLAS, TX | 2016 - 2019

- ❖ Translated classroom research and assessment data into actionable instructional strategies, resulting in a 4% increase in content mastery for 1st-grade mathematics across multiple campuses.
- ❖ Served as a practice-based research coach for new educators, using student performance data to drive professional growth and contributing to an 8% improvement in district-wide assessment performance.

TRANSITION TEAM MANAGER
TEACH FOR AMERICA | DALLAS, TX | 2015 - 2016

- ❖ Directed a 23-member leadership team serving 184 new corps members, applying research on adult learning and DEI to strengthen training and retention outcomes.
- ❖ Designed data-driven feedback systems to assess onboarding, leadership development, and instructional preparedness of corps members.
- ❖ Forged partnerships with six local businesses to support corps training initiatives, expanding organizational reach and resource availability.
- ❖ Elevated corps member voices by gathering qualitative and quantitative feedback, translating findings into actionable improvements in programming and support structures.

RESEARCH EXPERIENCE

RESEARCH ASSISTANT, THE NEUROCOGNITION, EARLY EXPERIENCE AND DEVELOPMENT LAB (NEED): NY, NY – 2019-2020; PI KIMBERLY NOBLE, MD/PHD

- ❖ BUDDY Study E1, coordinating and conducting research sessions
- ❖ EEG processing, data management, social media management

RESEARCH ASSISTANT AT NATIONAL INSTITUTES OF HEALTH. BETHESDA, MD.
LABORATORY OF PATHOLOGY: SUMMER 2009; PI DHAMMIKA NAVARATHNA, MD/PHD

- ❖ Presented at NIH Poster Day: Role of Allantoin in the Pathogenic Fungus Candida Albicans

RESEARCH ASSISTANT AT DREXEL UNIVERSITY COLLEGE OF MEDICINE; MICROBIOLOGY AND IMMUNOLOGY:
PHL, PA: SUMMER 2007& 2008; PI THOMAS EDLIND, PHD

- ❖ Work focused on gene knockout, gene sequencing, transformation and bioinformatics

EDUCATION

Columbia University, Teachers College; NY, NY

– M.S. Neuroscience & Education, 2020

Southern Methodist University; Dallas, TX –

B.A. & B.S., 2013

Bard College at Simon's Rock; Great Barrington,

MA – A.A., 2010

SKILLS

Strategic Planning & Change Management

Leadership, Coaching & Development Systems

Optimization & Project Management

Policy Analysis & Advocacy

Program Impact and Evaluation

PROFESSIONAL DEVELOPMENT & FELLOWSHIPS

Entrepreneurship Essentials - Harvard Business School Online – 2025

Certified Professional in Training Management – 2024

Cognitive CoachingSM, Thinking Collaborative – March 2025

Becoming a Coaching Leader, Building Champions – December 2024

Center for Creative Leadership – Executive Development – 2023

Policy & Advocacy Fellow, Leadership for Educational Equity – 2019–2021

Federal Policy Institute fellow; Early Childhood – 2019–2020

Education Fellow, Teaching Trust, Dallas, TX – 2015–2016

Teach For America, Dallas-Fort Worth – 2013 Corps

TX Certified Educator for ESL and EC-6 - 2013

Profile

Which Boards would you like to apply for?

United Arts Grants Panel: Submitted

Please select your first Board preference: *

Open Space and Parks Advisory Committee

Please select your second Board preference: *

United Arts Grants Panels

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

Michael

First Name

A

Middle Initial

Rantilla

Last Name

1804 Pictou Road

Street Address

Suite or Apt

Raleigh

City

NC

State

27606

Postal Code

What district do you live in?

None Selected

Mobile: (919) 260-6598

Primary Phone

Home: (919) 260-6598

Alternate Phone

mrantilla73@gmail.com

Email Address

HDR

Employer

Civic Principal

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 longtime Raleigh resident and architect, I have a passion for community amenities such as parks, museums, and libraries. I'd like to leverage my 30 years of experience designing these types of projects to help our community continue to grow and beautify in a sustainable and equitable manner. As a native of Brazil, a prior resident of France and Italy, and an avid traveler, I can offer global viewpoints to help supplement local ones.

