

Profile

Which Boards would you like to apply for?

Wake Technical Community College Board of Trustees: Submitted

Please select your first Board preference: *

☒ Board of Adjustment

Please select your second Board preference: *

☒ Planning Board

Please select your third Board preference: *

☒ Raleigh-Durham Airport Authority

Please select your fourth Board preference: *

☒ Historic Preservation Commission

Please select your fifth Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your sixth Board preference: *

☒ Housing Authority

| | | |
|------------|----------------|-----------|
| Nathan | | Bullock |
| First Name | Middle Initial | Last Name |

| | | |
|--------------------|--------------|-------------|
| 111 Virginia Place | | |
| Street Address | Suite or Apt | |
| Cary | NC | 27513 |
| City | State | Postal Code |

What district do you live in?

None Selected

| | |
|------------------------|----------------------|
| Mobile: (704) 995-0206 | Home: (704) 995-0206 |
| Primary Phone | Alternate Phone |

| |
|----------------------------|
| nathan.f.bullock@gmail.com |
| Email Address |

| | |
|---|------------------------------------|
| Higher Education Recruitment Consortium | Director, Carolinas & Mid-Atlantic |
| 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:

☒ Cary

Interests & Experiences

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

I have expertise through my educational and professional background as well as my lived experience in the Triangle and across the world.

Work Experience

Volunteer Experience

Education

Comments

in the demographic data below, you require an answer to the question of gender and I am non-binary.

[Bullock_CV24b.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 *

☒ Male

Nathan Bullock

Ethnicity *

☒ Other

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](#).

Subject matter expert in diversity, equity, inclusion, belonging & justice with over a decade of experience in education & advocacy. Collaborative cross-disciplinary leader of people & culture eager to implement organizational change & serve on a mission-driven team.

QUALIFICATIONS SUMMARY

Program Management

- Simultaneously manage multiple complex programs across time zones globally.
- Oversee in-person, hybrid, and virtual programs, including bilingual sessions.
- Trained in project management by Duke Univ. Office of IT.

Research & Writing

- Completed graduate methodology courses in qualitative and mixed-methods research.
- Published research in peer reviewed journals, newspapers, and blogs.

Learning & Development

- Create professional development strategy and learning journeys across industries.
- Experienced classroom facilitator with pedagogical training in assessing needs and evaluating efficacy and goal alignment.

CERTIFICATIONS

Diversity & Inclusion in the Workplace

ESSEC Business School, 2023

Graduate Certificate in Feminist Studies

Duke University, 2019

LANGUAGES

French, *Working proficiency*
Chinese, *Conversational proficiency*
Indonesian, *Intermediate proficiency*

EXPERIENCE HIGHLIGHTS

Higher Education Recruitment Consortium Regional Director, Carolinas & Mid-Atlantic

02/2024—Present

Plan and produce relevant programming for recruiting, retention, and best practices for professional development & DEI at over 290 institutions.

Duke Corporate Education, Durham, NC Senior DEI Program Manager

07/2021 – 06/2022

Developed, planned, executed, and tracked program needs and goals. Researched, recommended, and implemented creative strategies for multinational clients. Managed alignment, logistics, communications, and collaboration with internal teams and external partners.

- Entrusted to manage relationships with the top 2 high revenue clients
- Provided leadership and direction to internal Diversity Committee
- Championed salary transparency and pay equity; resulted in pay raises for underpaid employees.

Duke University, Durham, NC Research Manager

08/2014 – 05/2019

Managed multiple long term research projects with strict deadlines and budgets. Used expert level writing and research skills including visual analysis, discourse analysis, rhetorical analysis, & ethnography to analyze data and visualize findings.

- Organized panels and presented at national and international conferences of scholarly societies
- Led department's graduate student association and authored SWOT analysis with proposed solutions for organizational change

AMVETS National HQ, Washington, D.C. National Legislative Specialist

08/2012 – 08/2013

Co-led the most inclusive veterans' service organization's efforts to protect veterans' rights and benefits, increase equity & access to legal remedies. Monitored legislation, attended Congressional hearings, and communicated with members via online dashboard. Provided trainings on self-advocacy.

