

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Water Partnership

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

Donna

First Name

Myers

Last Name

Middle
Initial

331 W. Main Street

Street Address

Suite 304

Suite or Apt

Durham

City

NC

State

27701

Postal Code

What district do you live in?

None Selected

Business: (919) 334-7963

Primary Phone

Mobile: (919) 685-5579

Alternate Phone

dmyers@americanrivers.org

Email Address

American Rivers

Employer

Associate Director of
Conservation, Southeast

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?

To continue to advance one water and integrated water management throughout the Neuse River Basin.

Work Experience

Currently serving as the primary staff member in the southeast regional office of American Rivers that focuses on integrated water management and one water advocacy throughout the Neuse and Cape Fear River Basin.

Volunteer Experience

Education

M.S. of Recreation and Tourism, Arizona State University

Comments

Nancy Daly requested that I serve on the Wake County Water Partnership, I look forward to the opportunity to serve in this role as an environmental advocate representative

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

Donna Myers

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Nancy Daly

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](#).

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Wake County Water Partnership

Please select your second Board preference: *

☒ Water Partnership

Please select your third Board preference: *

☒ Industrial Facilities and Pollution Control Financing Authority

Please select your fourth Board preference: *

☒ Economic Development Commission

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

Anuj

First Name

Middle Initial

Jain

Last Name

101 Grey Heron Lane

Street Address

Suite or Apt

HOLLY SPRINGS

City

NC

State

27540

Postal Code

What district do you live in?

None Selected

Home: (717) 666-5437

Primary Phone

Home: (717) 666-5437

Alternate Phone

anujpsu@gmail.com

Email Address

AECOM

Employer

Engineer

Job Title

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

☐ Yes ☒ No

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

☒ Holly Springs

Interests & Experiences

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

My background is Civil (Bachelors) and Environmental (Masters) Engineering with special focus in water/wastewater engineering (work experience). Also, I have an MBA with interests in finance and consulting. With my background, knowledge and passion, i will be able to make significant contributions to the purpose of the above requested boards in Wake County and serve for a good cause!

Work Experience

I have about 23 years of experience in consulting and engineering of water and wastewater projects. I have managed many water/wastewater projects from planning to construction in the Mid-Atlantic/Southeast states.

Volunteer Experience

My volunteer experience is limited. I had volunteered for a car wash event for contributions to St. Jude Children's Hospital and paint/whitewash in a women's shelter place (House of Ruth) in Maryland a few years ago.

Education

B.Tech.- Civil Engineering, IIT-BHU India M.Eng.- Environmental Engineering, Penn State, University Park MBA- University of Maryland, College Park

Comments

I am excited to be able to apply for these positions with purpose and look forward to hearing back!

[Resume_Anuj_Jain_12-2024.pdf](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ 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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ANUJ JAIN, PE

Holly Springs, NC

anujpsu@gmail.com; 717-666-5437

EDUCATION

MBA University of Maryland 2018
MS Environmental Engineering
Pennsylvania State University 2004
BS Civil Engineering IIT Banaras
Hindu University 2000

EMPLOYERS

AECOM: 05/24 - Current
Arcadis: 8/17 – 5/24
Mott MacDonald: 8/08 – 8/17
CDM Smith: 01/05 – 08/08
BHEL: 08/00 – 12/02

PROFESSIONAL REGISTRATIONS

Professional Engineer - MD

PROFESSIONAL ASSOCIATIONS

WEF
NC One Water

CORE SKILLS

Growth Strategy
Program/Project Management
Planning and Design
Staff Supervision
Team Leadership
Quality Assurance/Quality Control
Operations

TECHNICAL SKILLS

Reclaimed Water
Wastewater Treatment
Pump Stations
Water/Force Mains & Sewers
Water & Sewer Planning
Asset management

PROFILE

Mr. Jain has 23 years of planning and design experience in the water/wastewater industry. He has engineering and project management experience with a wide variety of projects including water modeling/planning; sewer modeling/planning; business advisory including asset management, strategy & innovation, wastewater treatment plant (WWTP) design including BNR/ENR & other upgrades; water/wastewater pump stations & force main design; water main and sewers.

Mr. Jain served as the Discipline Leader for Arcadis's Wastewater Treatment Design Community of Practice (CoP). He has coordinated efforts related to emerging contaminants (PFAS, 1,4-Dioxane) at WWTPs in NC.

He has been assisting with and leading conference planning for NC One Water. He chaired the Wastewater Treatment track of NC One Water Conference in Raleigh in November 2024. He has presented on various topics including wastewater treatment, water reuse and one water.

He is a supervisor as well and regularly engages with junior and senior staff for their career plan and mentoring. He coordinates with colleagues in the Environment, Transportation and Buildings business lines to discuss potential synergies.

PROJECT EXPERIENCE

- Aerial Sewers, Raleigh Water, NC
- Raw Water Storage Tank, Elizabeth City, NC
- Carolina Shores WWTP, Brunswick County, NC
- Low Pressure Collection System Pump Replacement Study, Powellsville, NC
- TZO WRF 1,4-Dioxane Study (56 MGD), Greensboro, NC
- Water Booster Pump Station Improvements, Greensboro, NC
- Big Alamance SPS and Liberty Road SPS/FM Design, Greensboro, NC
- TZO WRF Raw Influent Pump Station Upgrade (56 MGD), Greensboro, NC
- Townsend WTP Electrical Improvements- High Lift Pump Station Upgrade, Greensboro, NC
- Piscataway WWTP Headworks Upgrade and Storage Improvements (30 MGD), WSSC, MD

