

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ Commission for Women

Please select your third Board preference: \*

☒ Commission for Women

Please select your fourth Board preference: \*

☒ Commission for Women

Please select your fifth Board preference: \*

☒ Commission for Women

Please select your sixth Board preference: \*

☒ Commission for Women

America

First Name

A

Middle Initial

Allen

Last Name

8610 Brittdale Lane

Street Address

APT 307

Suite or Apt

Raleigh

City

NC

State

27617

Postal Code

What district do you live in?

☒ District 7

Home: (919) 885-3721

Primary Phone

Business: (919) 560-7753

Alternate Phone

america.allen.aa@gmail.com

Email Address

Durham County Department of  
Public Health

Employer

Social Work Supervisor II

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

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## Interests & Experiences

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

I am passionate about the social, emotional, mental and financial health of women.

## Work Experience

Durham County Department of Public Health- Social Work Supervisor II NCSTART- Clinical Coordinator

## Volunteer Experience

## Education

UNC- Chapel Hill- BA Sociology North Carolina Central University- MSW

## Comments

[Allen\\_Americaresume.doc](#)

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

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## Demographics



Date of Birth

## Gender \*

☒ Female

## 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?

Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

## **America Allen, MSW, LCSWA**

**Tel: (919)885-3721**

### **PROFESSIONAL LICENSURE & EDUCATION**

Licensed Clinical Social Worker Associate (LCSWA) in the State of North Carolina

#### **Master of Social Work**, Child Health

May 2015

*North Carolina Central University, Cum Laude*

Focused coursework and projects on health equity.

#### **Bachelor of Arts**, Sociology

May 2011

*University of North Carolina at Chapel Hill*

### **SOCIAL WORK EXPERIENCE**

#### **Social Work Supervisor II**

October 2017 to present

*Durham County Department of Public Health, Child Health, Triple P Parenting Program*

- Provides leadership and coordination for the implementation and expansion of the Triple P project across regional service area (Durham and Alamance Counties) with local health departments, community/rural health center/private providers and other community base organizations.
- Conducts ongoing needs assessment and planning activities in order to further develop the Triple P project and implement effective service provisions.
- Prepare psychosocial educational materials as needed or required.
- Coordinate with clinical, health education, community health and other staff members in the provision of services to patients. Provide referrals for services needed.

#### **Clinical Child Coordinator**

January 2016 to October 2017

*NC START, Durham NC*

- Implemented START supports for children with intellectual/developmental disabilities and co-occurring mental health diagnoses or behavioral health needs using the biopsychosocial approach.
- Administered biopsychosocial assessments of patients and families to identify emotional, social, and environmental strengths and problems related to their diagnosis, illness, treatment, and life situation.
- Created, implemented and trained on the use of person-centered cross-systems crisis prevention and stabilization plans using trauma informed approaches.
- Provided systemic consultation by working collaboratively with clients, families, and systems.

#### **Intensive In Home Lead Therapist**

September 2015 to May 2016

*B&D Behavioral Health Durham, NC*

- Provided individual and family psychotherapy to children with depression, bipolar, anxiety, eating, emotion-regulation, and relationship difficulties
- Facilitated DBT skills training group for individuals with chronic depression and self-harming behaviors
- Clinical interventions included crisis stabilization, resource referrals, and brief and longer-term therapy
- Worked collaboratively with community network of child trauma mental health specialists

#### **Related Internships**

August 2013- May 2015

*Social Work Substance Abuse Recovery Therapist, Urban Ministries of Durham*

*Social Work Intern, Support Group and Residential Specialist, Durham Crisis Response Center*

## **PROFESSIONAL TRAININGS, AND WORKSHOPS**

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### **Child and Family Focused Trainings**

- Triple P of America, Level 2 Seminar, October 2017
- Triple P of America Level 4 Stepping Stones Individual, June 2017
- Strengthening Families 7-17, September 2015

### **Trauma Informed/ IDD Trainings**

- Establishing Healthy, Positive Relationships, February 2017
- Healing Developmental Trauma, NARM, March 2017
- Trauma Informed Behavioral Interventions, March 2017
- Promoting Health and Wellness for individuals with IDD, March 2017
- Understanding Trauma, April 2017
- Best Practices for Addressing Needs of Students with IDD and Complex Needs in Schools, May 2017
- 29<sup>th</sup> Annual Start National Training Institute, May 2017
- 

### **Racial Equity**

- Racial Equity Institute Training (September 2017)

## **PROFESSIONAL PRESENTATIONS**

Allen, A., Mutima, N., Rauschkolb, T., Rivers, M (2015). Clinical Practice in the Whirlwind of Community-Based Settings. Presented at the annual National Association of Social Workers-North Carolina Fall 2015 Conference.

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

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Commission For Women: Submitted

**Please select your first Board preference: \***

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☒ Commission for Women**Please select your second Board preference: \***

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☒ None Selected**Please select your third Board preference: \***

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☒ None Selected**Please select your fourth Board preference: \***

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☒ None Selected**Please select your fifth Board preference: \***

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☒ None Selected**Please select your sixth Board preference: \***

---

☒ None Selected

---

Elena

First Name

---

L

Middle Initial

---

Ashburn

Last Name

---

1205 Mitchell Street

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27607

Postal Code

**What district do you live in?**

---

☒ District 4

Mobile: (919) 916-0441

Primary Phone

Business: (919) 856-7813

Alternate Phone

elena.ashburn@gmail.com

Email Address

Wake County Public School  
System

Employer

Principal - Needham B.  
Broughton High School

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

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## Interests & Experiences

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

I believe deeply in servant leadership and my responsibility to give back to others. Serving on a Wake County Board will allow me the opportunity to serve and represent my community. It will also allow me to grow as a community leader, learning from others on the Board and in our community. As principal of Broughton High School and an advocate for women's advancement in the workplace, I am confident my experiences will help me effectively engage in the Commission for Women. If given the opportunity to serve, I would take this responsibility seriously and look forward to helping advance women's rights in our community.

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## Work Experience

Principal - Needham B. Broughton High School; Principal - East Garner Magnet Middle School; Assistant Principal - Fuquay-Varina High School; Principal Intern - Holly Ridge Middle School; Teach For America Corps Member - English Teacher - Southern Durham High School

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## Volunteer Experience

Extraordinary Minister of Holy Communion, Holy Name of Jesus Cathedral; Wedding Committee Member, Holy Name of Jesus Cathedral; Volunteer, Teach For America Southern Area Recruitment Team; Confirmation Catechist, Sacred Heart Cathedral; Phone Interviewer, Teach For America; Graduate Student Marshall, UNC Chapel Hill; English Curriculum Writer, Teach For America; Content Learning Community Leader, Teach For America

## Education

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UNC Chapel Hill - Doctor of Education - Expected June, 2019  
UNC Chapel Hill - Educational Specialist  
UNC Chapel Hill - Master of School Administration  
Longwood University - Bachelor of Arts in English,  
Minor in Spanish, summa cum laude

## Comments

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[Resume -  
Elena Ashburn January 2018.pdf](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ Caucasian

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## Other

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

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☒ Current Wake County Volunteer

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If you selected "Other" above, how?



## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Elena Lucier Ashburn

1205 Mitchell Street • Raleigh, North Carolina 27607 • elena.ashburn@gmail.com • 919-916-0441

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EDUCATION:	University of North Carolina at Chapel Hill Doctor of Education in Educational Leadership	Expected June 2019
	University of North Carolina at Chapel Hill Master of School Administration	May 2012
	Longwood University Bachelor of Arts in English, Minor in Spanish, <i>summa cum laude</i>	May 2007
EXPERIENCE:	Principal, Needham B. Broughton High School	2017-Present
	<ul style="list-style-type: none"><li>• Lead 200 staff and 2,150 students</li><li>• Design, execute, and manage total school program</li><li>• Facilitate 40 leaders in creation of Broughton 5 year Strategic Plan</li><li>• Design and engage 200 staff in year-long professional development</li><li>• Allocate all staffing, scheduling, and fiscal resources</li><li>• Lead Global Studies &amp; International Baccalaureate Magnet Programming</li><li>• Facilitate Academic Intervention Team and implementation of interventions</li><li>• Engage in community building through various community organizations, including Academic Booster Club, Alumni Association, Capital Foundation, CAPS Club &amp; PTSA</li><li>• Foster a culture of continuous improvement, <i>meeting academic growth</i> in 2017</li></ul>	
	Principal, East Garner Magnet Middle School	2014-Present
	<ul style="list-style-type: none"><li>• Led 110 staff and 1,240 students</li><li>• Facilitated 30 leaders in implementation of EGMMS 2020 Vision &amp; Strategic Plan</li><li>• Designed and engaged 110 staff in monthly professional development</li><li>• Allocated staffing, scheduling, and fiscal resources aligned to EGMMS Strategic Plan</li><li>• Led International Baccalaureate &amp; Creative Arts Magnet Programming</li><li>• Facilitated Academic Intervention Team and implementation of interventions</li><li>• Engaged in community building through PTSA and Garner Ed Foundation</li><li>• Fostered a culture of continuous improvement, with demonstrated significant gains including: leading school out of state-sanctioned Low Performing Status; increasing state letter grade from D to C; and <i>exceeding expected academic growth</i></li></ul>	
	Assistant Principal, Fuquay-Varina High School	2012-2014
	<ul style="list-style-type: none"><li>• Supervised and evaluated 31 teachers</li><li>• Increased English Department proficiency and led department to <i>exceed expected growth</i></li><li>• Created English, World Languages, and LEP department schedules</li><li>• Facilitated professional development for 125 certified staff</li><li>• Coached seven Professional Learning Teams</li><li>• Hired teachers for vacancies</li><li>• Wrote and submitted yearly AdvancED SACS Accreditation</li><li>• Led Summer School program, including 50 on-campus and 250 online students</li><li>• Supervised all EOC, CTE, NC Final Exams, and field testing</li><li>• Led Graduation Committee and facilitation of graduation ceremony</li><li>• Managed discipline for 308 ninth graders</li><li>• Managed 150 yearly School Field Trips</li><li>• Supervised 40 student clubs, including Student Council</li></ul>	

