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

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Wendell Planning and Zoning Board: Submitted**Please select your first Board preference: \***

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☒ Wendell Planning and Zoning Board**Please select your second Board preference: \***

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☒ Wendell Planning and Zoning Board**Please select your third Board preference: \***

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☒ Wendell Planning and Zoning Board**Please select your fourth Board preference: \***

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☒ Wendell Planning and Zoning Board**Please select your fifth Board preference: \***

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☒ Wendell Planning and Zoning Board**Please select your sixth Board preference: \***

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☒ Wendell Planning and Zoning Board

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Tevis

First Name

---

High

Last Name

---

1007 Morphus Bridge Rd

Street Address

---

Suite or Apt

---

Wendell

City

---

NC

State

---

27591

Postal Code

**What district do you live in?**

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None Selected

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Mobile: (919) 348-8639

Primary Phone

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Home: (919) 348-8639

Alternate Phone

---

whmrealty@gmail.com

Email Address

---

WHM Farms LLC

Employer

---

Owner

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:

☒ Wendell

Interests & Experiences

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

to serve my community and to be a valuable asset to my town during an excited period of growth

Work Experience

IDS Insurance Agent Eastern Wake EMS North State Medical Transport

Volunteer Experience

Pleasant Grove Baptist Church Building Committee Pleasant Grove Baptist Church Homecoming Committee Eastern Wake EMS

Education

Johnston Community College East Wake High School

Comments

I am honored for this opportunity and I am very eager to get to work.

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 \***

☒ African American

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**Other**

**How did you become aware of Wake County volunteer opportunities?**

☒ County Website

**If you selected "Other" above, how?**

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Please upload a file

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**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?

Wendell Planning and Zoning Board: Submitted

Please select your first Board preference: \*

☒ Wendell Planning and Zoning Board

Please select your second Board preference: \*

☒ Wendell Planning and Zoning Board

Please select your third Board preference: \*

☒ Wendell Planning and Zoning Board

Please select your fourth Board preference: \*

☒ Wendell Planning and Zoning Board

Please select your fifth Board preference: \*

☒ Wendell Planning and Zoning Board

Please select your sixth Board preference: \*

☒ Wendell Planning and Zoning Board

Bradford

First Name

C

Middle Initial

Jordan

Last Name

172 Jake May Drive

Street Address

Suite or Apt

Wendell

City

NC

State

27591

Postal Code

What district do you live in?

None Selected

Mobile: (919) 369-7590

Primary Phone

Mobile: (919) 369-7590

Alternate Phone

bradjordan1992@gmail.com

Email Address

First Citizens Bank

Employer

Senior Regulatory Reporting Analyst

Job Title

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

☒ Yes ☐ No

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

☒ Wendell

Interests & Experiences

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

I am a lifelong resident of Wendell and have a strong interest in the success of our town. Real estate, planning, and developments in general, will lay the foundation for Wendell as we grow exponentially and I would love to play a small role in that process. Being a lifelong resident, I have had the opportunity to see all types of development, in all areas of our town.

Work Experience

My work experience doesn't directly involve planning or zoning, but being a lifelong resident has given me many opportunities to witness the growth of our town. In my opinion, growing up in the town is some of the greatest experience one can have in regards to future growth.

Volunteer Experience

Education

B.S. - North Carolina State University

Comments

[Bradford\\_C.\\_Jordan\\_Resume\\_FCB.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

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**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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## **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](#).

# Bradford C. Jordan

172 Jake May Drive • Wendell, NC 27591 • 919-369-7590 • bradjordan1992@gmail.com

## PROFESSIONAL EXPERIENCE

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### THE NOTTINGHAM COMPANY

Rocky Mount, NC

#### *Head of Fund Accounting*

August 2019 - Present

- Oversee all aspects of the fund accounting department for \$30,000,000+ in total net assets, including accurate and timely valuation of all portfolios and regulatory compliance
- Heavily involved in the onboarding of our first ETFs at the company through frequent communication and research between various vendors
- Streamlined and automated numerous processes that set thresholds on manual accounting data entry
- Discovered errors within various funds and communicated to upper management, resulting in billing adjustments
- Analyzed and implemented budgets for each fund within our portfolio
- Assist fund advisors to ensure their portfolios are reported and advertised as desired
- Work closely with fund administration regarding regulatory data
- Increased efficiency through creation of separate teams within the department
- Conduct quarterly performance reviews on each fund accountant to develop personal development plan for each employee

### THE NOTTINGHAM COMPANY

Rocky Mount, NC

#### *Staff Fund Accountant*

March 2018 - August 2019

- Responsible for the accurate and timely net asset valuation for various funds in our portfolio
- Communicate with fund advisors to ensure all fund information is accurate
- Highly involved in LineData MFACT accounting software implementation as the first staff member to transition onto the new platform
- Processed and monitored daily income and expense accruals
- Work with financial reporting director on scheduled reporting packages
- Troubleshoot and research accounting software discrepancies

### BENVENUE COUNTRY CLUB

Rocky Mount, NC

#### *First Assistant Golf Professional*

August 2016 – February 2018

- Maintained labor and payroll budgets for 12 employees within the golf shop and outside operations staff, equating to \$100,000+ annually
- Revamped outside operations training program, implementing a new performance based reward system
- Assist in the creation, implementation and management of tournament and special event budgets
- Maintain consistent communication with food and beverage, banquet, grounds and clubhouse maintenance departments on upcoming events through weekly meetings
- Responsible for implementation of weekly junior instructional programs, tournaments, and all outside events to promote revenue for Benvenue Country Club totaling to \$250,000 annually
- Reduced Labor costs by 10% from 2016-2017 through recognition of current overstaffing and consolidation of tasks, while maintaining an exceptional customer experience

## EDUCATION

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### NORTH CAROLINA STATE UNIVERSITY

Raleigh, NC

*Bachelor of Science in Agricultural Business Management*

May 2016

*Graduated Cum Laude*

*Relevant Coursework: Financial Management, Fund Accounting, U.S. Policy, Macroeconomics*

## SKILLS AND INTERESTS

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*Computer Skills: MFACT Accounting Software, Microsoft Excel*

*Interests: Golf, Cars, Personal Finance, Boating, Traveling*