

Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

☒ Capital Area Workforce Development Board

Please select your second Board preference: *

☒ Commission for Women

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

Kandace
First Name

Roe
Last Name

4268 Saubbranch Hill Street
Street Address

Suite or Apt

RALEIGH
City

NC
State

27616
Postal Code

What district do you live in?

None Selected

Mobile: (704) 785-1303
Primary Phone

Business: (919) 371-8392
Alternate Phone

kandaceroe@gmail.com
Email Address

INE
Employer

Head of People Operations
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 would like to serve the city of Raleigh and help in its development. Working in Human Resources, I am passionate about equal opportunities especially in the workforce.

Work Experience

Currently Head of People Operations at INE, in Cary Previously Human Resources Director at Holly Hill Human Resources Direction at Carolina Center for ABA and Autism Treatment

Volunteer Experience

Education

George Mason University M.A. in Industrial Organizational Psychology University of North Carolina at Chapel Hill B.A. in Psychology

Comments

[Kandace_Thomas_Roe_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 *

☒ Female

Kandace Roe

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

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](#).

KANDACE (THOMAS) ROE

SHRM- SCP, SHRM- CP

4268 Saubranth Hill Street, Raleigh, NC 27616

704.785.1303 www.linkedin.com/in/kandacethomas/ kandaceithomas@gmail.com

EDUCATION

George Mason University

Master of Arts, Industrial Organizational Psychology

University of North Carolina at Chapel Hill

Bachelor of Arts, Psychology, Minor- Women's and Gender Studies

EXPERIENCE

INE, LLC

Cary, NC

Head of People Operations

2022- Present

- Creating an inclusive, world class employee experience
- Overseeing onboarding and all traditional human resources functions including training and development
- Creating a performance management and appraisal system with career growth ladders
- Managing all compliance within our federal, state, and local legislation and working with our international partners to ensure we are compliant
- Develop change management procedures and monitor employee moral

Holly Hill Psychiatric Hospital- a UHS facility

Raleigh, NC

Director of Human Resources

2021-2022

- Managed COVID employee policy for employees in the largest psychiatric hospital in North Carolina
- Designed an active recruiting plan for all positions and implemented standardized interview questions
- Produced a compliant handbook with policies
- Digitized employee records and HR documents to bring us up to compliance and reduce our audit times
- Redesigned the onboarding for employees
- Conducted the performance review process for all employees including digitizing the process

Carolina Center for ABA and Autism Services

RTP, NC

Director of People (Human Resources)

2020-2021

- Managed COVID response for all clinic locations including procuring the vaccine for all staff, managing contact tracing, and approving FFCRA leave and policies
- Handled compliance including OSHA, Unemployment paperwork (including hearings for cases that I appealed), ACA compliance, and complying with insurance carriers that reimburse for our services
- Lead an implementation of an updated HRIS system that allows for growth overtime and new applicant tracking system to improve the employee experience and increased recruitment needs
- Re-designed the entire People department to rebrand from Human Resources to increase engagement with staff and remove the negative stigma of HR
- Developed an engagement program including Anniversary rewards, new branded items for staff, and increased feedback leading to an increase in NPS scores

Carolina Center for ABA and Autism Services

Cary, NC

Human Resources Manager

2019-2020

- Designed a new Professional Development system utilizing employee feedback and implemented a key performance indicators (KPI) review
- Selected benefits and worked with brokers to select policies right for our employees
- Redesigned the onboarding process for new clinicians and instituted exit interviews to improve employee satisfaction
- Implemented an HRIS system to move from paper based records to digital record keeping
- Managed rapid changes and communicated with all employees including leading All Staff Meetings

SKILLS

Performance Management
ACA Compliance
Project Management

Onboarding
Employee Relations
Training Needs Analyses

Feedback development
HRIS Implementation
Change Management

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

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

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

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

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

☒ Capital Area Workforce Development Board

Jerry

First Name

L

Middle Initial

Pedley

Last Name

3913 Hawkins Ave.

Street Address

Suite or Apt

Sanford

City

NC

State

27330

Postal Code

What district do you live in?