<b>Principal Intern, Holly Ridge Middle School</b>	2011-2012
<ul style="list-style-type: none"> <li>• Supervised 13 sixth grade teachers</li> <li>• Scheduled 357 sixth graders into core classes</li> <li>• Led year-long 21<sup>st</sup> Century Teaching &amp; Learning Staff Development for 73 certified staff</li> <li>• Coached three English Language Arts PLTs</li> <li>• Led sixth grade Academic Intervention Team</li> <li>• Awarded Target Field Trip Grant, valued at \$700</li> <li>• Organized administration of EOG/C, CTE, Case21, and field tests as Test Coordinator</li> <li>• Managed discipline for 357 sixth grade students</li> <li>• Planned and led sixth grade bi-annual parent and student orientations</li> <li>• Organized and led Student of the Month program</li> </ul>	

<b>Teach For America - English Teacher, Southern Durham High School</b>	2007-2010
<ul style="list-style-type: none"> <li>• Served as a <i>Teach for America</i> 2007 Corps Member</li> <li>• Served as English Department Chair &amp; School Improvement Team Member</li> <li>• Taught English I, English II, Journalism, and Advanced Placement (AP) English IV</li> <li>• Led department to a 7% increase in English I EOC proficiency</li> <li>• Led 67% of English I students to proficiency, where school average was 49.6%</li> <li>• Led 71% of English II students to proficiency, where school average was 39.4%</li> </ul>	

<b>COMMUNITY INVOLVEMENT:</b>	Extraordinary Minister of Holy Communion, Holy Name of Jesus Cathedral	2015-Present
	Wedding Committee Member, Holy Name of Jesus Cathedral	2015-Present
	Volunteer, Teach For America Southern Area Recruitment Team	2012-2014
	Confirmation Catechist, Sacred Heart Cathedral	2011-2012
	Phone Interviewer, Teach For America	2011-2012
	Graduate Student Marshall, UNC Chapel Hill	Spring 2011
	English Curriculum Writer, Teach For America	Spring 2010
	Content Learning Community Leader, Teach For America	2009-2010

<b>PROFESSIONAL DEVELOPMENT:</b>	International Baccalaureate DP Head of School Category II	Summer 2017
	International Baccalaureate MYP Head of School Category II	Summer 2015
	International Baccalaureate MYP Head of School Category I	Winter 2015
	Adaptive Schools	2015-2016
	Effective Teacher Framework	2014-2015
	Crucial Conversations	Summer 2013
	Facilitative Leadership	Spring 2012
	EVAAS	Fall 2011
	Triangle High Five Professional Learning Community	Fall 2008
	A Framework for Understanding Poverty	Fall 2007

<b>AWARDS:</b>	Magnet School of Excellence – Needham B. Broughton High School, 2017	Spring 2017
	Magnet School of Excellence – East Garner Magnet Middle, 2017	Spring 2017
	Magnet School of Distinction – East Garner Magnet Middle, 2016	Spring 2016
	Magnet School of Distinction – East Garner Magnet Middle, 2015	Spring 2015
	Holly Ridge Middle School Employee of Character, 2011-2012	Spring 2011
	Most Dedicated Teacher	Spring 2010
	Instructional Excellence in Teaching	Fall 2009
	AmeriCorps Educational Scholarship, Valued at \$9,450	Spring 2009
	Excellent New Teacher Award	Spring 2008

<b>REFERENCES:</b>	Dr. Lloyd Gardner, WCPSS Central Area Superintendent, 919-669-1205
	Mr. Danny Barnes, Former WCPSS Chief Area Superintendent, 919-210-1984
	Dr. Edward McFarland, WCPSS Eastern Area Superintendent, 919-749-6119

Profile

Which Boards would you like to apply for?

Library Commission: Submitted  
Commission For Women: Submitted

Please select your first Board preference: \*

☒ Alcoholic Beverage Control Board

Please select your second Board preference: \*

☒ Human Services Board

Please select your third Board preference: \*

☒ Cary Planning and Zoning Board

Please select your fourth Board preference: \*

☒ Wake County Steering Committee on Affordable Housing

Please select your fifth Board preference: \*

☒ Open Space and Parks Advisory Committee

Please select your sixth Board preference: \*

☒ GoTriangle Board of Trustees

Brenda  
First Name

Middle Initial

Buchanon  
Last Name

1023 Dominion Oak Circle  
Street Address

Suite or Apt

Cary  
City

NC  
State

27519  
Postal Code

What district do you live in?

☒ District 3

Mobile: (910) 381-4936

Primary Phone

Home: (919) 388-7936

Alternate Phone

silvergray49@hotmail.com

Email Address

Retired/Wake County Public  
Schools-PT

Employer

Substitute Teacher

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

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## Interests & Experiences

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

I am interested on serving on a Board or Commission because it is my way of giving back to the community in which I live. As residents, we are charged with volunteering our time to help others and be of service to mankind.

## Work Experience

I have been employed as a medical records supervisor with Duplin/Sampson Area Mental Health Center, Benefits/Licensure Specialist with Sampson County Schools, Journalist with The Sampson Independent and Daily Record, Dunn, NC. Retired but work p/t with Wake County Schools as a substitute teacher.

## Volunteer Experience

Wake County Public Library Commission, Alpha Kappa Alpha Sorority, Inc., Clear Run High School Alumni Association, Order of the Eastern Star of N.C. P.H.A.

## Education

B.A. Degree in English - Fayetteville State University Current graduate student - Grand Canyon University, Phoenix, Arizona (online) M.A. Secondary Education - completion in June, 2018.

## Comments

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Thank you for your consideration of my application to become a member of the Commission for Women. I am avid believer that we better ourselves when serving our community and can think of no better way to volunteer than help my sisters. I will adhere to the rules/responsibilities of the commission. I am currently a member of the Library Commission and in my second year. I request to remain on the Library Commission as well.

[Resume\\_2017.docx](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ African American

---

## Other

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

☒ Current Wake County Volunteer

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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**

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# BRENDA B. BUCHANON

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silvergray49@hotmail.com

(910) 381-4936

Retired Print Media  
Journalist

Wake County Substitute  
Teacher  
2013 - Present

Current graduate student  
at Grand Canyon  
University, Phoenix,  
Arizona  
M.A. Degree Secondary  
Education - Completion  
June 2018

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## EXPERIENCE

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### **MEDICAL RECORDS SUPERVISOR**

April 1976 - 1985

Sampson/Duplin County Mental Health Center

### **BENEFITS/LICENSURE SPECIALIST/PERSONNEL DEPARTMENT**

1985 - 2001

Sampson County Schools

Duties/responsibilities: Hiring, employee benefits,  
teacher licensure, workmen's compensation,  
confidential records, employee/teacher orientation.

### **THE SAMPSON INDEPENDENT NEWSPAPER**

2004 - 2008

Reporter, Copy Editor, Lifestyle Editor

### **DAILY RECORD NEWSPAPER**

2008 - 2010

Business Editor and Assistant to Managing Editor

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## EDUCATION

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### **DEGREE / DATE EARNED**

Sampson County Community College - Associate  
Degree May 2000

Fayetteville State University - B. A. Degree in English  
2001 - May 2003 - Magna Cum Laude - 3.79 GPA

English Honor Society (Sigma Tau Delta) , English  
Student of the Year, Dean's List, President's List

### **VOLUNTEER OR LEADERSHIP EXPERIENCE**

Member of Watts Chapel Missionary Baptist Church, Member  
of Alpha Kappa Alpha Sorority, Inc., Sigma Tau Omega  
Chapter, Past President of Rho Omega Omega Chapter, AKA,  
Sorority, Inc., Clear Run High School Alumni Association - 2<sup>nd</sup>  
Vice President, Wake County Public Library Commission -Vice





Chair, Past Secretary, Order of the Eastern Star, Jurisdiction  
of North Carolina, P.H.A.



Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

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

Maria  
First Name

S  
Middle Initial

Cervania  
Last Name

102 Dometh Court  
Street Address

Suite or Apt

Cary  
City

NC  
State

27519  
Postal Code

What district do you live in?

☒ District 3

Mobile: (512) 554-4355

Primary Phone

Home: (512) 394-9081

Alternate Phone

mcervania@gmail.com

Email Address

Pharmerit International

Employer

Senior Psychometric Research &  
Operation Lead Coordinator

Job Title

---

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

☐ Yes ☒ No

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

☒ Cary

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## Interests & Experiences

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

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The Wake County Commission for Women's mission resonates profoundly towards my passion and work professionally and personally. It would be an honor to contribute to the Commission, and continue the legacy of empowering all women across Wake County.