- Became an expert on the legislative process & federal anti-discrimination law (EEO, ADA, NLRA, affirmative action, etc.)

U.S. Department of State, Singapore Fulbright Fellow

08/2010 – 06/2011

Conducted research on the urban development of contemporary Singapore. Made extensive contacts across academia, activism, and the arts.

- Affiliated to the Asia Research Institute at NUS; published research

Ph.D. in Art & Architectural History

Duke University, Durham, NC

2019

- *Semester exchange at the Yale School of Architecture*
- *Passed exams in: Modern Architecture & Urbanism, Postcolonial Theory, Feminist Theory, Performance Theory*

M.Sc. (Research) in Human Geography & Urban Studies

London School of Economics & Political Science, UK

2015

- *Distinction in dissertation*

M.A. in Comparative Literature

Dartmouth College, Hanover, NH

2012

- *Master's thesis on the Harlem Renaissance and the Négritude movement of the Francophone Caribbean*

B.A. in History & International Studies

University of Richmond, Virginia

2009

- *Magna cum laude*
- *Minors in Chinese & French Studies*
- *Semester exchange at the University of Hong Kong; summer study abroad in Stockholm, Sweden*

ADDITIONAL EXPERIENCE

Visiting Assistant Professor, Elon University, Elon, NC

High School Teacher, Longleaf School of the Arts, Raleigh, NC

High School Teacher, Southern Wake Academy, Holly Springs, NC

VOLUNTEER EXPERIENCE

Greenwood Forest Baptist Church, Personnel Committee Member, 2023-Present

- Oversee personnel budget; determine fair compensation, raises and annual COLA
- Identify, measure, and assess staff goals and accomplishments annually
- Interview for vacancies and participate in all hiring decisions

Wake County Democratic Party, Precinct Officer, 2021-Present

- Currently serve as Vice Chair of Precinct 04-15; previously Chair of Precinct 12-09
- Disseminate relevant election information to voters and coordinate campaign volunteers

Artists' Alliance of the Triangle, Board Member & Treasurer, 2020-Present

- Provide monthly Treasurer's Report and keep track of financial accounts and regulatory filings
- Support fundraising and a range of arts programming including annual members' exhibition
- Write and edit grant applications

SPCA of Wake County, Pet Foster Parent, 2020-2022

Profile

Which Boards would you like to apply for?

Wake Technical Community College Board of Trustees: Submitted

Please select your first Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your second Board preference: *

☒ Wendell Planning and Zoning Board

Please select your third Board preference: *

☒ Human Services Board

Please select your fourth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your fifth Board preference: *

☒ Housing Authority

Please select your sixth Board preference: *

☒ Triangle Transit Authority Board

Erica

First Name

Harris

Last Name

Middle
Initial

413 N. Salisbury Street

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

None Selected

Home: (919) 895-4259

Primary Phone

Mobile: (984) 232-4346

Alternate Phone

erica.harris@milvets.nc.gov

Email Address

NC Department of Military
Veterans Affair

Employer

Administrative Specialist

Job Title

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

☒ Yes ☐ No

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

☒ Knightdale

Interests & Experiences

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

Serving on a board or commission is very rewarding I would like be involved and serve my community. I would like to provide advice to the City Council and to all of those who are important with what they do to ensure that our community involvement and accountability in government operations are not in vain.

Work Experience

At the age of 14 years old I was a youth counselor assisting Parks and Recreation with planning and monitoring teens daily . I have worked with the Raleigh Police Department for about 5 years as a Records Specialist and Information Response Technician. I have also, work for Raleigh Women's Prison as a Office Assistant and now working with State Government NC DMVA as Administrative Specialist .

Volunteer Experience

I feed homeless men and women at the soup kitchen. I also worked as a volunteer with Oak City Cares as a Front Desk Operator. I also, ushered in church , helped out in the children's ministry.