- Annapolis Water Reclamation Facility (WRF) ENR Upgrade (13 MGD) Anne Arundel County, MD
- Western Branch (30 MGD) WRRF Reclaimed Water Study, WSSC, MD
- Parkway (7.5 MGD) WRRF Reclaimed Water Studies, WSSC, MD
- Patuxent WFP (50 MGD) Reclaimed Water Study, WSSC, MD
- Parham Landing WWTP Biosolids Improvements (2 MGD), New Kent County, VA
- Players Club Water Reclamation Facility (2.4 MGD), St. Johns County, Ponte Vedra, FL
- Maryland Correctional Institution WWTP ENR Upgrade (1.6 MGD), MES, MD
- Keyzers Ridge MBR WWTP ENR Design (50,000 GPD) Garrett County, MD
- Perry Point WTP Upgrade (1 MGD) Veterans Affairs Medical Center (VAMC), Cecil County, MD
- Charlotte Hall Veteran's Home MBR WWTP Upgrade (70,000 GPD), MES, MD
- Municipal Wastewater Treatment Plant Evaluation, City of Easton, Northampton County, PA
- Provo WATRR Center WWTP Blower Design (21 MGD), Provo, UT
- Brown Station Road Landfill Leachate Treatment Plant Upgrade (60,000 GPD), MES, MD
- Boonsboro WWTP SBR ENR Upgrade (0.65 MGD), Town of Boonsboro, MD
- Muddy Run WWTP UV Upgrade, MES, MD
- Confidential Industrial WWTP Upgrade PER, MD
- Asset Management Program Support Basic Ordering Agreement (BOA), WSSC Water, MD
System Asset Management Plan Modernization; LOS Performance Assessment Framework Pilot; Western Branch WRRF Business Cases; Parkway WRRF Raw Influent Pump Station Upgrade Plan; Innovation Integration with Asset Management; Asset Verification with 3D Survey at Duckett Dam; Asset Management Processes and Procedures; Optimatics Pilot for Wastewater Buried Assets
- Open-End Engineering Services for Water and Wastewater Projects, Harford County, MD
Sod Run WWTP Condition Assessment; Brentwood Park Sewage Pump Station Improvements; Water System Model Study and Master Plan; Water & Wastewater Analysis (Compensation Study); Brierhill Estates Water Main Study; Sewer Model Study and Flow Monitoring; Water & Sewer Billing System
- North Woodside Standpipe and Greenbelt Standpipe Rehabilitations, WSSC Water, MD
- Locust Point & Brooklyn Wastewater Pump Station Force Main Replacements, City of Baltimore, MD
- Guilford Water Pumping Station Upgrade, City of Baltimore, MD
- Bear Creek Towne Sewage Pump Station Upgrade, Baltimore County, MD
- Lead Service Line Inventory and Project Management, Prince William County Service Authority, VA
- Raw Water Intake and Potomac Raw Water Pumping Station (40 MGD), Loudoun Water, VA
- Water Main Replacements, Carrcroft Area, City of Wilmington, DE
- Bear Cabin Sewage Pump Station, Harford County, MD
- Adelphi Water Main Pressure Red Bear Cabin Sewage Pump Station, Harford County, MD
- I270 PCCP Water Main Rehabilitation and Replacement Study, WSSC Water, MD

PRESENTATIONS

Unlocking Climate Change Resilience with One Water, NC One Water 2023, Raleigh, NC

MBR Upgrade Brings Operational and Performance Improvements to Charlotte Hall WWTP, Tricon 2016, Ocean City, MD

Wet Weather Overflow Preliminary Treatment and Storage at the WSSC Piscataway WWTP, Tricon 2016, Ocean City, MD

Technology Evaluations for COD and TDS Reduction in Leachate, WEFTEC 2017, Chicago, IL

Brentwood Park Sewage Pump Station Improvements: Tales from the Crypt, Tricon 2019, Ocean City, MD

Ozone Pretreatment – Is It Best Approach to Improve Membrane Productivity? Tricon 2021, Ocean City, MD

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Raleigh-Durham Airport Authority

Please select your second Board preference: *

☒ Centennial Authority

Please select your third Board preference: *

☒ Wake County Water Partnership

Please select your fourth Board preference: *

☒ Wake County Water Partnership

Please select your fifth Board preference: *

☒ Wake County Water Partnership

Please select your sixth Board preference: *

☒ Wake County Water Partnership

Gary

First Name

D

Middle
Initial

Hartong

Last Name

7012 Moresham Way

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Mobile: (252) 916-6230

Primary Phone

Business: (919) 828-0531

Alternate Phone

ghartong@thewootencompany.com

Email Address

The Wooten Company

Employer

President

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?

With over 10 years of volunteer leadership service at local, state and national levels, I am seeking an advisory position where I can listen to issues/concerns, collaborate and strategize with peer advisory members, and contribute value to the residents and businesses of Wake County and the Triangle region. I've lived in the Raleigh and Greenville areas for 30 years, raised 4 daughters here, advocate for state and national infrastructure funding and development initiatives, and want to work to ensure that Wake County and the Triangle remains a competitive and attractive region to educate, work, and reside.

Work Experience

The Wooten Company, Raleigh, NC, 1998-Present (Refer to attached resume)

Volunteer Experience

Town of Wake Forest, NC - Parks, Recreation & Cultural Resources Advisory Board (2019-2022), Chair & Vice Chair American Council of Engineering Companies, National Executive Committee (2021-2023) American Council of Engineering Companies of North Carolina, Executive Committee (2014-2020) Engineering Companies for North Carolina, Board of Governors (2017-2022)

Education

Hoover High School, North Canton, Ohio (1990-1994) NC State University, Raleigh, North Carolina (1994-1998), BS Environmental Engineering NC State University, Raleigh, North Carolina (2003-2009), Master of Civil Engineering

Comments

Third - Sixth Board preferences of Wake County Water Partnership is meant for the Upper Neuse River Basin Association. The UNRBA is not a selectable option.