None Selected

Business: (919) 774-7827

Primary Phone

Mobile: (919) 775-9234

Alternate Phone

jerry@merteknc.com

Email Address

Mertek Solutions Inc

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:

None Selected

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

Comments

Upload a Resume

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Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Jerry L Pedley

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

[Pedley_Story.pdf](#)

Please upload a file

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Jerry Pedley

Sanford, NC 919-774-7827

jerry@merteknc.com



Breif History

The Pedley story is deeply rooted in the idea of the American Dream. It is about humble beginnings and unexpected success. It's about hard work, struggle, and tough times. And it's about building partnerships to accomplish goals. Still, the story of Pedley is much more than the story of Jerry Pedley. It's also the story of dedicated co-workers and loyal customers, who were equally willing to take risks.

Executive Biography

There is a relatively small segment of leaders in the business world; individuals who seem able to build relationships, trust, and rapport with almost anyone, and then able to broker the relationships and make connections between people, creating partnerships and alliances, and motivation of forward momentum to get things done.

Jerry Pedley is one of those people, and getting things done and driving results----through collaboration, partnerships, relationships and example-----as a senior manager in the automation industry, it what he is all about. With an enthusiastic and genuinely friendly attitude, Jerry radiates a sincere passion for delivering value and benefits to his customers.

Pedley proudly brags about being raised on the Pedley Dairy Farm. He received the education of a life time and learned Work Ethic and Responsibility from his Dad "Mertek

Merle". His Mom and Dad went home in 2017 but he remembers them every time he hears Mertek. "Mertek Merle" taught us "Cows Got to be Milked" and "Can't Never did Nothing". The Pedley Dairy is still operated by the Pedley family in Iowa.

Jerry and Donna still refer to Iowa as home and belong to and support Ocheyedun United Methodist Church and Pastor Steve Swenson. One way or another Donna and Jerry have plans to go home. Don't rush us!!

Jerry learned many things on the farm and when he was 19 his second child was born. His early life education would have to do. And that was OK because he knew "can't never did nothing". There were no "cant's" in Jerry's life. It was and still is all positive with a "yes we can".

Beginning his career in 1971 working for Doerfer Corporation in Iowa where he began to learn a fun career.

Jerry then went to work for McQuay in Spirit Lake, Iowa. The 300 McQuay persons became friends and family over his years there. He became the business manager of the Sheet Metal International Union during his time there and learned how to negotiate contracts. He is still known as "Captain" to all of them. A name he was called based on the Captain 11 TV show based in Sioux Falls, SD.

In 1986 and Jerry moved to Chicago where he and Donna got married. Jerry says she tricked him into marrying her. But after 33 years it seems it was the best trick Jerry ever fell for.

After some good learning years in Chicago Jerry and Donna flew into NC in 1989 and Jerry was offered a job at Synchro Automation here in Sanford. They moved into their log house then. After 6 months business was slow and the company entered chapter 11. He wondered what they had done and how are we going to get out of this situation.

Can't never did nothing, so he decided to take a risk. He called a customer friend to give him a loan and opened Electro-Mechanical Specialties.

"It wasn't the brightest thing to do in those days because normally you wouldn't start a machine shop in the darkest time of the economy," Pedley said with a laugh. "It was sliding down and here I am getting a machine shop."

The bet paid off for Pedley, whose modest machine shop has grown into the international manufacturing firm Mertek Solutions.

Pedley won the Small Business Person of the Year Award in 1996 in Lee County. He has been recognized for his more than 30 years fostering a business through economic downturns and industry changes.

The 66-year-old is humble about awards, stressing that he spent his career working hard to support his family and look after his employees.

“I never really looked at myself that I’m a real somebody,” he said. “I’m just the average fellow and I put my mind to it.”