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## Work Experience

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Senior Psychometric Research & Operation Lead Coordinator (Remote), Pharmerit International, Bethesda, Maryland Consultant (Remote), Endpoint Outcomes, Boston, Massachusetts Manager/Business Improvement Specialist, Department of Assistive and Rehabilitative Services (DARS), Austin, Texas Performance Management Analyst, Department of Family and Protective Services (DFPS), Austin, Texas Statistician, Department of State Health Services, Austin, Texas Research Project Manager, Office of Court Administration, Austin, Texas Program Analyst, Health and Human Services Commission, Austin, Texas Research Associate, University of Illinois at Chicago, School of Public Health, Chicago, Illinois Fitness Coordinator, Downtown Berkeley YMCA, Berkeley, California

## Volunteer Experience

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Committee Member, Wake County Government, Commission for Women Committee Member, Wake County Government, Community Health Needs Assessment Member, Town of Cary Police Department Citizens Assisting Police (CAP) Team, Cary, North Carolina President, Berkeley Homeowners Association, Cary, North Carolina President, Cal (Berkeley) Alumni of North Carolina Cary Vice Chair, Wake County, Cary, North Carolina Co-District Coordinator, Wake County - West Cary District, Cary, North Carolina Neighborhood Team Leader, Arizona Legislative District 18, Phoenix and Chandler, Arizona Editorial Board Member, American Journal of Public Health (AJPH), Washington, DC President, Public Health Student Caucus, American Public Health Association, Chapel Hill, North Carolina

## Education

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University of Illinois at Chicago, M. P. H. (c) in Epidemiology and Biostatistics University of California, Berkeley, B. A. in Integrative Biology (Emphasis - Physical Education and Sports Management), Minor in Population Studies and Demography Project Management Institute (PMI), Project Management Professional (PMP) Certification Scrum.org, Professional Scrum Master (PSM) Course (Studying for the PSM I Assessment and Certification)

## Comments

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[Resume.Cervania.112717.docx](#)

Upload a Resume

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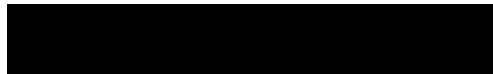
If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

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☒ Asian

---

**Other**

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

---

☒ Other

County Commissioner Jessica  
Holmes

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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**

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# Maria Louisa S. Cervania

102 Dometh Court • Cary, North Carolina 27519

p: (512) 554-4355

e: mcervania@gmail.com

- **Strategist and change advocate:** Plans and manages multimillion-dollar projects, aligning organizational goals with technology to drive process improvements, competitive advantage and bottom-line gains
- **Expert project manager offering 15 years of success leading all phases of diverse projects:** PMP credential; large-scale operational, IT and Consolidation/Merger implementation throughout project lifecycle (inception to completion)
- **Skillful leader in various program and project management methodologies:** Manages program and project teams, merges client needs with requirements, and produces high-quality deliverables that meet or exceed timeline, logistical and budgetary targets
- **Exceptional communicator:** Leverages technical and business knowledge to communicate effectively with executive management, internal business partners (including all levels of employees), outside consultants, external vendors, and the public

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## PROFESSIONAL EXPERIENCE

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**Senior Psychometric Research & Operation Lead Coordinator** (Remote), **Pharmerit International**, Bethesda, Maryland (11/17 – Present)

- Manages and analyzes Clinical Outcomes Assessments and Patient Reported Outcomes data
- Contributes to study design, interpretation and publication of findings from an epidemiologic perspective
- Optimizes efficacy of research teams, and, as dictated by growth within the division, leads additional staff acquired for this capacity

**Consultant** (Remote), **Endpoint Outcomes**, Boston, Massachusetts (5/17 – 11/17)

- Managed analysis of clinical trials and observational research patient outcomes data for psychometric research
- Implemented SAS code and programming strategy for quality data management to ensure adequacy, accuracy and legitimacy
- Troubleshoot data-related problems, and evaluate information and data systems to discover ways of enhancing them

**District Coordinator, Wake County – West Cary District**, Cary, North Carolina (11/15 – Present)

- Leads campaigns, and coordinate field operations and communication of district and area projects
- Researches trends and statistics, and develop strategic, change and implementation plans
- Maintains specialized databases, and generate market data queries, reports and maps

**Legislative District Neighborhood Team Leader, Arizona Legislative District 18**, Phoenix, Arizona (3/12 – 10/14)

- Recruited, advised, and motivated a team of Precinct Committee Members and volunteers in Phoenix and Chandler, Arizona
- Articulated clear expectations and energized team to be accountable towards desired outcomes and strategic goals
- Used market segmentation techniques to draw insights and to identify core issues impacting individuals and the community

**Project Manager/Program Improvement Specialist, Department of Assistive and Rehabilitative Services** (DARS), Austin, Texas (9/07 – 12/11)

- Identified multiple operational redundancies and promoted integrated program service delivery to gain efficiencies
- Interacted routinely with executive management, internal business partners, outside consultants, external vendors, and the public
- Managed the DARS Contract Management Improvement Implementation Project by consolidating contracting functions organization-wide
- Managed the organizational change efforts of the DARS Consumer Purchasing Merger Project from initiation to successful closeout
- Led in the development and adoption of enhanced job descriptions, career paths, and training plans

- Analyzed and disseminated employee job satisfaction information from the DARS Survey of Organizational Excellence
- Led a cross-functional team to map the DARS Project Management and Governance process (using Rummier-Brache methodologies)
- Designed and delivered leadership development curriculum in support of the DARS Leadership Institute

**Performance Management Analyst, Department of Family and Protective Services (DFPS), Austin, Texas (11/05 - 8/07)**

- Coordinated the development of performance metrics to increase agency accountability and quality assurance efforts
- Developed policies and procedures to integrate performance data into management and ensure continuous improvement of DFPS programs
- Piloted and implemented emerging technologies to support activities of front-line managers, supervisors, and employees
- Created new and maintained existing case management systems to measure and monitor organizational and employee performance
- Conducted Performance Management training on the use of quantitative and qualitative data to manage staff and make decisions
- Led research team and authored evaluation reports on the implementation and progress of DFPS Mobile Technology
- Co-led the DFPS APS Facility, APS In-Home and CPS Pre-Employment Test Evaluation and performed an analysis of whether pre-employment tests increase longevity, decrease turnover, and facilitate improved policy compliance and client outcomes

**Cross-Program Improvement Specialist, Department of Family and Protective Services (DFPS), Austin, Texas (3/05 - 11/05)**

- Identified trends and assessed needs to create new DFPS programs, initiatives, and legislative requests
- Managed question and survey development, administration, communication, and analysis on customer and employee job satisfaction
- Partnered with Human Resources to analyze results of various hiring assessment tools to show their efficacy in identifying talented and productive employees, and to build a strong, diverse, and inclusive work environment

**Statistician, Department of State Health Services, Austin, Texas (11/02 - 2/05)**

- Collected, analyzed, and interpreted data used to create assessments, plans, and evaluations for the Associateship for Family Health (AFH)
- Managed, coded, and processed large data sets using analytical techniques (e.g. forecasting, regression analysis, etc.) on AFH-related data
- Constructed tables, graphs, charts, maps, and complex reports for internal and external customers

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## **EDUCATION AND CERTIFICATIONS**

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**University of Illinois at Chicago, Master's in Public Health (c) in Epidemiology and Biostatistics**

**University of California, Berkeley, Bachelor's in Integrative Biology (Emphasis - Physical Education and Sports Management)**

Minor in Population Studies and Demography

**Project Management Institute (PMI), Project Management Professional (PMP) Certification**

**Scrum.org, Professional Scrum Master (PSM) Course (Studying for the PSM I Assessment and Certification)**

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## **OTHER PROFESSIONAL EXPERIENCE**

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**Editorial Board Member, American Journal of Public Health (AJPH), Washington, DC (11/97 - 11/03)**

- Communicated cutting edge information through the publication of the premier professional journal of public health
- Built strategic and project plans for the re-design of the hard-copy periodical and the implementation of a new on-line version of the AJPH

**Research Associate, University of Illinois at Chicago, School of Public Health, Chicago, Illinois (8/95 - 1/99)**

- Collaborated with political, religious, community, and business leaders in the advocacy, implementation, and evaluation of health programs
- Performed clinical and survey research to study stages of change (led by Dr. Thomas Prohaska) in health and lifestyle modification
- Measured, collected, managed, and analyzed data on physiological and psychological factors
- Co-authored journal articles and presented study findings at local, state, and national conferences
- Developed and facilitated training sessions that enabled adults to establish peer-led health and exercise programs

**President, Public Health Student Caucus, American Public Health Association, Chapel Hill, North Carolina (11/96 - 11/98)**

- Motivated an executive board of 12 international members
- Conducted customer marketing research to increased annual income three-fold, and expanded membership from 60 to 1,000
- Delivered presentations on strategic planning, change management and leadership skills at the regional, state, national, and global level

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**AWARDS AND SPECIAL ACCOMPLISHMENTS**

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**Graduate** - Department of Assistive and Rehabilitative Services Leadership Institute; **Recipient** - Department of Family and Protective Services, Commissioner's Vision Award; **Recipient** - Chancellor's Student Leader of the Year - University of Illinois at Chicago

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**SOFTWARE SKILLS**

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SAS, SPSS, SQL, PHP, ArcGIS, Microsoft Applications (Access, Excel, Outlook, PowerPoint, Project, SharePoint, Visio, Word), OpenOffice Suite, Adobe Programs (InDesign, Photoshop, Acrobat Standard), iGrafX FlowCharter, Instant.ly, SurveyMonkey, Doodle, MailChimp, Zoom

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**PROFESSIONAL TRAINING**

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**PMI** - Creating Trust in a Virtual Environment, Embracing the Benefits of Agile Leadership, 5 Master Keys to Effective Performance Conversations, Roadmap to Ethical Decision Making

**Rummler-Brache** - FOCUS: Tools for Process Improvement and Management

**SkillSoft** - Lean Principles and Six Sigma Projects, Introduction to the ITIL® Framework; Introduction to Business Analysis

**Scrum.org** - Professional Scrum Master (PSM) Course



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

---

Commission For Women: Submitted

**Please select your first Board preference: \***

---

☒ Commission for Women**Please select your second Board preference: \***

---

☒ Human Services Board**Please select your third Board preference: \***

---

☒ Triangle Transit Authority Board**Please select your fourth Board preference: \***

---

☒ Wake County Steering Committee on Affordable Housing**Please select your fifth Board preference: \***

---

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

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☒ Alcoholic Beverage Control Board

---

Nervahna

First Name

---

R

Middle Initial

---

Crew

Last Name

---

2413 Canvasback Court

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27616

Postal Code

**What district do you live in?**

---

☒ District 1

Mobile: (919) 637-9833

Primary Phone

Business: (919) 855-4948

Alternate Phone

nrcrew@live.com

Email Address

State of North Carolina

Employer

Legal Administrative Assistant

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 have a voice in the decision making regarding women's rights, ethics in the workplace and advocate for support for fair pay/housing while serving my community. I have an interest in Learning Opportunities that may come from participating in such a diverse group of leaders. I think it's important to have a say on future development plans, while having a voice in local issues and help to make a difference with decision making.

