
Profile**Which Boards would you like to apply for?**

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: *

☒ City of Raleigh Planning Commission**Please select your second Board preference: ***

☒ Capital Area Workforce Development Board**Please select your third Board preference: ***

☒ Greater Raleigh Convention and Visitors Bureau**Please select your fourth Board preference: ***

☒ Economic Development Commission**Please select your fifth Board preference: ***

☒ City of Raleigh Housing Appeals Board**Please select your sixth Board preference: ***

☒ Centennial Authority

Sandra

First Name

Rock

Last Name

Middle
Initial

5452 Ingate Way

Street Address

Suite or Apt

Raleigh

City

ND

State

27613

Postal Code

What district do you live in?

None Selected

Mobile: (919) 810-3526

Primary Phone

Business: (919) 410-7358

Alternate Phone

sherrerarock@gmail.com

Email Address

Self Employed

Employer

Owner - Rock Notary and
Consulting Services

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I am writing to express my sincere interest in serving on the County Board/Commission. As a proud resident of this county since 1994, I have spent the past three decades deeply rooted in our community—as a parent, educator, and now a public servant. My commitment to service began early in my family life, supporting my children’s education as an ESL Teacher Assistant at their elementary school. That role not only allowed me to contribute to the academic success of students from diverse backgrounds, but also gave me a strong understanding of the challenges and strengths within our community. My husband’s service in the military instilled in our family a strong sense of duty, discipline, and community values—principles I continue to carry with me. Now, as a commissioned Notary Public, I have the privilege of working closely with individuals and families across the county, helping them navigate important legal and personal matters. This position has deepened my understanding of the day-to-day concerns of our residents and strengthened my resolve to serve in a broader capacity. I believe that my background in education, my personal connection to military service, my bilingual (English/Spanish) background and my current role as a Notary Public have uniquely prepared me to contribute meaningfully to the work of the County Board/Commission. I am passionate about continuing to give back to the community that has given so much to my family, and I am ready to listen, learn, and lead with integrity and compassion. Thank you for considering my application.

Work Experience

Professionally, I bring over two decades of administrative, legal, and organizational experience. I served as an Executive Administrative Assistant and later as an Institutional Review Board Administrator, where I managed sensitive ethical reviews for research studies. Most recently, I worked as a Legal Specialist for a respected local non-governmental organization, Family Health International. In this role, I supported legal and compliance functions for global health programs, gaining valuable insight into policy, governance, and community impact. This combination of public service, educational support, and professional experience in legal and administrative roles equips me with a well-rounded perspective and strong organizational and communication skills. My current work as a Notary Public keeps me closely connected to the daily needs of individuals in our community, and I am eager to take on a more active role in helping shape decisions that affect us all.

Volunteer Experience

Over the years, I have remained committed to giving back through volunteer work with organizations that make a meaningful impact. I have proudly volunteered with the U.S. Marine Corps, supporting the Toys for Tots annual fundraising, the North Carolina Special Olympics, supporting events that celebrate and empower individuals with intellectual disabilities through sports and community engagement. Additionally, I have been involved with the Leukemia and Lymphoma Society of Wake County, assisting with fundraising efforts and awareness campaigns to support patients and families affected by blood cancers. These experiences have strengthened my dedication to service and deepened my connection to the broader community.

Education

I hold a Bachelor's degree in Bilingual Executive Administrative Assistance from the University in Panama, where I developed a strong foundation in administrative operations, cross-cultural communication, and organizational support. In addition to my undergraduate studies, I have completed specialized legal assistant training through eCornell, enhancing my knowledge in legal processes, regulatory compliance, and document management. I also hold certifications from Public Responsibility in Medicine and Research (PRIM&R), reflecting my commitment to advancing the highest ethical standards in human subjects research and my experience supporting Institutional Review Board (IRB) operations.

Comments

[Rock_Sandra -
_LegalAdminAssistant.2025.pdf](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ 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

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](#).

SANDRA HERRERA ROCK

Raleigh, NC • (919) 810-3526 • sherrerarock@gmail.com

PROFESSIONAL PROFILE

LEGAL EXECUTIVE ADMINISTRATIVE ASSISTANT

Dynamic and bilingual Executive Administrative Assistant with 20 years of experience providing comprehensive operational and legal support for executive-level C-Suite staff. Adept at navigating complex regulatory environments, ensuring organizational compliance, and streamlining administrative workflows. Proven ability to liaise with international legal advisors, manage corporate documentation, and support strategic decision-making.