Education

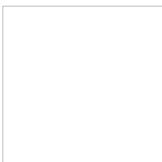
Wake Technical Community College Graduate in December of 2022 with AAS in Criminal Justice.

Comments

[Erica_D_Harris_Resume__1_.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

Erica Harris

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Research

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](#).

ERICA D. HARRIS

Mobile | 919 895 4259 | ms.ericadharris@gmail.com

CAPTION

Charismatic, tenacious, and versatile leader. Driven in contributing to the conception, implementation, and advancement of business goals. Dedicated to promoting a collaborative and productive environment for employees and clients. Can successfully interface with all levels of office professionals, from support staff to corporate executive.

QUALIFICATIONS SUMMARY

- Excellent Time Management, Independent Worker
- High Attention to detail
- Level-Headed, Manage Special Projects
- Self-Motivated, Initiate Solutions
- Multi-Task Prioritization, Time Management
- Customer Support, Liaison
- Creative, Responses to Challenges in a Positive Manner
- Attention To Detail, Analytical, Conscientious
- Critical Thinker, Effective Communicator
- Sound Judgment, Integrity, Respectful, Dependable
- Excellent Planner, Organized
- Calendaring, Appointment Setting
- Writing, Proofreading, Editing
- Prompt Email Responding and Returning Calls
- Filing, Cataloguing, Faxing, Mail Distribution
- Inventory, Order, Re-Stock Supplies
- Call Center High Volume Experience
- Internet Savvy, Resourceful, Industrious
- Jovial, Approachable, Friendly

EMPLOYMENT HISTORY

NC STATE GOVERNMENT | Executive Assistant | Raleigh, NC | Feb 2022-Present

- Answer incoming and outgoing phones calls for army guard soldiers and civilians, transfers over 100 plus calls throughout the day, schedule meetings, administrative tasks for executive staff members, assist with special projects.
- Takes messages and emails staff members messages via email, conduct research, take minutes on meetings,
- Mail out postage stamp sheets to Army units across North Carolina.
- Sort incoming mail and distribute mail to appropriate staff members and, delivers mail to departments within the organization
- Assist Army Guard members with duplications print out, lamination of posters, business cards print outs, flyers, creates books for army units as requested.
- Transfers postage stamps funds to different armories within NC.

Cosmetic Sales Counter Manager/Counter Manager/Administrative Specialist I | Raleigh, NC | 2018-2019
NC Department of Public Safety, Prison Admin | Administrative Specialist I | Raleigh, NC | May 2021-February 2022
Manitoba Police Department, Manitoba, CA | July 2014-September 2018

- Customer Service focus
- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments and training Consultants
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Achieved high sales with consultative, value-focused customer service approach
- Effective communication verbally and written communication with state government staff, supervisors, and couriers
- Maintained clientele base and built relationships through follow up communication
- Supervised and delivered reports by contacting driver and dealerships.
- Maintained adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required number of supplies on hand
- sorting mail, disposing of junk mail, opening envelopes, handling outgoing mail, arranging for the pickup of outgoing mail, introducing documents into envelopes, and weighing mail to determine correct postage.
- et/back track sheets
- Purge old ties into the warehouse

NC Department of Public Safety, Prison Admin | Administrative Specialist I | Raleigh, NC | May 2021- Transfer to Randall Building Lateral Position June 2021

- Answers phone calls, schedules meetings and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Exhibits polite and professional communication via phone, e-mail, and mail. Supports team by performing tasks related to organization and strong communication

NC Department of Justice General Attorney's Office | Administrative Specialist I | Raleigh, NC | March 2020-May -2021

- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors, and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required number of supplies on hand
- Processes reports by sorting and checking for missing reports, entering files and makes copies , Performs front desk duties such as operating the switchboard, bonding people out of jail, processing tow ins, Assist the general public with reports and collects money from citizens.
- Answers phone and takes messages for officers
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry and writes supplemental information.
- Runs suspected/revoked licenses taken by officers through GCIC for status updates for officers and other agencies.