[Gary_Hartong_Bio__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

Gary D Hartong

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Gary Hartong, PE, LEED AP, FACEC



BIO

Gary Hartong is President of The Wooten Company, a multi-disciplinary firm with six offices in the Carolinas, headquartered in Raleigh. Wooten provides civil engineering, geomatics and architectural services to public entities, educational institutions, and private industry. A staunch advocate for infrastructure at every level, Gary was elected in January 2021 to Vice Chair of the American Council of Engineering Companies (ACEC) and in March 2023 he was elected to ACEC's College of Fellows. In his formative years, Gary learned from his grandfather about contemporary water disasters and – wanting to guard against them – decided to pursue an Environmental Engineering degree. After earning one from N.C. State, he continued there to complete his Master of Civil Engineering. Gary and his Wife Jess have four daughters and two dogs. As much as possible, they enjoy North Carolina's rivers, lakes, and beaches together.

RÉSUMÉ

Starting with Wooten as an intern, Gary ascended through the firm's ranks over two decades. He now forges a new era of service and growth across the Carolinas and beyond.

25+ Years Experience

President: Jan 2020 – Present

Executive Vice President: Feb. 2015 – Jan. 2020

Greenville Regional Manager: June 2007 – Dec. 2015

Project Engineer: July 2003 – June 2007

Project Engineer Assistant: Dec. 1998 – July 2003

Intern: Jan. 1998 – Dec. 1998

Areas of Expertise

- Engineering Management & Administration
- Funding Strategies
- Water & Wastewater Engineering
- Rate & Fee Studies

Education

- MCE, Civil Engineering (2009)
- BS, Environmental Engineering (1998)

Industry Leadership

American Council of Engineering Companies
Vice Chair • April 2021 – Present

Engineering Companies for North Carolina
Board of Governors • May 2017 – Present

American Council of Engineering Companies of North Carolina
*Board of Directors, Executive Committee
July 2014 – June 2020*

Community Involvement

Town of Wake Forest Parks, Recreation & Cultural Resources (PRCR) Advisory Board
Vice Chair • Jan. 2022 – Dec. 2022

Town of Wake Forest Parks, Recreation & Cultural Resources (PRCR) Advisory Board
Chair • Jan. 2021 – Jan. 2022

Wake Forest Greenways Advisory Board
Board Member • Jan. 2019 – Nov. 2020

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Historic Preservation Commission

Please select your second Board preference: *

☒ Yates Mill Park Advisory Board

Please select your third Board preference: *

☒ Library Commission

Please select your fourth Board preference: *

☒ Water Partnership

Please select your fifth Board preference: *

☒ Board of Adjustment

Please select your sixth Board preference: *

☒ City of Raleigh Board of Adjustment

Byron

First Name

Rush-Frazelle

Last Name

Middle
Initial

409 N. East Street

Street Address

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

None Selected

Home: (910) 330-5153

Primary Phone

Home: (910) 330-5153

Alternate Phone

sbfrazelle@gmail.com

Email Address

NC Administrative Office of
the Courts

Employer

Judicial Fellow

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?

My wife and I have settled in Raleigh and now that we just got married, we are looking to become more involved in the greater Raleigh area. We both are local government people, I work for the State and my wife works for the City of Raleigh, and we are just looking to get on the ground and do more for our community. Little decisions make a big difference in the daily lives of people, and I would like to join a commission or board in order to make the City and County a better place.

Work Experience

Before I went to law school I had varied experience, primarily working as a copyeditor for a science journal, but also working part-time for the Carrboro Parks and Rec Department, where I helped out with parades, events, and mostly youth sports as a referee and an umpire. I also worked with Theatre Delta and traveled to many colleges and high schools to spread awareness of underage drinking and bystander intervention. In law school, I focused my experiences in local government: While interning with a policy organization, I researched intensively managed retreat and a local government ordinance passed to assist homeowners facing rising seawaters; I interned with the Town of Cary, and worked on several local issues there; and I worked briefly in transactional law both in and after law school, where I learned more about affordable housing transactions and local government's role in those transactions (and also that I do not belong in a transactional private practice). As a Judicial Fellow, I assist trial judges throughout North Carolina on research questions and resolving litigation disputes, and my work in this role has been lauded by many of the judges I have served.

Volunteer Experience

Besides my paid work with the Town of Carrboro as a referee/umpire and with Theatre Delta as an educator, I have volunteered briefly with the Land Loss Prevention Project and worked to develop a memo for local farmers on LLC formation. In law school, I volunteered as the president of Student Legal Services, and provided undergraduate students with legal information to help them make decisions on disciplinary or minor legal issues they would be facing.

Education

UNC-Chapel Hill, BA in Dramatic Arts and Political Science '16; William & Mary Law School, '22

Comments

[S. Byron Frazlle - 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

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Byron Rush-Frazelle

S. BYRON FRAZELLE

✉ sbfrazelle@gmail.com | ☎ (910) 330-5153 | 🏠 Raleigh, NC

EXPERIENCE

Administrative Office of the Courts, Raleigh, North Carolina

Judicial Fellow

July 2023 to Present

Routinely assist Superior and District Court judges on quick-turnaround legal questions through research support and drafting orders. Helped resolve discovery disputes through conducting intensive analysis of documents submitted for *in camera* review, including thousands of emails and attorney time records. Supported administration of three-judge panels, including briefing judges ahead of status conferences, calendaring hearings, and drafting orders. Developed primer on § 1-267.1 transfers. Developed and currently administering a monthly Fellowship newsletter sent to all judges and court officials in North Carolina.

Land Loss Prevention Project, Durham, North Carolina

Volunteer

March 2023 to July 2023

Provided research support for a project on the benefits of organizing an LLC for farmers and landowners.

Ellinger & Carr, Raleigh, North Carolina

Associate

May 2022 to March 2023

Developed template loan documents for first-time homebuyer programs for municipalities and non-profit housing organizations. Supported lender's counsel for municipal lenders, including drafting loan documents and reviewing and gathering due diligence materials.

Summer Associate & Clerk

May 2021 to August 2021

Assisted in review of multiple e-discovery materials and prepared memoranda on North Carolina discovery and privilege law to support ongoing contract dispute.

National Agricultural Law Center, Fayetteville, Arkansas

Research Fellow

May 2021 to December 2021

Researched and authored legal bulletin for farmers explaining business formation, including benefits of incorporation.