CORE COMPETENCIES

- International Compliance & Regulatory Affairs
 - Risk Management & Mitigation
 - Corporate Document Review & Approval
 - Invoice Processing & Financial Tracking
 - Corporate travel planning, meetings and events
 - Strategic Legal Advisory
 - Process Improvement & Workflow Optimization
 - Stakeholder Communication & Reporting
 - Contract & Lease Review
-

PROFESSIONAL EXPERIENCE

Country Registration Associate

Family Health International (dba FHI360) | 2005-2025

- Played a key role in ensuring organizational compliance in legal matters associated with country project registration outside the U.S. and internationally.
 - Managed international registration processes and provided expertise on pertinent regulations, supporting startup teams in compliance matters related to local country laws.
 - Served as a key team member in strategic decision-making, advising senior leadership on when and how to register in a country and whether to maintain project registration.
 - Documented and maintained all registration and lease-related decisions in a centralized database for improved transparency and tracking.
 - Acted as a liaison between the organization and international legal advisors, ensuring adherence to procurement and payment policies.
 - Exercised discretion in handling confidential legal, strategic, and corporate meeting information for the Executive and General Counsel.
 - Communicated effectively in English and Spanish with colleagues and external partners to facilitate seamless collaboration and compliance.
-

KEY ACHIEVEMENTS

International Compliance & Risk Mitigation

- Resolved past-due international compliance requirements related to registration, local laws, and leases, mitigating risks of penalties and registration cancellations.
- Partnered with local counsel to gather regulatory insights, verify documentation accuracy, and ensure seamless submissions.
- Established structured communication processes with key stakeholders, improving compliance efficiency and reducing delays.

Corporate Document Approval Acceleration

- Addressed approval delays for corporate documents required by international governments for operational registration.
- Implemented a tracking mechanism using MS Planner, documenting each step of the process from submission to final approval.

- Increased transparency and efficiency, minimizing risks and ensuring timely approval of essential corporate documents.

Strategic Legal Advisory & Decision-Making

- Provided legal guidance on leases, country registration strategies, and corporate risk management to senior leadership.
- Advised on whether to maintain or terminate international registrations based on project status and compliance considerations.
- Balanced regulatory obligations with operational needs to support effective project implementation.
- Communicated lessons learned and prepared reports for senior management, ensuring informed decision-making.

Technical Proficiency: Microsoft Office 350 applications: Word, Excel, PowerPoint, MS Planner, SharePoint.

Languages: Fluent in English and Spanish (written and oral)

EDUCATION

Bachelor of Science: Bilingual Executive Secretary, *Universidad Santa Maria La Antigua*, Panamá

Advanced courses in *Building Leadership Character & Working with Legal Professionals* by eCornell, Institutional Review Board (IRB), PRIM&R (Public Responsibility in Medicine and Research) and IRBNet (suite of electronic solutions for Institutional Review Boards, drives compliance and productivity for Administrators, Committee Members, Researchers, and Sponsors)

PROFESSIONAL AFFILIATIONS

National Notary Association

American Society of Notaries

Greater Raleigh Chamber of Commerce

Profile

Which Boards would you like to apply for?

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☒ Capital Area Workforce Development Board

Please select your second Board preference: *

☒ Triangle Transit Authority Board

Please select your third Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your fourth Board preference: *

☒ City of Raleigh Housing Appeals Board

Please select your fifth Board preference: *

☒ City of Raleigh Planning Commission

Please select your sixth Board preference: *

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

PATRYCE

First Name

RISPRESS

Last Name

Middle
Initial

514 OLD SCARBOROUGH LN

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Home: (919) 862-7567

Primary Phone

Home: (919) 862-7567

Alternate Phone

ms_ris@yahoo.com

Email Address

PAK ACCOUNTING

Employer

ACCOUNTING
MGR/CONTROLLER

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?

it is a way to give back to my community and be a part of it

Work Experience

business owner accountant

Volunteer Experience

Current: Treasurer of NMBAA RDU Chapter, Prior member of: Adult home care advisory, Treasurer NC TREIA. And Compass Youth board member

Education

BA~ MSA in accounting

Comments

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

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Profile

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Please select your first Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your second Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your third Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your fourth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your fifth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your sixth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Julie

First Name

B.