Work Experience

HDR - Civic Principal EwingCole - Regional Director Perkins & Will - Operations Director and Technical Director Freelon - Associate Principal Gurlitz Architectural Group - Project Architect

Volunteer Experience

Prospective Student Interviewer - Cornell University Design Studio Visiting Juror - NCSU and Wake Tech NC Modernist Houses - Tour Location High School Drafting Student Host - Architect Office Day

Education

Cornell University - Bachelor of Architecture - 1996

Comments

[Michael_Rantilla_Resume_2025v2.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

Michael A Rantilla

Gender *

Male

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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Michael Rantilla, AIA LEED

1804 Pictou Road
Raleigh, NC 27606
919.260.6598
mrantilla73@gmail.com
www.linkedin.com/in/michael-rantilla

Focus

Creative, meticulous and organized architectural leader with 30 years experience delivering award winning, client-focused solutions. Adept at cross-market sector and cross-business group collaboration and strategy. Local, national, and global project and team expertise. Deep understanding of the importance of internal and client-facing relationships and operational team building. Efficient decision maker who leans on data-driven analytics, healthy debate, and trustworthy colleagues.

Professional Experience

- | | | |
|--|--------------------------------|----------------|
| HDR – Civic Principal | Raleigh, NC | 2022 - present |
| Helped start and grow a 30-person architectural studio within an established engineering office. Oversee studio operations and culture-building efforts. Lead Civic market sector strategy and business development. Nurture collaboration across multiple business groups. Reports to Global Market Sector Director and Managing Principal. | | |
| EwingCole – Regional Director | Raleigh, NC | 2018 – 2022 |
| Managed operations for a staff of 40 architects and engineers. Strategic activities related to acquisition of the local office. Project management and business development across Science + Technology, Higher Education, Civic, and Healthcare market sectors. Reported to Director of Operations. | | |
| Perkins&Will – Operations Director Technical Director | Sao Paulo, Brazil Durham, NC | 2014 – 2018 |
| Brazil: Managed operations for a staff of 50 architects. Strategic activities related to acquisition of the local office. Integration of a Latin American practice into a global Architecture firm. Project management and business development across Science + Technology, Healthcare, and Commercial Market Sectors. Reported to Director of Operations.
North Carolina: Responsible for overall technical quality of project deliverables across all market sectors. Strategic innovation regarding document production methods and softwares. Cultivated industry partnerships. Championed technical training efforts and quality control continuous improvement. Reported to Managing Director. | | |
| Freelon (Acquired by P&W)- Associate Principal | Durham, NC | 2006 – 2014 |
| Led medium-to-large project delivery teams across Civic, Higher Education, and Transportation market sectors. Developed and maintained technical quality assurance and quality control methods. Technical committee leadership role. | | |
| Gurlitz Architectural Group – Project Architect | Durham, NC | 1997 – 2006 |
| Full scope design, production, and construction administration tasks across multiple market sectors. Led office relocation design and logistical efforts. | | |
| Smithgroup - Designer | Paris, France Detroit, MI | 1996 – 1997 |
| Full scope design and production tasks for the Automotive market sector. Long-term assignment in Paris for French automotive client. | | |

Credentials

American Institute of Architects	Member	2006
LEED Registered Professional	BD+C Accredited	2006
Registered Architect	North Carolina	2000
Bachelor of Architecture	Cornell University	1996

Professional Skills

Management: Client Management | Office Management | Team Management | Consultant Management | Construction Administration | Contract Negotiation

Design: Presentations | Detailing | Construction Documents | Consultant Coordination

Marketing: Business Development | Proposals | Interviews | Competitions

Software: Microsoft Office | Photoshop | Indesign | Deltek | CAD | Basic REVIT

Languages: Fluent in English and Portuguese with basic knowledge of French | Italian | Spanish

Citizenships: USA | Brazil

Projects

Project Experience: Civic | Commercial | Interiors | Higher Education | Residential | Retail | Religious | Science + Technology | Sports | Transportation | Mixed-use

Size: Designed, documented and managed individual projects ranging in size from 2500sf | \$500,000 through 975,000sf | \$675,000,000

Awards: Completed projects have received over 40 local, regional and national design awards

Related Activities

Memberships: Raleigh Chamber of Commerce | Building Enclosure Council | North Carolina Modernist Houses | Cornell University Alumni Association