## Work Experience

I am currently employed with the State of North Carolina as a Legal Administrative Assistant. I have a previously worked with Wake County Human Services as a FNS Case Manager as well as for North Carolina Disability Determination Services. I have a background in HR/Benefits/Payroll and have worked over the years in a diverse population while always holding on to my integrity and moral values.

## Volunteer Experience

I have volunteered for several community organizations such as the food bank and several non profits over a 10 year span. I have served as my precinct secretary-treasurer, previously held the Secretary position for the Wake County Democratic Party from the end of December of 2014- until April 2017.

## Education

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BA: Sociology; Criminal Justice

## Comments

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[NRC.docx](#)

Upload a Resume

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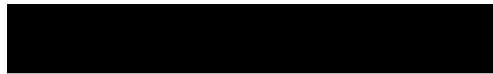
If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

---

☒ Female

### Ethnicity \*

---

☒ African American

---

## Other

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

---

☒ Other

### Commissioner Jessica Holmes

---

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**

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Nervahna Crew

2413 Canvasback Ct.  
Raleigh, NC 27616  
[nrcrew@live.com](mailto:nrcrew@live.com)  
919-637-9833

## Work Experience:

### **Legal Administrative Assistant**

State Of North Carolina - Raleigh, NC  
June 2015 to Present

Provide administrative support to the General Counsel for Department of Health and Human Services, which includes serving as a liaison to divisions, other departments and the public. Handling complaints and inquiries of a legal nature from the general public and administratively support the 6 person legal staff.

### **HUMAN SERVICES CASE MANAGER**

Wake County Human Services - Raleigh, NC  
April 2015 to May 2017

Determine eligibility for economic assistance programs such as Medicaid and Food and Nutrition Services. Utilize electronic case management systems and document benefits. Assess client needs and make appropriate referrals. Calculates budgets, along with interpreting policy and translate complex concepts to the public. Performing above satisfactory with a deadline driven environment within short time frames.

### **Disability Determination Specialist**

Disability Specialists  
July 2014 to April 2015

Evaluated disability claims utilizing knowledge of Social Security laws, regulation, and medical issues. Processed a caseload that required decisions to determine disability with gathered evidence from research.

### **Deputy Clerk of Court**

Clerk of Superior Court - Raleigh, NC  
January 2013 to July 2014

Worked in the courtroom assisting district court judges as needed. Provided customer service, data entry, filing, data entry, cash receipting as well as case file indexing. Accepted payments for criminal and traffic charges in the financial division. Assisted probation officers, felony diversion and case contacts balance updates for offenders.

### **CLIENT HR MANAGEMENT III**

FIDELITY INVESTMENTS  
September 2005 to July 2011

Research assigned basic and complex participant questions or problems as it relates to payroll issues, HR principles and practices via customer service phone line. Demonstrate detailed knowledge of insurance carrier processes and procedures as well as detailed client specific plan knowledge. Utilizes numerous databases for payroll updates, along with employee benefit programs. Demonstrates working knowledge of COBRA, ERISA, HIPAA, LTD, STD and Medicare plan guidelines.

## Education

### **Sociology: Criminal Justice**

Delaware State University  
August 1997 to May 2002

---

## Profile

### Which Boards would you like to apply for?

---

Commission For Women: Submitted

### Please select your first Board preference: \*

---

☒ Commission for Women

### Please select your second Board preference: \*

---

☒ Council on Fitness and Health

### Please select your third Board preference: \*

---

☒ GoTriangle Board of Trustees

### Please select your fourth Board preference: \*

---

☒ Population Health Task Force

### Please select your fifth Board preference: \*

---

☒ Capital Area Workforce Development Board

### Please select your sixth Board preference: \*

---

☒ Keep America Beautiful Advisory Board

Sarah

First Name

Cumming

Last Name

Middle Initial

8524 COTTONTAIL CT

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

### What district do you live in?

---

☒ District 1

Mobile: (919) 308-4170

Primary Phone

Business: (919) 433-8037

Alternate Phone

sarah.cumming@rocketmail.com

Email Address

Teleflex

Employer

Director, Project Management

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:**

☒ Wake Forest

---

## Interests & Experiences

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

I would very much like to be a part of solutions for our community and believe that my background in engineering, business and project management will allow me to offer a unique point of view.

## Work Experience

See attached

## Volunteer Experience

See attached

## Education

See attached

## Comments

---

[Sarah\\_Cumming\\_FinalResume.doc](#)

Upload a Resume

---

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

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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?

☒ Other

### Past volunteer

If you selected "Other" above, how?

---

Please upload a file

---

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS



## 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# SARAH E. CUMMING

□ 8524 Cottontail Court, Wake Forest, North Carolina 27587

□ 919.308.4170 □ sarah.cumming@rocketmail.com

## DIRECTOR OF PROJECT MANAGEMENT

### QUALIFICATIONS PROFILE

*Seasoned and goal-driven professional equipped with background in project management; complemented with expertise in marketing and establishing new product platforms.*

Capitalize on solid analytical skills in formulating strategic initiatives, market share expansion, high-volume sales, and revenue growth. Excel at conducting technology and market assessments toward the identification and acquisition of new product and business opportunities. Exemplify strong competency in leading, developing, and collaborating with top-performing, cross-disciplinary professionals to ensure the achievement of corporate goals and objectives.

### AREAS OF EXPERTISE

Business Development ▪ Product Development and Management ▪ Marketing Requirements Definition  
Project Management ▪ Budget Administration ▪ Marketing Collateral Preparation ▪ Market Segmentation  
Strategic Planning and Implementation ▪ Tactical Business Relationship ▪ Product Portfolio Management

### PROFESSIONAL EXPERIENCE

#### **TELEFLEX MEDICAL, DURHAM, NC**

*A global provider of medical devices used in critical care and surgery, encompassing vascular access, general and regional anesthesia, urology, respiratory care, cardiac care, and surgery healthcare across more than 130 countries*

#### **DIRECTOR, PROJECT MANAGEMENT**

**DEC 2016-PRESENT**

Reporting to the business unit President, lead the creation of a Project Management Office. Responsible for the overall project management function; providing leadership, coordination and management of the PMO processes, business processes and functions. Point of contact for communication between project managers and the executive team. Deliver on key performance metrics that elevate the organization on the project management maturity model and increase projects delivered within constraints. Key responsibilities include: training and supporting project managers, facilitating approval for project management deliverables, developing and managing project management processes.

#### **GLOBAL SENIOR MARKETING MANAGER**

**JAN 2013-PRESENT**

- Oversee and support the assigned team in implementing strategic direction, new product development, clinical support, and business strategy for the \$60M pain management business.
- Formulated a five-year innovation strategy for pain management portfolio.
- Determine market trends and new segment opportunities through global competitive monitoring and analysis.
- Anticipate customer needs to be translated into marketing requirements and technical specifications.
- Lead the execution of initiatives to meet the following goals:
  - *2014 revenue objective (\$46M) for business, encompassing sales promotions, advertising, tradeshow, and development of inside Sales Team; and*
  - *Improvement of sales force effectiveness, which include lead generation, field visits, product training, and resources such as brochures, data sheets, web sites, and focus product sales strategy.*
- Work with R&D and Regulatory teams in defining new product claims and creating claims matrix and testing strategy.
- Integration manager for \$285M acquisition of Vidacare, responsible for development of integration plan and management of integration activities.

### CAREER HIGHLIGHTS:

- ✓ Played a vital role in technology assessment, deal structure, and due diligence for two active integration efforts.
- ✓ Expertly identified products and projects that included real customer needs, and integrated them into the development process, thus exceeded the 2014 planned new product revenue by \$7M.

# SARAH E. CUMMING

□ 8524 Cottontail Court, Wake Forest, North Carolina 27587

□ 919.308.4170 □ sarah.cumming@rocketmail.com

- ✓ Provided leadership to an acquisition with \$30M incremental revenue potential to pain management portfolio.
- ✓ Successfully completed the US integration on schedule and the international integration ahead of schedule.

## STRATEGIC MARKETING MANAGER

**JUN 2011-DEC 2012**

- Led team efforts in defining and implementing strategic direction for the respiratory business focused on expanding product portfolio and increasing revenue through the following measures:
  - o *Development of new products and building solid business relationships;*
  - o *Analysis of technology and market opportunities for potential acquisitions; and*
  - o *Definition of strategy for new technologies, including ideation, financial analysis, deal requirements and structure.*
- Made sound recommendation to senior management to drive new business opportunities based on identified global market and technology trends with the highest market potential and aligned with Teleflex's strategic direction.