Still, as he talks about his company, Pedley lights up. He chuckles reminiscing over decisions he made and gets animated talking about the company’s training program that teaches youth to share his love for manufacturing.

In his first three months running his small business, Pedley remember missing a paycheck for himself for seven weeks. “The business went along. It was a step at a time; it was a struggle. You would work 14 hours a day instead of eight,” he said. “We hired one employee, and then two and three, and kept going.”

Twelve years later Meikle Automation came on board, and the company’s name was changed.

Meikle grew steadily over the years, expanding to 3 countries and 7 facilities in 2005.

“If you’re honest and up front with people, you’ll continue getting their business and your business will grow,” he said. “It’s the automation/tooling industry. It’s the pulse of manufacturing. If you don’t have a tooling industry, you don’t manufacture anything.”

The company grew to 450 employees around the world, Pedley said. Then the automotive downturn came in 2007 and a slowdown occurred. Meikle became Mertek in 2010.

Pedley attributes much of his success to finding the right people to surround him.

“When I got into business I found out, boy, I’m really lacking a lot of know-how here in the business world,” he said. He recruited a good accounting firm and banker to advise him on business decisions.

“You have to surround yourself with people who really have got the know-how in business, and that’s what happened,” he said. “If you do that and you do it the right way, you’ll gain the knowledge.”

Despite the many ups and downs in the automotive economy over the decades, Mertek chugged along with Pedley at the helm.

“He cut back in areas where he could, but the one area that he never cut back on is his people,” Herald said. “His winning of this award is really a reflection of him as an individual and his team approach.”

Jerry Pedley lives in Sanford with his wife Donna. They have two children Jeremy and Jennifer and 5 grandsons. They also have foster grandchildren and great grandchildren.

When not working they enjoy working around their log home and spending time at their home away in North Myrtle beach. They also enjoy their vacation home in Lee County Florida. Pedley is an instrument rated pilot and has a plane at the Raleigh Executive airport.

Throughout it all, Jerry has repeatedly proved his ability to lead through diverse and challenging situations. He is an excellent agent of change and has a documented track record of accomplishments that include the turnaround of chaotic and struggling operations and start up and management of new facilities.

1. History with the Mertek.
 - President of Mertek Solutions since May 1, 2010
 - Owner and responsible for day to day operations in a high tech automation industry.
 - NC SMT Business and Industry Award 2016
 - IAF Award for Advisory Board Champion 2017
 - Superintendent Extra Effort Award 2017
 - NC Small Business of the Year 2017.
2. Past Employment. Meikle Automation
 - Division Manager
 - Responsible for operating a profitable and healthy business unit, which designs and manufactures a quality product on time and on budget.
 - March 4, 2002 to April 30, 2010.
 - Team Player Award Received at Yearly Managers Meeting
3. Past Employment
 - President and Owner of Electro-Mechanical Specialties
 - Responsible for managing all areas of the company and keeping it profitable in a very difficult business.
 - Experience in financial, sales, design, manufacturing and customer service.
 - At Electro-Mechanical Specialties from May 1990 to February 2002.
 - Company start-up to over 5 million sales and 25 employees.
 - Small Business Person of the Year. Sanford, NC 1996
4. 6. Education
 - High School 1970
 - FFA President 1970
 - Community College 1971
 - Numerous adult education courses
7. Community (volunteer) Involvement