Town of Cary, Cary, North Carolina

Extern

January 2021 to May 2021

Prepared formal memoranda on municipal property law, including municipal leases and dedication law in North Carolina.

Wetlands Watch, Norfolk, Virginia

Legal Intern

May 2020 to August 2020

Authored a white paper examining coastal conservation easement valuation issues from a landowner perspective. Developed reports on "rolling" easement legislation and examples throughout the country. Created a guide on open space preservation options for local governments.

William and Mary Law School, Williamsburg, Virginia

Research Assistant

June 2020 to July 2020

Developed reports that collated and reviewed tort reform legislation from the 116th Congressional session.

EDUCATION

William & Mary Law School

J.D. May 2022

UNC-Chapel Hill

B.A. May 2016

BAR ADMISSION

North Carolina 2022

Bar ID: 59771

HONORS & AWARDS

William & Mary Law Moot Court

William & Mary Environmental
Law and Policy Review

Best Student Note – William &
Mary Environmental Law and
Policy Review

Student Fellow at William &
Mary Center for the Study of Law
and Markets

PUBLICATIONS

**Alternative Solutions for
Government Intervention in
Climate Crisis Markets: Price
Gouging and the Pandemic Egg
Market Case Study**, 46 Wm. &
Mary Envtl. L. & Pol'y Rev. 283
(2021)

INTERESTS

Philosophy blog (*Turning 30 with
Aristotle*); running; Shakespeare's
histories; National Women's Soccer
League

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Human Services Board

Please select your second Board preference: *

☒ Board of Adjustment

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: *

☒ Wake County Water Partnership

Please select your sixth Board preference: *

☒ None Selected

Roshan

First Name

Shoukat

Last Name

Middle
Initial

733 Grace Hodge Dr

Street Address

Suite or Apt

Cary

City

NC

State

27519

Postal Code

What district do you live in?

None Selected

Home: (919) 717-0447

Primary Phone

Home: (919) 717-0447

Alternate Phone

roshan.shoukat@icloud.com

Email Address

Black & White Coffee
Roasters

Employer

Barista

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'm interested in serving on a Board or Commission because I want to be involved in the kind of work that genuinely impacts people's lives. I've had experiences in different leadership roles where I've seen firsthand how meaningful decisions and policies can change things for the better. I want to be part of a group that listens to the community and works towards practical solutions in areas that really matter and I'm glad I was able to find an opportunity like this to share my interests and make Wake County a better place.

Work Experience

Wake County Board of Elections - Election Assistant Black & White Coffee (RDU Airport) - Barista

Volunteer Experience

Wake County Public Libraries - Teen Leadership Corps NC DHHS - Problem Gambling Advocate (Student Perspective) Dorcas Ministries - Cashier/Bagging Green Hope High School Media Center - General Volunteer

Education

Green Hope High School - HS Diploma

Comments

[nga_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

Date of Birth

Roshan Shoukat

Gender *

☒ Male

Ethnicity *

☒ Asian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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ABOUT ME	Dedicated and accountable student with a background in public affairs, seeking an internship at NGA. Specialties include threat assessment, crisis management, and teamwork.	
	Qualifications <ul style="list-style-type: none">• Certified in Premiere Pro, Photoshop, and Illustrator by Adobe• Awarded 5th place in North Carolina for Advertising Design at SkillsUSA	Core Skills <ul style="list-style-type: none">• Honest• Adaptable• Respectful• Proactive

EXPERIENCE	Student, Federal Bureau of Investigation (FBI) Teen Academy July 2024 - Present <ul style="list-style-type: none">• Selected by the Charlotte Field Office from teenagers across North Carolina and South Carolina to participate in a highly competitive week-long program shadowing FBI Special Agents, Support Agents, and staff.• Instructed on and executed self defense, anti-sextortion, anti-terrorism, and criminal investigative tactics (gathering evidence, interviewing witnesses, analyzing case studies).• Worked in a team to identify potential problems and provide unique resolutions for closed FBI cases with guidance from intelligence analysts, language specialists, and other professional staff.• Currently serve as a peer mentor for students at Green Hope High School, a resource against criminals. Job Shadow, Town of Cary PIO (Public Information Officer) May 2024 - Present <ul style="list-style-type: none">• Shadowed the Public Information Officer of my Town for three months, assisting citizens at public information sessions and creating content for the Town's social media accounts.• Participated in the Town's Emergency Operations Center for the annual Lazy Daze Arts and Crafts Festival which was a gathering of thousands of people and over 250 artists from across the country. Monitored social media accounts for any crises not reported through official channels and sent reminders to citizens during the festival ensuring that they were aware of hydration, safety, and recycling centers.• Submitted an extensive blueprint for a potential Town of Cary PIO internship detailing internship objectives, how the student and the Town will benefit from the internship, and potential hurdles for the creation of program. Officer of the Day, Black Falcons Cybersecurity Team April 2022 - Present <ul style="list-style-type: none">• Competed in three seasons of the Air Force Association's CyberPatriot competition as a networking specialist, solving security challenges related to the configuration of network topologies and computer networks.• Worked in a highly competitive and ambitious team to win the title of first place in North Carolina while focusing on Cisco Packet Tracer, Ubuntu, and Debian.• Currently lead the user interface team of my school's first ever emergency communications app created after the 2024 Apalachee High School mass shooting to ensure that teachers at my school are armed with a mobile panic button.• As Officer of the Day (permanent board position), maintained attendance records and lead communications. Social Media Manager, Varsity Baseball at Green Hope February 2023 - Present <ul style="list-style-type: none">• Posted live in-game recordings of hits and runs, team hangouts, and player statistics.• Operated in a fast-paced, detail-oriented environment under scrutiny from multiple stakeholders, including coaches, fans, players, and school administrators.• Grew the X (Twitter) account by 11% YoY and the Instagram account by 12% YoY.• Reached over 2200 unique accounts on X (Twitter) and over 3000 unique accounts on Instagram in the Spring 2024 season.• Managed sponsorships and fundraisers with organizations such as Chipotle Mexican Grill, Panera Bread, and Howdy Homemade Ice Cream.• Nominated by school officials to create and lead the new Varsity Basketball social media team in the Winter 2024 season.	
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Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Human Services Board

Please select your second Board preference: *

☒ Library Commission

Please select your third Board preference: *

☒ Jury Commission

Please select your fourth Board preference: *

☒ Board of Adjustment

Please select your fifth Board preference: *

☒ Planning Board

Please select your sixth Board preference: *

☒ Open Space and Parks Advisory Committee

Gloria

First Name

G

Middle Initial

Hope

Last Name

2926 Suncrest Village Ln

Street Address

Suite or Apt

Raleigh

City

NC

State

27616

Postal Code

What district do you live in?