Middle Initial

Smith

Last Name

11901 Fairlie Place

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

None Selected

Mobile: (919) 605-1985

Primary Phone

Mobile: (919) 210-5344

Alternate Phone

jbsmith9@ncsu.edu

Email Address

NC State University

Employer

Vice Chancellor for External Affairs, Partnerships and Economic Development

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 Vice Chancellor for External Affairs, Partnerships and Economic Development at NC State University, I would like to continue to further my engagement with Wake County. In my role, I work to cultivate and enhance the relationships that the university maintains with many external constituencies in order to advocate for NC State in achieving its three-tiered mission of teaching, research, and extension and engagement. Forging a strong partnership and working collaboratively with our local community serves both entities by helping to stimulate economic growth, innovation and multi-disciplinary research.

Work Experience

I currently serve as the Vice Chancellor for External Affairs, Partnerships and Economic Development at NC State University. In my role, I am responsible for working with a variety of internal and external constituencies to advocate for NC State in achieving its three-tiered mission of teaching, research, and extension and engagement. These constituents include: federal, state and local governments; the UNC System Office; NC State faculty, staff, students, and alumni; educational institutions; community leaders; businesses and industries in the Research Triangle, City of Raleigh and beyond; and counties throughout North Carolina. I help to shape and implement the external affairs and economic development strategy for the university, strategically working to further cultivate industry, corporate, and government partnerships thereby stimulating economic growth, innovation and multi-disciplinary research. I also serve as the university's liaison for state and local relations. Additionally, I represent the university on the boards of the Greater Raleigh Chamber of Commerce, Hillsborough Street Community Service Corporation, and Blue Ridge Corridor Alliance. Prior to joining NC State, I served as Assistant to the Chancellor for External Affairs at the University of North Carolina at Pembroke. In that role, I served as the university's liaison for state and federal relations and worked to strengthen external partnerships for the university and southeastern North Carolina. Before I began my work within the UNC System, I worked for a number of years as the Assistant General Counsel for the North Carolina Sheriffs' Association providing legal advice on a vast array of different issues both internal to the corporation as well as those involving its members.

Volunteer Experience

Education

University of Virginia School of Law, Charlottesville, VA Juris Doctorate of Law, 2009 North Carolina State University, Raleigh, NC B.A., Political Science (Minor: Environmental Science), summa cum laude, 2006 Valedictorian; Roy H. Park Scholarship Recipient

Comments

I would be honored to continue to serve on the Greater Raleigh Convention and Visitors Bureau board and greatly appreciate your consideration.

Julie B. Smith

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 *

☒ Native American

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

Please upload a file

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Julie B. Smith

Profile

Which Boards would you like to apply for?

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Please select your first Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your second Board preference: *

☒ Alcoholic Beverage Control Board

Please select your third Board preference: *

☒ Centennial Authority

Please select your fourth Board preference: *

☒ None Selected

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

james	D	Beley
First Name	Middle Initial	Last Name

215 Drummond Drive		
Street Address	Suite or Apt	
Raleigh	NC	27609
City	State	Postal Code

What district do you live in?

None Selected

Mobile: (919) 441-8353	Business: (984) 304-7865
Primary Phone	Alternate Phone

jbeley52@gmail.com
Email Address

The Results Company	Director
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?

I am the director of the Wake County Hospitality Alliance which represents hotels and hotel owners throughout the County. I believe I could assist and support the GRCVB tourism efforts by representing the hotel community's thoughts and ideas.

Work Experience

50 years luxury hotel management throughout the United States. Most recently 14 years at the general manager of The Umstead Hotel & Spa in Cary. I retired in September 2023, and now leading this local alliance of hotels.

Volunteer Experience

Raleigh Police Volunteer Patrolman - current Catholic Parish Outreach -food pantry - current St. Joseph's Feed the Homeless Program - current

Education

Florida International Univ. Miami FL Graduated BS Hotel Administration 1981 Culinary Institute of America Hyde Park NY Graduated AOS in culinary arts 1978 Monroe- Woodbury HS Central Valley, NY Graduated with NYS Regents diploma

Comments

I do not have a current updated resume since retirement in 2023

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

referral for the position

Please upload a file

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james D Beley