## CAREER HIGHLIGHTS:

- Surpassed forecasted revenue by \$7M in new product development projects through expert management of the development process.
- Directed numerous new product introductions that generated \$750K in new revenue for 2012.
- Devised and launched a five-year strategic plan that was projected to expand respiratory portfolio and increase NPVI, from 2.4% to 25% by 2016.
- Significantly improved customer experience with Teleflex respiratory products through the following initiatives:
  - o *Establishment of the Medical Advisory Board and creation of voice-of-the-customer (VOC) process for idea generation, prototype, and final design evaluation;*
  - o *Administration of product development processes to ensure customer needs were properly addressed.*
- Demonstrated exemplary performance in dealing with and managing marketing efforts that led to the achievement of 2011 Respiratory Marketing Person of the Year Award.

## GLOBAL MARKETING MANAGER

**AUG 2010-JUN 2011**

GLOBAL PRODUCT MANAGER FOR OXYGEN AND AEROSOL THERAPY AND CIRCUITS

- Effectively functioned as consultant for gating process updates and VOC method development, which involved the creation of framework to guarantee all products are developed in accordance with global customer needs.

## CAREER HIGHLIGHTS:

- ✓ Strengthened product position, increased capability to compete, and maintained major market share by initiating the following key functions:
  - o *Identification of new product opportunities and definition of marketing requirements;*
  - o *Execution of customer research toward prioritization of projects and development resources; and*
  - o *Administration of Global and Regional Marketing teams in defining new product hand-off process, while ensuring successful product launch.*
- ✓ Spearheaded the following initiatives that drove global market penetration and revenue growth:
  - o *Creation and presentation of market strategy for novel SMART device to develop \$7M incremental revenue opportunities, while addressing unmet clinical needs; and*
  - o *Management of development and market opportunity efforts for unique mask to scavenge waste anesthetic gas in the Intensive Care Unit (ICU) toward the establishment of a new product segment representing \$3M incremental increase in revenue.*

## ST. JUDE MEDICAL, ST. PAUL, MN (2003-2010)

*A company that develops and provides medical technology and services to healthcare providers treating cardiac, neurological, and chronic pain patients worldwide*

## SENIOR MARKETING MANAGER

**JUN 2006-AUG 2010**

# SARAH E. CUMMING

□ 8524 Cottontail Court, Wake Forest, North Carolina 27587

□ 919.308.4170 □ sarah.cumming@rocketmail.com

- Acted as product manager for EnSite System (\$700M product line) used for cardiac visualization and electrical mapping, including administration of product portfolio comprised of equipment, software, and disposables.

## CAREER HIGHLIGHTS:

- ✓ Achieved \$94.8M in revenue by leading the creation of a next generation EnSite System (EnSite Velocity), encompassing customer requirements, identification, and collaboration with interface and industrial designers, and Market Research Team.
- ✓ Formulated positioning and launched strategies for various EnSite products including system software and expansion modules that led to \$31M in annual warranty renewals in software releases and \$5.5M annual sales in expansion modules.
- ✓ Successfully developed products based on specifications and expedited market delivery by administering the following key functions:
  - o *Management of business plans and marketing requirements for new products; and*
  - o *Execution of development process, including customer research to ensure seamless release of software and administration of development resources.*
- ✓ Increased product's competitiveness and secured market position by identifying new product opportunities and conducting market research with physicians.
- ✓ Obtained senior management buy-in for recommended new technology and product development focused on establishing new product platform offerings with projected \$29.6M five-year revenue gain.

# SARAH E. CUMMING

□ 8524 Cottontail Court, Wake Forest, North Carolina 27587

□ 919.308.4170 □ sarah.cumming@rocketmail.com

## PROGRAM MANAGER

**JUN 2005-JUN 2006**

- Presided over cross-functional design forums regarding the sharing of technology and lessons learned, while promoting proactive collaboration among stakeholders to ensure more informed product development and manufacturing.

## CAREER HIGHLIGHTS:

- ✓ Directed the development and launch of Steerable Introducer device providing intra-cardiac access during procedures for the treatment of abnormal heart rhythms that generated \$347K in revenue during the first year.
- ✓ Contributed key inputs in accomplishing the following major tasks:
  - o *Extensive market research for Agilis Steerable Introducer program;*
  - o *Development and control of program budget; and*
  - o *Participation in the development of marketing and training materials for Agilis Steerable Introducer Program for internal customer training to improve product knowledge to drive sales performance.*

## SENIOR PRODUCT DEVELOPMENT ENGINEER

**AUG 2003-JUN 2005**

- Development of large bore sheath design, which involved application of patent for shaft braid design and device assembly technology.

## CAREER HIGHLIGHTS:

- ✓ Played a key role in designing and developing the Agilis Steerable Introducer that enabled the introduction of unique product platform and achievement of more than \$1M in sales.
- ✓ Produced 40% savings per unit (\$750K annually) for the Agilis production line by spearheading cost reduction projects and continuous improvement efforts.
- ✓ Obtained STAR Award by demonstrating top-quality performance in the development and launch of Agilis program.

## EARLIER CAREER

### EATON CORPORATION, EDEN PRAIRIE, MN

## PRODUCT MANAGER

## EDUCATION

### **MASTER OF BUSINESS ADMINISTRATION WITH EMPHASIS IN MARKETING: MAY 2009**

University of Minnesota - Carlson School of Management, Minneapolis, MN

### **BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING: MAY 2001**

University of Minnesota - Institute of Technology, Minneapolis, MN

### **BUSINESS COACHING CERTIFICATE PROGRAM, In Progress (Expected Completion Date: Aug 2016)**

North Carolina State University, Raleigh, NC

## ACTIVITIES

**Active Volunteer-** Girl Scouts

## PATENTS

Alfonso, V.X., Dragnev, L.V., **Cumming, S. E.**, Shai, Y.I., and Paul, S. (2015). System and method for presenting information representative of lesion formation in tissue during an ablation procedure. *US9204927 B2*. Washington, DC: United States Patent and Trademark Office.

Heideman, W., Fuentes, A., Stehr, R.E., and **Cumming, S. E.** (2011). Catheter and introducer catheter having torque transfer layer and method of manufacture. *US7914515 B2*. Washington, DC: United States Patent and Trademark Office.

# SARAH E. CUMMING

□ 8524 Cottontail Court, Wake Forest, North Carolina 27587

□ 919.308.4170 □ sarah.cumming@rocketmail.com

Heideman, W., Fuentes, A., Stehr, R.E., and **Cumming, S. E.** (2013). Catheter and introducer catheter having torque transfer layer and method of manufacture. *US8603066 B2*. Washington, DC: United States Patent and Trademark Office.

Heideman, W., Fuentes, A., Stehr, R.E., **Cumming, S. E.**, and Dustrude, M. (2014). Steerable catheter using flat pull wires and having torque transfer layer made of braided flat wires. *US8734699 B2*. Washington, DC: United States Patent and Trademark Office.

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## Profile

### Which Boards would you like to apply for?

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Commission For Women: Submitted

### Please select your first Board preference: \*

---

☒ Commission for Women

### Please select your second Board preference: \*

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☒ Commission for Women

### Please select your third Board preference: \*

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☒ Commission for Women

### Please select your fourth Board preference: \*

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☒ Commission for Women

### Please select your fifth Board preference: \*

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☒ Commission for Women

### Please select your sixth Board preference: \*

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☒ Commission for Women

Atinuke

First Name

Diver

Last Name

Middle Initial

7117 Carries Reach Way

Street Address

Suite or Apt

Raleigh

City

NC

State

27614

Postal Code

### What district do you live in?

---

☒ District 6

Home: (919) 615-2264

Primary Phone

Mobile: (617) 519-6934

Alternate Phone

tinudiver@gmail.com

Email Address

UNC Chapel Hill

Employer

Managing Director

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

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## Interests & Experiences

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

I am interested in serving on the Commission for Women because I believe the newly refocused Commission's goal of identifying, developing and implementing strategies that will eliminate discrimination which affects women who reside and/or work in Wake County aligns with my own personal mission to connect people to ideas that advance good in the world. Throughout my life I have participated in women-focused initiatives such as through my involvement in and advocacy with the American Association of University Women and The Boston Club. As former resident of Boston, MA, I am familiar with the wage gap statistics cited in the Women's Task Force Report and seek to partner with the other Commissioners to bring our collective wisdom to bear in working with the community to reverse these issues.

## Work Experience

Managing Director for Ethics and Policy, UNC-Chapel Hill Director of Compliance, NC State University Senior Attorney, US Department of Transportation Presidential Management Fellow, US Department of Veterans Affairs Public Policy Intern, Lawyers Committee for Civil Rights Under Law Education and Law Project Intern, North Carolina Justice Center



## Volunteer Experience

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Board Director, Communities in Schools of Wake County Board Director, Research Triangle Area Chapter - Association of Corporate Counsel Leadership Raleigh The Boston Club Board Director, ZUMIX Board Director, Boston Center for Adult Education Boston Marathon Charity Runner, Boston Partners in Education Initiative for Diversity in Civic Leadership

## Education

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Juris Doctor - UNC-Chapel Hill School of Law Certificate in Nonprofit Leadership - UNC-Chapel Hill Bachelor of Arts in English - UNC Chapel Hill Certificate of Documentary Arts - Duke University (expected 2021)

## Comments

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[Atinuke\\_Diver\\_Resume\\_11072017.pdf](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

---

☒ Female

### Ethnicity \*

---

☒ African American

---

## Other

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

---

☒ Current Wake County Volunteer

Moni Singh

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If you selected "Other" above, how?

Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

**Atinuke O. Diver**

7117 Carries Reach Way, Raleigh, NC 27614  
Home: (919) 615-2264 | Cell: (617) 519-6934  
[tinudiver@gmail.com](mailto:tinudiver@gmail.com)

**SUMMARY**

Mission-driven, adaptable, and people-centered leader who enjoys working creatively within constraints to establish and lead strategic initiatives that reflect an organization's vision and values. Entrepreneurial and strategic thought-leader committed to advancing public good and connecting people with ideas to create opportunity. "T-shaped" professional with deep disciplinary knowledge and 15 years of experience in nonprofit leadership, law and management who is an engaging self-starter, effective communicator, and diplomatic consensus-builder among a wide range of stakeholders.

**EDUCATION**

**Center for Documentary Studies at Duke University, Durham, NC**  
Certificate in Documentary Arts, Expected 2019

**University of North Carolina School of Law, Chapel Hill, NC**  
Juris Doctor, May 2006

**University of North Carolina School of Social Work, Chapel Hill, NC**  
Nonprofit Leadership Certificate, May 2006

**University of North Carolina at Chapel Hill, Chapel Hill, NC**  
Bachelor of Arts in English, May 2003

**RELEVANT EXPERIENCE**

**Office of the Chancellor, University of North Carolina at Chapel Hill, Chapel Hill, NC**  
*Managing Director for Ethics and Policy*, January 2017 – Present

- Established a new unit within the Office of the Chancellor at the nation's oldest, public university; expanded staff from 1 part-time Faculty Director to 8 full-time staff and interns; and manage all day-to-day operations to promote a culture of communication, collaboration, and transparency across a campus of 30,000 students, 8,500 staff and 3,800 faculty.
- Crafted and completed a Request for Proposals (RFP), acquisition and implementation of a new, online University Policy Management System to build the policy infrastructure and ecosystem for over 2,000 University policies.
- Facilitate cross-departmental collaboration and strengthen internal communication as Chair of the University Policy Review Committee consisting of 40 senior administrators/Policy Liaisons.

**Office of Research, Innovation and Economic Development, North Carolina State University, Raleigh, NC**  
*Director of Compliance*, June 2015 – January 2017

- Created the University's first, dedicated compliance program for the largest sponsored research award in its history: a \$140 million-dollar cooperative agreement with the U.S. Department of Energy funding a public-private partnership with government, private industry and academia to establish a collaborative community to foster long-term economic growth in the manufacturing industry.
- Managed due diligence review for all sub-awards and identified a new online proposal management system that streamlined the annual Call for Projects, review, selection and award processes for sub-recipients, proposal reviewers, U.S. Department of Energy contracting officials, and Center staff.
- Utilized performance matrices to cultivate a transparent relationship with Center Directors and Center staff and to open communication and future planning among Center Directors and Program Teams about the measurement of financial, programmatic and impact performance against stated milestones and goals and to quickly address performance lapses.

**Volpe National Transportation Systems Center, Cambridge, MA**  
*Senior Attorney and Audit Liaison*, October 2007 - June 2015

- Senior-level attorney responsible for providing in-house legal advice on extremely difficult and complex issues to all program teams in a Federal, fee-for-service, research center seeking to advance transportation innovation for the public good.

- Collaborated with Center Directors in developing and implementing the Center's new strategic plan and new organizational structure with interdisciplinary Centers of Innovation.
- Represented the Center and liaised with a diverse set of stakeholders including project sponsors, community members, senior government officials and members of the U.S. Congress.

**United States Department of Veterans Affairs, Durham and Winston-Salem, NC**

*Attorney and Presidential Management Fellow, July 2006 - October 2007*

- Worked with the Center Director to lead process system improvements that increased employee engagement, fostered team-building and work group civility; decreased negative work team interactions; and improved linkages between administrative and clinic staff to ensure the effective management of a \$1.5 million-dollar contract.

**Community Development Law Clinic, Chapel Hill, NC**

*Student Attorney, August 2005 – May 2006*

- Provided counsel to nonprofit corporations including submission of required IRS documents and board governance.

**UNC Kenan-Flagler Urban Investment Strategies Center, Chapel Hill, NC**

*Oak Hill Academy Marketing and Fundraising Team, August 2005 – May 2006*

- Created a Marketing and Fundraising Tool Kit for a coeducational, private, secondary school to enhance and disseminate the school's image and increase development and growth in planned giving, corporate sponsorships, grant applications, alumni associations, website development and advertising.

**PROFESSIONAL MEMBERSHIPS**

- Research Triangle Area Chapter, Association of Corporate Counsel
- The Boston Club Diversity Advisory Council and Technology Committee
- Diversity Committee, Greater Boston Federal Executive Board

**CIVIC ENGAGEMENT**

- Board Director, Communities In Schools of Wake County
- Board Director, Boston Center for Adult Education
- Board Trustee, Benjamin Banneker Public Charter School Board of Trustees
- Young Leaders Advisory Board, Biblical Theological Seminary
- Boston Marathon Team Member, Boston Partners in Education
- Graduate Host African Leadership Academy
- Mentor and Strategic Partner, 4Word
- Board Director, ZUMIX, Inc.

**HONORS AND AWARDS**

- Leadership Raleigh
- Courage to Lead for Young Leaders and Activists Invitational Retreat, Center for Courage and Renewal
- Society of Fellows, Boston Bar Foundation
- Initiative for Diversity in Civic Leadership at Suffolk University
- Ms. JD Writer-in-Residence
- United States Secretary of Transportation's Award for Outstanding Achievement in Equal Employment Opportunity
- Office of the Assistant Secretary for Research and Technology Superior Achievement Award
- Research and Innovative Technology Administration Striving to Advance RITA Award
- John A. Volpe National Transportation Systems Center Director's Recognition Award
- John A. Volpe National Transportation Systems Center Special Achievement Award
- Volpe Director's Recognition Award for Teamwork, Collaboration, and Partnership
- American Bar Association Diversity Fellowship
- Presidential Management Fellowship
- Equal Justice Works/AmeriCorps Fellowship

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

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

Jennifer  
First Name

P  
Middle Initial

Edwards  
Last Name

6616 Mafolie Court  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27613  
Postal Code

What district do you live in?

☒ District 7

Mobile: (919) 696-6164

Primary Phone

Home: (919) 782-9861

Alternate Phone

jlpe1969@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:**

☒ Raleigh

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## Interests & Experiences

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

I believe very strongly that empowering women to succeed is the future of our county. I would be thrilled to be part of an organization working toward women's equality, and believe ensuring equality for women is paramount in the success of Wake County. I have a 17 year old daughter and consider it my duty as a parent to make the world a better place for her and her peers.

## Work Experience

Please see attached resume and bio.

## Volunteer Experience

Please see attached resume and bio.

## Education

BA English Literature, Meredith College

## Comments

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[JPEdwards\\_CV\\_2016.docx](#)

Upload a Resume

[JPEdwards\\_BIO\\_2016.docx](#)

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

Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Female

### 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

## 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



# JENNIFER POPE EDWARDS

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## **Experience**

### **July 2005 - April 2017**

#### **Legislative Affairs Coordinator**, Employers Coalition of North Carolina, Raleigh, NC

- Advocated for ECNC and its members to further the goals of the group through communications efforts and through networking with members of the North Carolina General Assembly
- Managed educational workshops including arranging speakers, producing all materials
- Coordinated database of 2500+ members and managed communications via web, media, and social networks to promote and advocate for ECNC to the North Carolina market
- Created and maintained the first directory of every union facility and economic development group in North Carolina which included over 1200 entries and is used across the state by vital constituents
- Managed, wrote, and produced ECNC website; email campaigns, and a weekly legislative session newsletter
- Researched and tracked US and state legislation pertinent to ECNC's causes
- Tracked Federal and State legislation pertinent to Workforce Development
- Writer and editor for weekly newsletter that is distributed to all North Carolina Workforce Boards
- Attended legislative committee meetings and sessions representing Workforce Development issues

### **February 2010 - Present**

#### **PR and Events Manager**, Captain John S. Pope Farm, Cedar Grove, NC

- Plan and coordinate events including an annual farm tour, farm dinners, and weddings for artisanal farm
- Work with local chefs organizing promotional events in their restaurants using products from the farm
- Manage all social media accounts and communications for the farm

### **February 2004 - December 2004**

#### **Campaign Manager**, Southern Campaign Strategies Raleigh, NC

- Managed all aspects of re-election campaign for Rep. Leslie Cox (D-Lee), including communications, event planning, and fundraising
- Assisted in the coordination and planning of additional campaigns including Goodwin for Labor Commissioner, Harrison for State House, Coates for State House, and Underhill for State House
- Managed Raleigh office for Southern Campaign Strategies

### **May 2002 - November 2004**

#### **Account Manager**, Creative Campaign Consultants, Raleigh, NC

- Organized campaign events for multiple political campaigns, including Charles Meeker for Mayor, Brad Miller for Congress, and Frank Ballance for Congress
- This work was conducted while the North Carolina General Assembly was between sessions

### **May 2001 - December 2003**

#### **Legislative Aide**, North Carolina General Assembly, Raleigh, NC

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♦ 6616 Mafolie Ct. ♦ Raleigh, NC 27613 ♦ (919) 696-6154 ♦ jlpe1969@yahoo.com ♦

# JENNIFER POPE EDWARDS

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- Legislative Aide for Rep. Leslie Cox (D-Lee) and for Rep. Margaret Highsmith Dickson (D-Cumberland)
- Responsible for the management of each Representative's Raleigh office including management of the daily calendar, and all correspondence to constituents, legislators, and other government officials
- Researched, maintained, and archived current and past record of all North Carolina legislative bills
- Committee Assistant for the House Pensions and Retirement Committee