Jury and Studio Critic: North Carolina State University College of Design | Wake Technical Community College | Architectural Lighting Magazine Annual Design Awards

Lectures: International Architecture Forum | BEC Fenestration Symposium | Facades+ Conference | Savannah College of Art & Design | Designing Libraries VII | DC Public Library

Academic: Founder and President, American Institute of Architecture Students (AIAS) chapter at Cornell University | Cornell in Rome Program

Mentorship: BOOST Leadership Program Mentor | STEM and ACE program participant | Dix Park Teenspace Career Day

Selected Project List

Aviation / Transportation

- Daytona Beach International Airport Renovation, Daytona Beach, FL
- Durham Station Transportation Center, Durham, NC

Civic

- National Museum of African American History and Culture, Washington DC
- Motown Museum, Detroit, MI
- Chavis Park Aquatics Center, Raleigh, NC
- St John the Baptist Parish Library, Reserve, LA
- Orange County Library, Carrboro, NC
- Geauga County Library, Bainbridge and Thompson, OH
- DC Public Library Tenley and Anacostia Branches, Washington DC
- Wake Forest University Z Smith Reynolds Library, Winston Salem, NC
- Durham County Library East, North, South Branches, Durham, NC
- Durham County EMS Station #2, Durham, NC
- Raleigh, Durham, Chapel Hill Sustainability Assessments

Commercial

- Shure LATAM Headquarters, Sao Paulo, Brazil
- Red Hat Office, Durham, NC
- Emigrant Bank, West Palm Beach, FL
- Perkins + Will Office, Durham, NC
- Gurlitz Architectural Group Office, Durham, NC
- Abbott Government Affairs Office, Washington DC
- Abbott Executive Cafeteria Renovation, Abbott Park, IL
- Coorsdale, High House, and Regency Park Office Buildings, Cary, NC

Education

- Duke University Biological Sciences Renovation, Durham, NC
- Duke University Freeman Center for Jewish Life, Durham, NC
- Morgan State University Center for the Built Environment, Baltimore, MD
- NC A&T Proctor School of Education, Greensboro, NC
- ECU Mendenhall Student Center, Greenville, NC
- UNC Student Stores Renovation, Chapel Hill, NC

Federal

- USMA Cyber & Engineering Academic Center, West Point, NY
- MCRD Parris Island Youth Center, Port Royal, SC

Healthcare

- Albert Einstein Hospital Learning and Research Center, Sao Paulo, Brazil
- Essentia Health Vision Northland Replacement Hospital, Duluth, MN
- Central Medical Park MOB, Durham, NC
- Durham Pediatrics Office, Durham, NC

Industrial

- Chrysler Headquarters Expansion, Auburn Hills, MI
- Virginia Bio+Tech Innovation Center, Richmond, VA
- Mitchell Water Treatment Plant, Greensboro, NC
- Renault do Brazil Automotive Plant, Curitiba, Brazil
- PDI Polaris, Kansas City, MO
- Abbott Laboratories R&D and Manufacturing Facilities:
 - Abbott Park, Des Plaines, Gurnee, Itasca, IL
 - Portland, Scarborough, ME
 - Sunnyvale, Alameda, CA
 - Indianapolis, IN
 - Columbus, OH
 - Casa Grande, AZ
 - Dallas, TX
 - Richmond, VA
 - Gretna, LA
 - Atlanta, GA
 - Queretaro, Mexico

Senior Living / Residential

- Morning Glory Senior Village, Durham, NC
- Roberson Street Lofts, Carrboro, NC
- Carpenter Fletcher Apartments, Durham, NC

Profile

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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

Last Name

Middle Initial

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

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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: *

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

Mecklenburg County Bar Diversity Law Clerk

Charlotte, NC

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

Mecklenburg County Bar Diversity Law Clerk

Charlotte, NC

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

North Carolina State Bar Certified Paralegal

Charlotte, NC

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

Probation and Parole Officer

Gastonia, NC

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

Judicial Services Coordinator

Newton, NC

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

North Carolina State Bar Certified Paralegal

Davidson, NC

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: *

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

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Shagufta F. Hakeem, M.A.

919-931-5089 | shaguftahakeem@pm.me | [linkedin.com/in/shaguftahakeem](https://www.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: *

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

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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