Educational Background

- 1999-2002 Attended Sanderson High School
School Diploma
- 2013-2014 Attended VIZIO Makeup Academy in Online
Certificate
- 2021-2022 Attended Wake Technical Community College
Specialist Certificate

Degree Received

High
 Makeup Artist
 Police Record

- 2021-2022 Attended Wake Technical Community College Law Enforcement Certificate
- 2021-2022 Attended Wake Technical Community College Arts Degree in Criminal Justice
- 2023 Western Carolina University Bachelor's degree in Progress

Office Assistant | Raleigh Correctional Center for Women | Raleigh, NC | July 2006-December 2008
Police Service Representative | Raleigh Police Department | Raleigh, NC | December 2008-July 2014

- Answered Main Switchboard for DOC office (100-300) calls a day.
- Citizen Services Call Answered daily (100-200) daily.
- Meticulously maintained filing and record keeping system for management team.
- Respectfully provided optimum assistance to community leaders, public service workers, and citizens.
- Retrieved and distributed incoming mail to appropriate recipients
- Promptly submitted requests for background verifications
- Interfaced with office guests, directing them to the appropriate department or staff
- Performed general office assistant duties (faxing, printing, emailing, answering phones calls)
- Arranged courier services for delivery of confidential and time sensitive material
- Performed complex recordkeeping and filing using systems specialized for law enforcement services
- Tracked, retrieved, and released confidential archival documents adhering to internal policies and federal/state laws
- Used clear and concise verbal and written communication when responding to internal and external requests
- Discerned and determined the best means to research and respond to inquiries and Calls for Service
- Accessed confidential reports and records, being cognizant to return documents to secure location
- Performed general office assistant duties (faxing, printing, emailing, answering phones calls)

Reference Available upon request

NC Department of Justice General Attorney's Office | Administrative Specialist I | Raleigh, NC | March 2020-Present

- Sort incoming mail using standard procedure for MSC, USPS, UPS, FEDEX and interoffice mail distributing to employee departments
- Deliver mail/pick up to state official buildings and service goods weighing 75lbs
- Effective communication verbally and written communication with state government staff, supervisors and couriers
- Maintain adequate supply of shipping materials, such as boxes, tape, and labels
- Manage inventory of materials as needed to keep the required amount of supplies on hand

Education and Training

Issuing Institution

Wake Technical Community College
Issuing degree: AAS Degree in Criminal Justice

Location

Raleigh, NC

Sanderson High School

Raleigh, NC

Issuing degree:
High School Diploma

Certification Title

GA Certificate

References Available on Request



Profile

Which Boards would you like to apply for?

Wake Technical Community College Board of Trustees: Submitted

Please select your first Board preference: *

☒ Capital Area Workforce Development Board

Please select your second Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your third Board preference: *

☒ Alliance Behavioral Healthcare

Please select your fourth Board preference: *

☒ Council on Fitness and Health

Please select your fifth Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your sixth Board preference: *

☒ Commission for Women

Candace

First Name

Hawkins

Last Name

Middle
Initial

23 Blakley Street

Street Address

Suite or Apt

Clayton

City

NC

State

27520

Postal Code

What district do you live in?

None Selected

Mobile: (919) 673-8431

Primary Phone

Mobile: (919) 673-8431

Alternate Phone

candace_montague@hotmail.com

Email Address

Miller-Motte College

Employer

Education Manager - Career
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:

None Selected

Interests & Experiences

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

My enthusiasm for the profession and my employer thought it was a great idea and my desire to make my mark. My drive and willingness to learn

Work Experience

I have been in the Educational area for the last 9 years and it has opened doors for me in the areas of healthcare and career development

Volunteer Experience

Education

Comments

[Candace_Montague_Hawkins_Resume.docx.pdf](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Looking online

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](#).

CANDACE' MONTAGUE

919-673-8431

candace_montague@gmail.com

PROFESSIONAL SUMMARY

Results-orientated professional with more than eight years experience in higher education admissions and career services, and over 10 years experience in operations. With a proven track record of student success and enrollment. Certified Professional Coach and Motivator with a person-centered approach. Known for the ability to pull success from any situation.