None Selected

Mobile: (919) 601-6958

Primary Phone

Mobile: (919) 601-6958

Alternate Phone

gghope5@gmail.com

Email Address

North Carolina Department of Environmental Quality

Employer

Environmental Specialist I

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 want to serve my local area and ensure that citizens like myself have a voice in local and community proceedings. I also would like to put my knowledge and education to work in becoming involved with local politics, events, and processes.

Work Experience

Environmental Specialist I: North Carolina Department of Environmental Quality Graduate Research Assistant: Appalachian State University Research Consultant: SRS Real Estate Partners Research Assistant: Southeast Regional Climate Center

Volunteer Experience

Library Volunteer: Duraleigh Library Volunteer: #Fight4Her NC

Education

Master's Degree (5/2025): Appalachian State University (expected) GIS Certificate (5/2025): Appalachian State University & North Carolina State University (expected) Bachelor's Degree (05/2022): University of North Carolina at Chapel Hill

Comments

Thank you for considering my application!

[Gloria_Hope_GIS_Resume_10_07.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 *

☒ 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

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Gloria Hope

2926 Suncrest Village Lane

Raleigh, NC 27616

(919) 601-6958

gghope5@gmail.com

SKILLS

- Geographic information software: ArcGIS Suite, QGIS, GeothinQ
- Python, Arcade, and R programming languages
- Microsoft Office Suite
- Environmental modeling using Matlab
- Adobe Photoshop & Creative Cloud

EXPERIENCE

North Carolina Department of Environmental Quality - *Intern/Environmental Specialist I*

June 2024 - Present

- Used ArcGIS StoryMaps to create informative public-facing maps
- Used ArcGIS Online to create interactive & user-friendly webmaps
- Corrected river basin plans and other documents for grammar and punctuation

Appalachian State University - *Graduate Research Assistant*

August 2023 - Present

- Facilitated exams and provided feedback
- Assisted faculty with research objectives in political geography
- Digitized course content

SRS Real Estate Partners - *Research Consultant*

June 2022 - July 2023

- Used Adobe Photoshop to create maps from aerial imagery showing real estate markets
- Used ArcGIS Pro to create maps showing overviews of markets within urban areas
- Managed projects from 10+ real estate agents seeking information for clients
- Used ArcGIS Online to create client-facing web maps and webapps

Sonder Energy - *Intern*

March 2022 - May 2022

- Used specialized software to identify land suitable for potential development
- Reached out to and communicate with landowners as part of acquisition process
- Identified aspects that define land suitability for solar plant development

Southeast Regional Climate Center - *Research Assistant*

July 2021 - May 2022

- Generated datasets and tables using software and programming languages
- Generated maps using GIS software, programming scripts, and a combination of both
- Communicated findings and analyses of datasets, tables and maps
- Created, edited and submitted research-related documentation

EDUCATION

Appalachian State University - *MA Geography (expected)*

August 2023 - May 2025

Major: Geography; Thesis Option

North Carolina State University - *Graduate Certificate (incomplete)*

August 2022 - May 2023

Focus: Geographic Information Systems Technology

University of North Carolina at Chapel Hill - *BA Geography*

August 2018 - May 2022

Major: Geography, Concentration: Geographic Information System

Minor: French

Designated with Honors and Distinction, completed Senior Honors Thesis

PUBLISHED PAPERS

Hope, Gloria. 2022. Mold Growth by Climatological Factors In the Southeastern United States.

<https://doi.org/10.17615/pcm2-x411>

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ None Selected

Please select your second Board preference: *

☒ Industrial Facilities and Pollution Control Financing Authority

Please select your third Board preference: *

☒ Water Partnership

Please select your fourth Board preference: *

☒ Human Services Board

Please select your fifth Board preference: *

☒ Planning Board

Please select your sixth Board preference: *

☒ None Selected

William

First Name

Middlebrook

Middle Initial

Last Name

410 Oakridge Rd

Street Address

Suite or Apt

Cary

City

NC

State

27511

Postal Code

What district do you live in?

None Selected

Home: (630) 956-6329

Primary Phone

Home: (630) 956-6329

Alternate Phone

will.d.middlebrook@gmail.com

Email Address

NTT Data

Employer

Senior Manager, Data and AI

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 am looking for opportunities to serve my community, and I think my skills and experience could be a great fit. The triangle is an engine of economic mobility for our region, and increasingly our nation. With good planning, community engagement and partnerships, I believe we will grow into an economic powerhouse that will also lead country in quality of life and affordability. I hope to participate in making this happen.