- Young Eagles Program Volunteer Flight Leader. Given introductory plane rides to kids from 7-17 year old. Have flown over 70 kids to date.
- AirLifeLine volunteer pilot. Transport persons in need of travel for health reasons. Have flown several kids to Shriners Hospitals for care.
- Member of AOPA and EEA.
- Member of Sanford Area Growth Alliance.
- Past Chamber of Commerce Board
- Sanford Area Growth Alliance Board (economic development)
- Advisory Board for NC State IES (Industry Expansion Services)
- Advisory Board for NC State NCMEP (Manufacturing Extension Partnership)
- Advisory Board for Campbell University Engineering
- Numerous Advisory Boards for CCCC (Central Carolina Community College)
 - CCCC Tool and Die Advisory Board
 - CCCC Innovation Center Advisory Board
 - CCCC Industrial Maintenance Advisory Board
 - CCCC Computer Aided Drafting Advisory Board
 - CCCC Electronics Engineering Advisory Board
- Advisory Boards for Lee County Schools Engineering Academy
- Lee County Schools Business Advisory Board
- Advisory Board for Jack Britt High School IST (Integrated Systems Technology Academy)
- Wake Tech “Robotics Awake Advisory Board”
- Board of Directors for CCH (Central Carolina Hospital)
- Federal Reserve Bank of Richmond Charlotte Industry Roundtable
- MfgCon executive board
- SBTDC Advisory Board
- Fanuc Robots President’s ASI Council (Authorized System Integrators)
- And others.

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

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

☒ Planning Board**Please select your second Board preference: ***

☒ Raleigh-Durham Airport Authority**Please select your third Board preference: ***

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

☒ Open Space and Parks Advisory Committee**Please select your fifth Board preference: ***

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

☒ GoTriangle Board of Trustees

George

First Name

Bezama

Middle Initial

Last Name

3123 Grand Valley Circle

Street Address

Suite or Apt

Cary

City

NC

State

27513

Postal Code

What district do you live in?

None Selected

Mobile: (607) 331-4028

Primary Phone

Home: (607) 237-0354

Alternate Phone

georgebezama1@yahoo.com

Email Address

Employer

Job Title

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

☐ Yes ☒ No

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

☒ Cary

Interests & Experiences

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

I make it a goal/objective to always volunteer and contribute to the community I am living in. I see Wake County as my new residence/ community, and would like to play my part in not only the decision-making process of this community but also in making it a better place to live in general for all of its residents.

Work Experience

Stock Trader Project Manager Data Analyst

Volunteer Experience

Town of Vestal Planning Board Broome County Environmental Management Council First Responder/EMT Red Cross

Education

BA- University at Albany

Comments

[George_Bezama_Resume_1.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
 - ☒ Hispanic
-

Other

How did you become aware of Wake County volunteer opportunities?

- ☒ Other

If you selected "Other" above, how?

Internet

Please upload a file

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GEORGE C. BEZAMA

Vestal, New York, USA | georgebezama1@yahoo.com | 607-331-4028

PERSONAL PROFILE

Professional experienced in local government and elections, urban and regional planning, securities trading, and e-business management. Primary interests include government and public policy, urban planning & development, financial markets and business operations. I look forward to gaining further experience in these fields before entering a ranked MPA program.

Political Aff: Independent

Categories: White + Hispanic/Latino

Sex: Male/He/Him

EDUCATION & HONORS

University at Albany, State University of New York

Bachelor of Arts of Urban Planning & Economic Development

December 2010

Cumulative GPA: 3.35/4.00 | Cum Laude

President's Leadership Award for Leadership 2009

Omicron Delta Kappa Honor Society

PROFESSIONAL EXPERIENCE

Fidelity Investments | New York

Retail Trader

Jan. 2019- Present

- Manage a six-figure portfolio beating the NYSE ROI average via trading in Fortune 100 securities on a daily and weekly basis. Experienced in fundamental and technical analysis, risk

management, and data analytics. Keep ahead of all new market trends and activity. Actively grew portfolio from initial sum to larger sum, kept a log of all transactions

Broome County Security | Binghamton, NY

Security Officer | EMT-B

2019

- Protect the public at government buildings, lend assistance when needed, keep the peace. Man security checkpoints, assist in evacuations during fire, terrorism, or other emergencies

Global BioMetrix | Binghamton, NY

Project Manager

Jan. 2018-Feb 2019

- Analyzed a startup model that would build a one-stop shop database linking patients' biometric information with their medical history. Led an initial team of four software developers and two finance and marketing professionals
- Created a working partnership with SaaS firm iClickCare to deliver telemedicine to EMS agencies