## **April 1999 - April 2001**

**Various Positions**, Triangle United Way, RTP, NC

### ***Vice President of Regulated Campaigns***

- Led the administration and operation of the State Employees Combined Campaign and Combined Federal Campaign for a nine-county region
- Managed State Employees Combined Campaign to a record year in 2000 with \$2.7 million raised
- Designed and produced events for up to 2,000 attendees
- Coordinated with state department heads to ensure successful campaign implementation
- Established and maintained departmental budget

### ***Campaign Manager***

- Developed and implemented fundraising programs for multiple top companies in the Triangle, including Central Carolina Bank, *The News and Observer*, and BASF
- Sat on Triangle United Way Cabinet to support the campaign structures of Durham County and Orange County Member Agencies, and Orange County government and public schools
- Recruited new companies and individuals to participate in the annual campaign
- Represented Triangle United Way at various community functions across the Triangle

### ***Loaned Executive***

- Assisted local companies in the design and implementation of their United Way fundraising campaigns
- Represented the Triangle United Way at various public speaking engagements
- Helped the Triangle United Way exceed campaign goal of over \$24 million

## **May 1996 - December 1998**

**Administrative Specialist**, Office Specialist Temps. Cary NC

- Worked various jobs for companies across the Triangle area
- Worked these jobs while attending Meredith College full time to pay for education

## **September 1990 - May 1996**

**Retail Manager**

- **Store Manager**, The Limited, Durham, NC  
**1993 - 1996**

# JENNIFER POPE EDWARDS

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- **Assistant Sales Manager**, The Disney Company, Durham, NC  
**1992 - 1993**
- **Co-Sales Manager**, Victoria's Secret, Raleigh, NC  
**1990 - 1992**
- Customer service retail experience with continually increasing responsibility over major retail locations for popular retail stores. Managed staff, sales events, and all management issues.

## **Education**

**Meredith College**, Raleigh, NC, May 1999  
Bachelor of Arts, English  
Minor, Professional Communications

**Wake Technical Community College**, Raleigh, NC May 2015  
Certification, Brewery Management and Fermentation Sciences

## **Community Involvement**

Member, Board of Directors, Lucy Daniels Center  
Mentor, Fleet Feet Raleigh and North Raleigh, Half Marathon, 10K, and No Boundaries Programs  
Organizer, Backpack Buddies Program, Conn Elementary School  
Member, Edenton Street United Methodist Church

# JENNIFER POPE EDWARDS

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Jennifer Edwards sits on the Board of the Lucy Daniels Center—a small non-profit school that serves children who require special attention they cannot get in a traditional school setting—as Board Secretary, Chair of the Marketing Committee, and member of the Board Relations Committee. During her tenure on the Board, The Lucy Daniels Center has, through the efforts of the Board, received a \$750,000 gift and has gained total ownership of the building the school occupies. When she's not working with the Board, Jennifer is training for her 16<sup>th</sup> half-marathon. Additionally, she is mentoring five men and women to complete their first half-marathon—an endeavor she finds incredibly rewarding.

Until April 2017, Jennifer was the Legislative Affairs Coordinator at the Employers Coalition of North Carolina, a political action committee that is part of Capital Associated Industries. Since 2005, she led ECNC's efforts to impact employment related legislation in North Carolina and managed the entire operation of the 2,500-member organization. In the 12 years Jennifer was with CAI and ECNC, she increased their membership three-fold, changed their fee structure to encourage more member donations, made the group more appealing to less politically minded members by depoliticizing it, and helped make ECNC a driving force in public policy.

Prior to joining ECNC, Jennifer served as a Legislative Assistant to Rep. Leslie Cox and later Rep. Margaret Dickson in the North Carolina General Assembly. In that role, Jennifer managed both members' constituent services programs and legislative agendas. She also assisted both with speech writing, coordinating political events, and caucus responsibilities. During Rep. Cox's time in office, Jennifer was also the recording secretary for the House Pensions and Retirement Committee.

Between legislative sessions, Jennifer worked for Creative Campaign Consultants where she developed, researched, and wrote feasibility studies and Political Action Committee prospectuses for various political campaigns.

Before coming to the North Carolina General Assembly, Jennifer worked for the Triangle United Way, beginning as a Loaned Executive and rising to the post of Vice President of Combined Campaigns. During her time there, Jennifer represented TUW by speaking to groups and businesses, producing support publications, and coordinating employer activities. While Vice President of Combined Campaigns, she was responsible for the direction of the State Employees Combined Campaign and the Combined Federal Campaign. Together, the two campaigns raised more than \$2 million under Jennifer's direction.

Jennifer is a graduate of Meredith College in Raleigh. While attending Meredith, Jennifer paid her way through school working a number of jobs, most in the retail industry. Before finishing her degree, she had risen to be a store manager for multiple stores in The Limited chain. In addition to her degree from Meredith College, Jennifer also holds a Certificate in Brewery Management from Wake Technical Community College.

For over ten years, Jennifer has been the events coordinator for her family's farm in Orange County. Hosting the annual farm dinner, managing the farm's social media accounts, even wrangling a runaway llama have all been part of her responsibilities. She is now helping lead the farm's transition from a sheep farm to raising organic tobacco.

# JENNIFER POPE EDWARDS

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Jennifer was born in Delaware and raised in Connecticut before moving to North Carolina in 1986. She and her husband Mark live in Raleigh with their two teenage children, and are members of Edenton Street United Methodist Church. In her spare time, Jennifer tends to a flock of six hens and enjoys listening to podcasts.

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## Profile

### Which Boards would you like to apply for?

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Commission For Women: Submitted

### Please select your first Board preference: \*

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☒ Commission for Women

### Please select your second Board preference: \*

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☒ Historic Preservation Commission

### Please select your third Board preference: \*

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☒ Library Commission

### Please select your fourth Board preference: \*

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☒ Greater Raleigh Convention and Visitors Bureau

### Please select your fifth Board preference: \*

---

☒ United Arts Grants Panels

### Please select your sixth Board preference: \*

---

☒ Keep America Beautiful Advisory Board

Ashley

First Name

Middle Initial

Fenoglio

Last Name

6109 Winthrop Dr

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

### What district do you live in?

---

☒ District 7

Mobile: (360) 790-1079

Primary Phone

Mobile: (919) 414-4719

Alternate Phone

ashley.g.fenoglio@gmail.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:**

☒ Raleigh

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## Interests & Experiences

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

I truly believe that it is important for a citizen to get to know their local community by serving on a commission or board because it is the only way that change can happen. As a military spouse for the last ten years, I have been actively involved in that community in many different capacities. Now that my family has stepped away from active military service and settled in Raleigh, I feel that the best way to get to know my new community and be an agent for change is to get involved.

## Work Experience

82nd Airborne Division and War Memorial Museum: Collections Intern/Assistant Curator 4th Infantry Division Museum: Museum Tech/Archivist

## Volunteer Experience

Family Readiness Group (volunteer run organization that disseminates information to military families from a unit's chain of command, as well as raises funds and plans events to raise the morale and welfare of soldiers and their families): Leader, Treasurer, Key Caller. Mountain Post Spouses Club: Fundraising Coordinator Mountain Post Historical Association: Volunteer Coordinator

## Education

Kent State University-MLIS Auburn University-BA, History

## Comments

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[Fenoglio Resume.docx](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ Caucasian

---

## Other

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

☒ Other

**LinkedIn**

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



## 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Ashley Grace Fenoglio

T: 360 790 1079

Email: [ashley.g.fenoglio@gmail.com](mailto:ashley.g.fenoglio@gmail.com)

LinkedIn: <https://www.linkedin.com/in/ashley-fenoglio-60496b135>

## EDUCATION

Masters of Library and Information Sciences, Museum Studies--Kent State University, 2013

Bachelor of Arts, History--Auburn University, 2010

## SUMMARY

Highly motivated and enthusiastic museum professional with a passion for working with to educate the public in an informal environment. Worked 3+ years in a nonprofit museum setting in a variety of positions and tasks that ranged from maintaining collections, database management, working with donors and nonprofit boards, managing volunteers, and even planning and designing an entire museum renovation.

## EXPERIENCE

### ***Collections Intern, 82nd Airborne Division and War Memorial Museum***

Fort Bragg, NC — 2016-Present

Assist the Curator and other museum staff in planning and implementing exhibitions relating to the history of the 82nd Airborne Division, as well as the care and maintenance of the 5,000 artifacts within the museum's collection.

#### **Accomplishments**

- Work with the curator to establish and maintain relationships with potential and current donors, as well as friends of the museum.
- Update and maintain the collection catalog.
- Develop and implement unit specific exhibitions for various military units on the installation.
- Assisted with research for the 82nd Airborne Division centennial podcast.

### ***Archivist/Museum Technician, 4th Infantry Division Museum***

Colorado Springs, CO — 2014-2016

Preserved, maintained, made additions to, and cataloged the 4th Infantry Division's archives and library, assisted the director in the care and preservation of the 4th Infantry Division Museum's collection, as well as assisted in the day-to-day operations of the museum by working the front desk as needed to greet guests, answer questions, and give tours

#### **Accomplishments:**

- Worked side by side with the director during each stage of the museum's recent complete renovation.
- Planned and installed the museum's temporary D-Day exhibit.
- Developed the museum's volunteer training handbook, which included safety policies and procedures (active shooter plan, emergency evacuation plan, proper handling of objects, etc.).

## SKILLS

Works well independently and on a team.

Strong communication skills.

Detail oriented.