Work Experience

I am a geologist by training and have worked in energy technology my entire career. My first job was an environmental consultant helping remediate superfund sites at abandoned mining sites in Colorado and since then have worked in geothermal, wind, oil and gas, and utility industries and am proud of the work I have done to provide energy more economically, safely, and to enable a faster energy transition. A couple of highlights below: 1. Led the development of smart grid technology at a major utility, resulting in increased transmission for renewables and reduced public risk due to low wires 2. Developed a battery storage multi-year demand forecast for an international wind company, enabling them to deploy capital to markets that need grid balancing the most 3. Predictive Asset Management, optimizing inspections for less power outages and reduced cost to public

Volunteer Experience

1. Started the Young Energy Professionals section of the Houston Geological Society (1 year)
2. Young Professionals for Child Advocates (5 years)
3. Houston Election Clerk Volunteer (2020 election)

Education

Wheaton College, Bachelors Geology Texas A&M, Masters Geology

Comments

[Will_Middlebrook_Bio.pdf](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ 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

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WILL MIDDLEBROOK

SENIOR MANAGER | DATA AND AI

Will has deep experience in the operations of capital-intensive businesses, both in office and the field. Will's data projects have reduced costs, empowered engineers with the data and tools needed to make data-informed decisions and reduced uncertainty.

Having started his career in upstream oil and gas operations, Will brings a unique perspective that is laser focused on delivering data-driven products that impact the bottom line.

KEY AREAS OF EXPERTISE

Additional Expertise

- Asset Failure Classification
- Geospatial Prediction (Kriging)
- Time-Series Market Simulation
- Anomaly Detection
- Pre-drill production forecasting

Client and Industry Experience

- Transmission and Distribution
- Power Generation
- Ancillary Services Markets
- Upstream Oil and Gas
- Commodity Trading

Education & Certifications

- Texas A&M University, **Masters of Science in Geology**
- Wheaton College, **Bachelors in Geology**
- AWS Certified **Cloud Practitioner**

Transmission and Distribution

- Created an industry-leading decision platform for engineering teams that integrated asset data, predictive failure rates, risk scores and a user interface for strategic distribution asset repair and replacement.
- Developed dynamic line ratings for all transmission assets in a utilities service territory using super computing forecasts and cable specifications, resulting in reduced safety risk and increased transmission capacity the majority of the time.

Generation and Trading

- Regression models using customer transaction data resulting in predictive trading signals data product. Estimated ~1.5 million in revenue in first year.
- SARIMAX time series and simulation models forecasting demand and simulating potential futures in power markets out to 2050 as part of a \$500k consulting engagement.
- Predictive modeling data product resulting in higher confidence sales estimates for five contributor member companies (Regression, Random Forest).

Upstream Oil and Gas

- Pre-drill oil and gas modeling, resulting in 5 year oil-to-sales for both planned and potential wells, enabling high-precision planning and portfolio planning.
- Machine learning depth-series (Random Forest, regression) data product valued that reduced uncertainty and fed a decision engine for the business

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Water Partnership

Please select your second Board preference: *

☒ Centennial Authority

Please select your third Board preference: *

☒ Citizen's Energy Advisory Commission

Please select your fourth Board preference: *

☒ Citizen's Energy Advisory Commission

Please select your fifth Board preference: *

☒ Centennial Authority

Please select your sixth Board preference: *

☒ Citizen's Energy Advisory Commission

Amy (Jeri)First Name

BMiddle Initial

GrayLast Name

2406 Stafford AveStreet Address

Suite or Apt

RaleighCity

NCState

27607Postal Code

What district do you live in?

None Selected

Mobile: (919) 906-0012Primary Phone

Mobile: (919) 906-0238Alternate Phone

jerigray0@gmail.comEmail Address

RetiredEmployer

Writer/editorJob 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 have a long standing interest in and familiarity with water issues.

Work Experience

For 16 years I worked with the UNC Water Resources Research Institute as a science writer editor. In this position, I monitored and reported on water related actions of the N C General Assembly, the N C Environmental Management Commission and other environment-related regulatory boards and commissions for the Institute's newsletter, which I wrote, edited and produced. I also produced newsletters for the Institute's Urban Water Consortium and the N C Erosion Control Commission. In addition, I edited and summarized for the newsletter technical reports on research sponsored by the Institute.

Volunteer Experience

As a long-time member of the League of Women Voters of Wake County's Environment Committee, I represented the League on numerous Wake County Water-related task forces and study groups. In 1998, I was appointed by the Wake County Board of Commissioners to the Wake Water and Sewer Task Force and reported on actions of the task force in the League's newsletter. I also served on the advisory board for the Wake County Comprehensive Groundwater Investigation in 2003, the Wake Watershed Task Force in 2002, and the Environmental Impact Study (EIS) scoping study for the proposed Little River Reservoir in 2008-9. Later, I followed the EIS process for reallocation of water in Falls Lake for water supply for Raleigh and composed for the League a letter to the USA Corps of Engineers to support the reallocation.

Education

I have earned a BA in English and professional writing from Western Carolina University, a BA in philosophy from N C State University, and an MLS in environmental studies from NCSU.

Comments

Since I have been retired for nearly 20 years, I do not have an up-to-date resume. Prior to working for the UNC water Resources Research Institute, I taught high school English for 7 years, worked in corporate communications with Martin Marietta Materials (then Aggregates), and served as editor of the NCSU Alumni magazine for 7 years. I am married to Mike Gray. We both retired from NCSU. We have a son and two grandchildren, all of whom we have raised to be avid outdoor people and whitewater paddlers. Mike and I are also long-time practitioners of yoga and continue to be.

[Upload a Resume](#)

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

I've done it before.

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Amy (Jeri) B Gray

WAKE COMMISSIONERS WILL BE ASKED TO BUDGET \$500,000 TO STUDY WATER AND SEWER OPTIONS

By
-Jeri Gray

At the June 25 meeting of the Wake Water and Sewer Task Force, county staff announced that the engineering firm CH2M Hill and the financial consulting firm Rathelis Associates have been chosen to study options for a comprehensive plan for water and sewer for Wake County and its municipalities. The study, which will be used to update the county's 8-year-old water and sewer plan, will cost about one-half million dollars, and the Wake County Commissioners will be asked at their July 21st meeting to revise the current budget to accommodate the cost.

Appointed by the Wake County Commissioners in November 1996 on recommendations from the Greater Raleigh Chamber of Commerce, the Water and Sewer Task Force's charge is to make recommendations to (1) update the county's water and sewer plan, (2) revise the county's water and sewer policy, and (3) develop a plan for expanding the county's funding for water and sewer.