P2Wave Ltd | White Plains, NY

Economic Data Analyst

Mar. 2016 – April 2017

- Researched and input UN, World Bank & IMF data on national economies
- Data was used to analyze trends and predict future trends in economic activity and growth in regional markets
- Provided recommendations on company direction and strategic goals to find new opportunities for the company

Putnam County Planning Department | Carmel, NY

Intern (Transit)

Dec. 2015 – Feb. 2016

- Analyzed the county bus lines and paratransit system for usage and efficiency, by collecting passenger responses on surveys
 - Created reports from collected data and sent reports to county administration
- County used reports to rearrange some routes and terminate others that were being underutilized

LEADERSHIP EXPERIENCE

Environmental Management Council | Broome County, NY

Council Member ; Chairman 2020

Jan. 2019 – Present

- Led a 30-person citizen advisory group to county government organize a large annual riverside cleanup, maintain Climate Smart Communities certification, and run a County-wide Environmental Photo Show. Work with State and local leaders, assess environmental impact from various ongoing projects worth up to \$10 million

Town of Vestal | Vestal, NY

Planning Board Member

2017 – Present

- Responsible for visiting planned building sites and analyzing site plans for structural and environmental problems; compliance with NYS Zoning regulations, SEQR
- Reviewed and provided input on \$40 million Bunn Hill Retreat and \$22 million Route 434 Greenway Project

CERT (Community Emergency Response Team)

Volunteer Member | EMT -B| Security

2018 – 2020

- Trained to deal with event security, medical emergencies, direct traffic operations, search and rescue operations, and use incident command systems. Worked alongside law enforcement agencies and EMS

ADDITIONAL COURSEWORK

Yale University. Financial Markets - Dr. Robert Shiller

Yale University. Intro to Negotiation - Dr. Barry Nalebuff.

Yale University. The Global Financial Crisis – (fmr.) Sec. Timothy Geithner

Ecole Polytechnique de Lausanne. Mgmt. Of Urban Infrastructures I- Dr. Matthias Finger

Ecole Polytechnique de Lausanne. Mgmt. Of Smart Urban Infrastructures- Dr. M. Finger

ADDITIONAL INFORMATION

Languages: English * Spanish * Croatian * Serbian

Certifications: Intelligence Analyst Level III * EMT-B * TEFL I

Skills: Microsoft Office Suite, LibreOffice, LibreCad, SmartSheet

Interests: Government & Public Policy, International Relations & Foreign Cultures, Urban Design & Planning, Technology, Financial Markets, Cryptocurrencies, Martial Arts, Salsa Dance, Board Games , Hiking

Affiliations: [Current and Prior]: Omicron Delta Kappa, American Planning Association, American Red Cross, Southern Tier Young Professionals, Broome County Sportsmen's Association

Profile

Which Boards would you like to apply for?

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

☒ Capital Area Workforce Development Board

Please select your second Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your third Board preference: *

☒ Economic Development Commission

Please select your fourth Board preference: *

☒ Wake County Steering Committee on Affordable Housing

Please select your fifth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your sixth Board preference: *

☒ Open Space and Parks Advisory Committee

Suresh

Vellanki

First Name

Middle Initial

Last Name

404 Bolton Grant Dr

Suite or Apt

Street Address

Cary

NC

27519

City

State

Postal Code

What district do you live in?

None Selected

Home: (919) 949-9412

Mobile: (919) 949-9412

Primary Phone

Alternate Phone

suvvellanki@gmail.com

Email Address

Job Title

Employer

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

☐ Yes ☐ No

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

None Selected

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

Comments

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?

None Selected

If you selected "Other" above, how?

Please upload a file

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☒ 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

Denise

Mullen

First NameMiddle InitialLast Name

5312 Balmy Dawn Ct.

Suite or Apt

Street Address

Raleigh

NC

27613

CityStatePostal Code

What district do you live in?