PROFESSIONAL EXPERIENCE

Miller-Motte College, Raleigh, NC

Education Manager – Academics & Career Services

August 2021- Present

- Develops a Master Schedule of Classes alongside the Executive Director. Maintains a minimum overall student-teacher ratio of 20:1 wherever possible to promote a positive learning environment and optimal utilization of faculty and facilities
- Serves as the chair of the Academic Review Committee. Facilitates hearings and writes letters and reports of findings as outlined in the catalog and handbooks
- Provides oversight to Program Directors who provide academic advisement/counseling as needed to students
- Collaborate with Program Directors to analyze program level graduation rates, placement rates and employer satisfaction

Director of Career Services

July 2020 – August 2021

- Establish new relationships with businesses and organizations to assist with employment of graduates
- Create new opportunities for job training for students to support to assist with their job employment
- Directed and planned various enrollment events including job fairs and high school recruiting events
- Coached, advised, and motivated students throughout their tenure to increase the graduation rates

Career Coach

November 2018 – July 2020

- Assess students' progress throughout the entirety of the program so that they are prepared for employment
- Contact past graduates to determine their employment status and assist them with employment
- Develop students and graduates job search skills and life skills through various methods including workshops, one-on-one coaching sessions, and classroom presentations.

Educational Consultant

April 2015 – November 2018

- Made 80+ outbound calls daily to set appointments with prospective enrollees to come and visit the campus
- Scheduled and conducted interviews (in person and via phone) with prospective candidates for programs
- Managed reentry pipeline and maintained contact with reentry students to encourage their re-enrollment
- Focused attention on enrolling students in short-term programs and building program numbers

Admissions Representative

October 2014 – April 2015

- Scheduled and conducted interviews (in person and via phone) with qualified candidates to provide information on campus offerings and to discuss best program fit.
- Generated quality referrals from prospective enrollees and current students.
- Accurately and completely explained educational programs, expected outcomes, student services, and financial considerations to prospective graduate enrollees, parents, and educators.

Crazy 8 Gymboree, Cary, NC***Assistant Store Manager******July 2013 – October 2014***

- Managed team with assistance of Store Manager handling scheduling, training, and conflict resolution.
- Recruited and developed top talent providing legendary customer service, performance feedback and coaching, and driving exceptional financial results.
- Trained staff for compliance with company policies and federal and state regulations.

F & C Operations, East Haven, CT***General Manager******October 2010 – December 2012***

- Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing)
- Served as backup for the Store Owner, and made executive decisions as necessary in his absence
- Provided timely responses to information requests, screened calls, and prepared official correspondence
- Co-developed a comprehensive, 15-page manual enabling a more efficient onboarding process for new hires

Wilco Hess, Raleigh, NC***General Store Manager******August 2007 – September 2010***

- Managed entire store operations including P&L, accounts receivable, inventory control, and vendor relations
- Hired, trained, and staffed entire store including daily schedules while managing PTO requests
- Conducted internal and external audits and implemented expense control measures
- Directed the implementation and transition of company policies utilizing new software

Mother and Daughter Day Spa & Salon, Garner, NC***Lead Stylist / Manager******December 2008 – September 2010***

- Cut, trimmed and shaped hair or hairpieces, based on customers' instructions, hair type, and facial features, using clippers, scissors, trimmers and razors
- Demonstrated and sold hair care products and cosmetics
- Shaped eyebrows and remove facial hair, using depilatory cream, tweezers, electrolysis or wax
- Cleaned, shaped, and polished fingernails and toenails, using files and nail polish

EDUCATION, TRAINING, AND CERTIFICATIONS**EXPECTED DATE 2023****BACHELORS OF SCIENCE, MILLER-MOTTE COLLEGE****NOVEMBER 2008****DIPLOMA, CAROLINA BEAUTY COLLEGE****DECEMBER 2018****CERTIFICATE, ATIRAS INTERNATIONAL COACHING ACADEMY**