Up to this point, Wake County's policy has been that it is primarily the responsibility of municipalities to provide water and sewer. The county has restricted its involvement in provision of water and sewer to providing some outright funding for system interconnections and line extensions and loans to municipalities for line extensions in very limited situations. Now, the Greater Raleigh Chamber of Commerce wants the commissioners to re-examine that policy. The study to be undertaken by CH2M Hill and Rathelis is expected to provide the information commissioners need to decide whether the county should take a more active role in providing water and sewer.

It seems clear that the Greater Raleigh Chamber of Commerce thinks Wake County should become more involved in providing water and sewer. In 1995, the Chamber appointed a committee to study the issue of water and sewer on a countywide basis. According to the report of that committee, the smaller municipalities in Wake County do not have the money to extend water and sewer to new areas or industries and are therefore missing out on development opportunities. In addition, according to the report, development occurring outside municipal

jurisdictions on wells and septic tanks or with private water/sewer systems is not dense enough or constructed at high enough standards that municipalities can take them over and serve them efficiently in the future.

Therefore, according to the Chamber, the lack of a comprehensive county water and sewer plan is encouraging sprawl and preventing smaller municipalities from getting their share of the development benefits. It is also clear that what some members of the Wake County Water and Sewer Task Force would like to see is consolidation of all the current water and sewer facilities into one operation. One of the first actions of the Task Force was to hire from the Charlotte-Mecklenburg Utility District (CMUD) about the consolidation of municipal systems in Mecklenburg County that created CMUD. In addition, the engineering/financial study that will be done for Wake County will look at three scenarios: (A) status quo—that is, municipalities with facilities continue to operate independently and self-services to other municipalities without facilities; (B) a certain unspecified level of sharing (which implies co-ownership and co-operation) of existing and proposed facilities; (C) fully shared management and operation of facilities throughout the county, including possible contracting with the private sector to operate shared facilities. The economic part of the study will attempt to define the savings from various levels of shared facilities.

More participation by the county in developing water and sewer infrastructure, and even a single county water and sewer system, might not be bad ideas. However, the questions relating to this issue are many and complex. For instance:

- Would such a change in county policy serve principally to guide development into municipalities in an orderly and economically efficient manner, or would it serve more to sustain the development boom by removing the constraints that such inappropriate for septic tanks in many areas of the county put on residential development? And, if the latter is the case, what are the secondary impacts of such continuing development in terms of costs for other services (schools, roads, police, fire) and environmental-quality of life issues such as increased traffic, air pollution, water pollution, and loss of open space and green areas?
- Is it fair or desirable to ask county residents with private individual or community water supplies to subsidize through taxes (much more than they already do) public water and sewer systems?

(Continued on facing page)

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted

Please select your first Board preference: *

☒ Board of Adjustment

Please select your second Board preference: *

☒ Raleigh-Durham Airport Authority

Please select your third Board preference: *

☒ Historic Preservation Commission

Please select your fourth Board preference: *

☒ Water Partnership

Please select your fifth Board preference: *

☒ Garner Board of Adjustment

Please select your sixth Board preference: *

☒ Adult Care Home Community Advisory Committee

Jennifer

First Name

Charleston

Middle Initial

Last Name

5417 Quetzel Ct.

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

None Selected

Home: (984) 222-9906

Primary Phone

Mobile: (984) 222-9906

Alternate Phone

charlestonj82@gmail.com

Email Address

Ellis D. Jones Funeral Directors

Employer

Project Manager

Job Title

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

☐ Yes ☒ No

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

☒ Garner

Interests & Experiences

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

Serving on a Board or Commission is a meaningful opportunity to contribute my skills and experience to benefit the community. With my background in project management, particularly within the funeral industry and government contracting, I have developed a strong understanding of operational excellence, financial oversight, and strategic planning. This experience enables me to support effective decision-making, policy development, and accountability—qualities essential to impactful board service. Additionally, I am motivated by the chance to work collaboratively with others who share a commitment to community development and to lend my insights on areas such as organizational efficiency, stakeholder engagement, and public service enhancement.

Work Experience

Volunteer Experience

NAACP NATIONAL URBAN LEAGUE RALEIGH-WAKE CITIZENS COUNCIL NC FUNERAL DIRECTORS & MORTICIANS ASSOCIATION

Education

H.S. DIPLOMA-WAKE EARLY COLLEGE OF HEALTH & SCIENCES B.A. POLITICAL SCIENCE-NORTH CAROLINA CENTRAL UNIVERSITY A.A.S FUNERAL SERVICE-FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Comments

[Resume_Charleston.pdf.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

Jennifer Charleston

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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Jennifer Charleston

JENNIFER CHARLESTON

charlestonj82@gmail.com

984-222-9906

EDUCATION

NORTH CAROLINA CENTRAL UNIVERSITY B.A. POLITICAL SCIENCE

Certifications

Lean Six Sigma
Certified Notary Public

EXPERIENCE

Project Manager (Full-Time)

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

- Oversee all logistics aspects of funeral operations, including transportation, staffing, scheduling, and resource allocation.
 - Coordinate with families to ensure personalized and smooth funeral services, addressing their specific needs and preferences.
 - Review monthly financial reports to make sure the firm is remaining on track to meet sales goals
 - Monitor A/R & A/P and allocating resources accordingly
 - Navigate through degrees of ambiguity and translated strategic opportunities into tangible next steps.
 - Use detail-oriented technical writing to communicate complex information clearly and concisely.
 - Use subject matter expertise to establish and implement program management frameworks and best practices.
 - Manage a team of 11 staff members, including drivers, assistants, and other logistics personnel, providing training and supervision.
 - Implement process improvements that enhanced operational efficiency, resulting in reduced lead times and improved service quality.
 - Ensure compliance with all relevant industry regulations and guidelines to maintain the highest standards of service.
- Managing and preparing project budgets, monitoring progress, and keeping stakeholders informed throughout the project lifecycle