None Selected

Mobile: (919) 210-9447

Business: (919) 719-9255

Primary PhoneAlternate Phone

mullendenise1@gmail.com

Email Address

The North Carolina State Bar

Managing Director, Board of Legal Specialization

EmployerJob 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 would like to serve my community by contributing to programs that assist people with finding training and employment options. i believe that having good job opportunities helps individuals to make meaningful contributions to society and provide for their families.

Work Experience

I currently work for the North Carolina State Bar, as Managing Director for the Board of Legal Specialization. I've worked here for 20 years.

Volunteer Experience

I have been a Hospice volunteer for 10 years at Transitions Life Care. Prior to that I volunteered as a Guardian ad Litem. I also volunteered for my neighborhood HOA and school and swim team activities when my children were younger.

Education

BA - Psychology from Indiana University M.Ed. - Higher Education Administration from Kent State University Starting an Ed.D. program this fall at Marymount University

Comments

[DM_resume.pdf](#)

Upload a Resume

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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

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DENISE ELAINE MULLEN
5312 BALMY DAWN COURT, RALEIGH, NC 27613
919-210-9447
MULLENDENISE1@GMAIL.COM

EDUCATION

Marymount University, Arlington, Virginia, Doctor of Education, Educational Leadership and Organizational Innovation; Degree expected May 2025

Kent State University, Kent, Ohio, Master of Education, Higher Education Administration; May 1992

Indiana University, Bloomington, Indiana, Bachelor of Arts, Psychology; May 1990

PROFESSIONAL EXPERIENCE

The North Carolina State Bar, Board of Legal Specialization

Managing Director: 2021 – present

- Manage state-wide specialty certification program for the legal community and in service to the public
- Secure grant funding for scholarship program serving public interest attorneys
- Provide data analytic information to board and committee members to guide program implementation

Assistant Director: 2002 - 2020

- Coordinate specialty committees in writing and grading certification examinations
- Create training manual for exam drafting guidelines and train new and existing committee members on policies and procedures
- Administer annual specialty certification examinations
- Develop and implement annual marketing plan, including quarterly feature articles for the North Carolina State Bar Magazine, *The Journal*
- Establish scholarship program to fund public interest attorneys in gaining certification
- Update and maintain website and online database

Hopeline, Inc., 2000 – 2002

Executive Director: Manage non-profit organization offering 24-hour crisis line and other telephone support programs.

- Manage and oversee programs and staff
- Prepare and administer budget and financial reporting for the Board of Directors
- Coordinate and provide training to volunteers and staff

Duke University, 1997 - 2000

Assistant Director of Annual Giving, Perkins Library: Direct annual fund-raising program to support the library and its programs.

- Draft and coordinate annual giving appeals
- Research and prepare grant proposals for specific program support
- Coordinate and attend special fund-raising events

Case Western Reserve University, 1994 – 1997

Admissions Officer, Frances Payne Bolton School of Nursing: Provide recruitment and advising to potential students for undergraduate and graduate level nursing programs.

- Develop Alumni Linkages Program to match potential students with alumni
- Attend local and national university recruitment fairs
- Advise current and potential students on academic requirements

Cleveland State University, 1993 – 1994

Recruiter/Advisor, School of Nursing

- Provide academic and program information to potential undergraduate students
- Attend university recruitment events

ADDITIONAL EXPERIENCE**Certificates**

Yale University (Coursera): The Science of Well-Being, 2022

Institute for Credentialing Excellence: Certified Credentialing Specialist, 2019

American Academy of Grief Counseling: Grief Counseling Certificate, 2018

Volunteer Experience

Volunteer, Transitions Life Care, Hospice Home of Wake County, 2012 – present

Board Member, Village of Pinecrest HOA, 2012 – 2016

Child Advocate, Wake County Guardian ad Litem Program, 2007 – 2014

Volunteer, School classrooms and programs, 2004 – 2014