Apprentice Funeral Director (Full-Time)

Ellis D. Jones & Sons, Inc. Durham, NC | 2021- 2022

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

Business Manager (Part-Time)

JIAR Funeral Home Durham, NC | 2019 - 2023

- Directed daily operations of two departments, overseeing a team of 6 employees and optimizing workflow processes.
- Developed and executed strategic plans that resulted in increase in annual revenue over 5 years.
- Led cross-functional teams to achieve key performance indicators (KPIs), including cost reduction and sales growth
- Implemented new software system that streamlined inventory management and reduced operational costs .
- Conducted regular financial analysis to monitor budget adherence and identify opportunities for cost savings.
- Built and maintained strong relationships with clients, resulting in increase in client retention and referrals.
- Provided leadership and mentoring to team members, resulting in improved productivity and job satisfaction.
- Collaborated with marketing team to develop and execute successful campaigns that increased brand visibility and customer engagement.

Office Coordinator (Full-Time)

Ellis D. Jones & Sons, Inc. Durham, NC | 2018 - 2021

- Oversaw all aspects of office operations, ensuring seamless daily functioning and efficient workflow.
- Implemented process improvements that enhanced efficiency and reduced operational cost.
- Streamlined scheduling and coordination of meetings, appointments, and travel arrangements.
- Developed and maintained office policies, ensuring adherence to company guidelines and industry standards.
- Managed office supplies and inventory, reducing expenses through strategic procurement.
- Successfully led the transition to a paperless filing system, improving accessibility and organization of documents.
- Established positive relationships with vendors, negotiating contracts and managing vendor partnerships.
- Assisted with budget planning, expense tracking, and financial reporting for the office.
- Coordinated office events and team-building activities to foster a collaborative and engaging work environment.

Project Manager (Contract)

Hatton Media Group Raleigh, NC | 2018- Present

- Directed a team of 4 creatives, including designers, copywriters, and videographers, in the planning and execution of media campaigns.
- Led cross-functional collaboration between content creation, design, and marketing departments, resulting in cohesive and compelling media assets.
- Managed project budgets, tracked expenses, and negotiated vendor contracts, achieving cost savings.
- Oversaw the development of multimedia content, including videos, graphics, and written materials, ensuring alignment with brand guidelines and campaign objectives.
- Collaborated with clients and internal stakeholders to define project scopes, objectives, and deliverables, while managing expectations and providing regular updates.
- Worked closely with sponsors to understand their vision, provide creative input, and deliver media solutions.
- Oversaw project logistics, including location scouting, talent booking, equipment rental, and budget allocation.
- Developed and maintained relationships with vendors, freelancers, and talent, fostering a network of resources for media production.

Director of Corporate and Foundation Relations (Full-Time)

Harris Outreach, Inc. Raleigh, NC | 2018 - 2019

- Developed and implemented a comprehensive corporate and foundation relations strategy resulting increased in funding and partnerships over the past.
- Cultivated and maintained relationships with key corporate partners and foundation representatives, resulting in major grants and sponsorships.
- Lead a team of professionals, providing guidance and direction in securing funding, developing proposals, and ensuring grant compliance.
- Successfully secured and managed grants supporting specific programs or initiatives.
- Collaborated with internal teams to gather data and information necessary for grant applications and reporting, ensuring alignment with program objectives.
- Negotiated partnership agreements and sponsorship packages, tailoring proposals to meet the unique needs and interests of donors.
- Implemented stewardship strategies to maintain positive relationships with current donors, resulting in donor retention rate.
- Track and report on the impact of corporate and foundation funding, providing regular updates to donors and senior leadership.
- Represented the organization at fundraising events, conferences, and donor meetings, effectively communicating the mission and impact of the organization.
- Determined & communicated implications of changing trends to clients.
- Month end close responsibilities include journal entries, G/L account reconciliations, SEC schedules, variance analysis, and reporting.

Assistant Director of Operations | 2016 - 2018

Harris Outreach, Inc. Raleigh, NC

- Lead a team of 3 operations managers and 2 supervisors, overseeing daily operations, performance metrics, and process improvements.
- Collaborate with the Director of Operations to develop and implement strategic initiatives to enhance efficiency, reduce costs, and improve customer satisfaction.
- Streamlined workflows and optimized resource allocation, resulting in an increase in operational efficiency.
- Developed and implemented training programs for staff to ensure compliance with industry standards and best practices. Spearheaded continuous improvement projects resulting in cost savings annually.
- Assisted in budget planning and monitoring, ensuring adherence to financial targets.
- Acted as a point of escalation for operational issues, resolving challenges and ensuring seamless operations.
- Became well versed in managing resources (personnel and financial) to optimize the outcome of the programs and projects for which they are responsible.

Senior Accountant | 2014- 2015

Harris Outreach, Inc. Raleigh, NC

- Led a team of 2 accountants and financial analysts, overseeing their day-to-day activities and providing guidance on complex accounting issues.
- Managed the month-end and year-end closing processes, ensuring accuracy and compliance with GAAP and company policies.
- Prepared and analyzed financial statements, including income statements, balance sheets, and cash flow statements, providing insights to support executive decision-making.
- Conducted in-depth financial analysis to identify cost-saving opportunities and areas for revenue growth.
- Collaborated with auditors to facilitate successful external audits, resulting in clean audit reports
- Implemented process improvements that streamlined financial reporting, reducing monthly close time and minimizing errors.

Staff Accountant | 2012- 2014

Harris Outreach, Inc. Raleigh, NC

- Assisted in day-to-day accounting operations, including accounts payable, accounts receivable, and payroll processing.
- Prepared and maintained financial reports, ledgers, and spreadsheets.
- Conducted account reconciliations and identified discrepancies for correction.
- Supported the senior accounting team in various financial analysis tasks.
- Participated in annual budgeting and forecasting processes.