Proficient in PastPerfect Software

Proficient in Microsoft Office Suite.

## REFERENCES

Available upon request.

- Developed and maintained the museum's library database.
- Developed and ran the museum's social media account that relayed information pertinent to the museum and the 4th Infantry Division.
- Assisted with the planning and executing of events at the museum's annual Living History Day.
- Oversaw and managed a team of five volunteers in their training and projects assigned by the director and curator.
- Awarded the Fort Carson Columbine Award for Volunteer Service.
- Awarded a Certificate of Recognition from the Center for Military History.

### ***Family Readiness Group Leader, US Army***

2010-2014

Lead volunteer responsible for being the line of communication between families and Army leadership, as well as the recruiting and managing of volunteers for a wide variety of positions that enabled me to run a cohesive and successful Family Readiness Group program.

#### **Accomplishments**

- Awarded the Civilian Service Commendation Medal
- Assisted family members by providing information about the programs and resources available to them during their time in service.
- Managed a team of volunteers ranging in size from six to twenty different individuals.
- Developed and implemented various fundraising strategies that enabled the units to raise the maximum funds allowed by Army regulations.
- Responsible for planning and executing events for 2,000 people.

### ***Relevant Coursework, Kent State 2015-2016***

Organization of Information; Management of Library and Information Centers;  
Access to Information; Museum Communication; Museum Users



Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ Human Services Board

Please select your third Board preference: \*

☒ WakeMed Hospital Board of Directors

Please select your fourth Board preference: \*

☒ Raleigh-Durham Airport Authority

Please select your fifth Board preference: \*

☒ Housing Authority

Please select your sixth Board preference: \*

☒ Wake County Steering Committee on Affordable Housing

Septina

First Name

Florimonte

Last Name

10408 Swerling Way

Street Address

Suite or Apt

Raleigh

City

NC

State

27614

Postal Code

What district do you live in?

☒ District 1

Home: (984) 200-5438

Primary Phone

Mobile: (919) 995-5031

Alternate Phone

septina.florimonte@aol.com

Email Address

The Cypress of Raleigh

Employer

Nurse 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:**

☒ Raleigh

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## Interests & Experiences

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

---

To provide advice and guidance to the board on legislation and policy issues affecting women; by encouraging equal opportunity for women in employment and pay issues, health care issues, and issues relating to homelessness and housing; and contribute to conducting educational seminars in collaboration with other organizations for residents and businesses in Wake County.

## Work Experience

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The Cypress of Raleigh Health Center Duke University Medical Health Center Rex UNC Health Care

## Volunteer Experience

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The Resilient Woman/GirlChild Foundation CEO/Founder United Nations Association of America Steering Committee Appointee United Nations Women. National Committee North Carolina Chapter Immediate Past President President/CEO North Carolina Office of Minority Health Advisory Council Chairwoman of the Board Wake County Commission for Women Chairwoman of the Board United Nations Association Board Chair United Nations Women Women NC Board Chair Public Relations Wake County Citizens Advisory Committee Vice Chair The Unforgotten Board Member American Nurses Association Advisory Work Group Review and revision of the 2010 Nursing: Scope and Standards of Practice, Second Edition Council Of Organizations United Nations Association America Communications Chair United Nations Association Of America U.N.A Global Women Affinity Group President/CEO Duke Raleigh Hospital President Elect Unit Practice Council American Nurses Association Candidate President Triangle Region

## Education

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WSSU BSN

## Comments

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[June\\_Premier\\_Septina\\_Florimonte\\_Resume.pdf](#)

Upload a Resume

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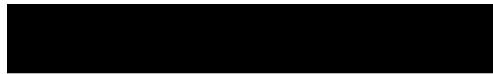
If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

---

☒ Female

### Ethnicity \*

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☒ African American

---

## Other

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

---

☒ Current Wake County Volunteer

---

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**

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



## Septina Florimonte, RN

10408 Swerling Way , Raleigh, NC 27614  
Phone: 984-200-5438  
Alt: 919-995-5031  
septinaangel@aol.com

### OBJECTIVE

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Nurse Clinician with more than 14 years of extensive clinical experience, combined with administrative oversight developing and implementing a nursing professional practice task force ,staff leadership that resulted in in high performing medical wards , and exceptional quality standards. I am seeking a position, as a Clinician ,which will make use of my extensive, comprehensive nursing health care education, health education community development ,excellent communication, and hands-on visible approach in staff management and interpersonal skills, demonstrate my ability as a strong leader capable of achieving short and long range objectives in an acute care setting as well as systematically highlight my keenness to attain high-quality nursing care in a health care organization.

### BOARD MEMBERSHIPS

---

#### **United Nations Association of America**

Steering Committee  
Appointee

#### **United Nations WomenU.S. National Committee North Carolina Chapter**

Immediate Past President  
President/CEO

#### **North Carolina Office of Minority Health Advisory Council**

Chairwoman of the Board

#### **Wake County Commission for Women**

Chairwoman of the Board

#### **United Nations Association**

Board Chair United Nations Women

#### **Women NC**

Board Chair Public Relations

#### **Wake County Citizens Advisory Committee**

Vice Chair

#### **NCNA**

Best Practices Chair

#### **American Nurses Association**

Advisory Work Group

Review and revision of the 2010 Nursing: Scope and Standards of Practice, Second Edition

#### **Council Of Organizations**

United Nations Association America  
Communications  
Chair

#### **United Nations Association Of America**

U.N.A Global Women Affinity Group  
President/CEO



**Duke Raleigh Hospital**

President Elect

Unit Practice Council

**American Nurses Association**

Candidate

President Triangle Region

**PROFESSIONAL EXPERIENCE**

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**Clinical Operations Manager***January 2017 to Present*

LFHC, Raleigh, NC

The primary purpose of the Manager Clinical Operations Officer (MCOO) is to administratively and clinically supervise the LFHC Division of Nursing Services. The MCOO has the responsibility of managing, planning, coordinating, implementing, and evaluating aspects of the Nursing Division to assure the quality of care is delivered throughout the Center. The Administration of the Division of Nursing Services is accomplished through utilizing knowledge based upon theoretical concepts and clinical experience, identifying problems within the system and planning interventions designed at maintaining and/or increasing the quality of continuous patient care. These functions are implemented in accordance with Center policies, professional nursing practices, accreditation and licensing bodies, and physician orders. The MCOO is also an active member of the LFHC Leadership Team and plays an important role in the management of the development, formulation and implementation of strategic plans and serves as part of the facility senior management team; provides direct input regarding the organizational structure of the facility; provides expert professional assistance to Administrator/ Executives regarding nursing-related matters

**Knowledge, Skills and Abilities / Competencies**

**Technical Knowledge:** Considerable knowledge of professional nursing theory, techniques, practices and procedures; considerable knowledge of medical terminology, disease process and body systems, current clinical diagnostic procedures and treatments and skills in applying these knowledge's in a review; considerable knowledge of state and federal rules and regulations and accrediting agencies governing their specific program and/or agency/facility.

**Critical Thinking:** Ability to independently assess and interpret medical and clinical information from a patient chart. Ability to develop, evaluate, implement and modify a plan of nursing intervention to meet the needs of individual patients.

**Client/Customer Service:** Ability to develop written program descriptions and policies/procedures. Ability to disseminate and train facilities on these programs. Ability to assess and evaluate customer needs on a regular basis and plan and implement strategies to meet those needs.

**Communication:** Ability to develop and maintain effective communication and work relationships with Physicians, Healthcare Personnel, Patients, Families, Agencies and Others. Ability to write program descriptions and to make verbal presentations on the program using technology. Ability to write and present reports to management and administration.

**Planning, Organizing and Managing:** Ability to plan and implement the delivery and improvement of services, staffing and resources. Actively provides oversight of program/services.

**MCOO***January 2017 to Present*

LFHC, Raleigh, NC

Develops, maintains, and implements nursing policies and procedures that conform to current standards of nursing practice, facility philosophy, and operational policies while maintaining compliance with state and federal laws and regulations.

Communicates and interprets policies and procedures to nursing staff, and monitors staff practices and implementation.

Participates in all admission decisions, and may visit prospective residents before admission.

Participates in daily or weekly management team meetings to discuss resident status, census changes, personnel, or resident complaints or concerns.

Evaluates the work performance of all nursing personnel, assists in the determination of wage increases, and implements discipline according to operational policies.

Ensures delivery of compassionate quality care and nursing supervision as evidenced by adequate services and staff coverage on unit, absence of odors, general cleanliness, prevention of pressure wounds, and apparent maintenance of optimal resident functions.

Demonstrates knowledge of and application of Key Clinical Quality Indicators, and proactively monitors and implements systems to achieve and/or surpass company thresholds.

Exercises overall supervision of resident assessments and care plans.

Oversees or is responsible for the CNA and QMA certification programs, competency testing, and all related records .

Reviews 24-hour report from every unit daily to monitor and ensure timely, effective responses to significant changes in condition, transfers, discharges, use of restraints, unexplained injuries, falls, behavioral episodes, and medication errors.

Collaborates with physicians, consultants, community agencies, and institutions to improve the quality of services and to resolve identified problems.

Coordinates nursing services with all other departments including Therapy.

Oversees nursing schedules to assure they meet resident needs and regulatory and budgetary standards.

Participates in the recruitment and selection of nursing personnel and assures sufficient staff are hired. Oversees and supervises development and delivery of inservice education to equip nursing staff with sufficient knowledge and skills to provide compassionate, quality care and respect for resident rights.

Proactively develops positive employee relations, incentives, and recognition programs. Promotes teamwork, mutual respect, and effective communication.

Performs rounds to observe care and to interview staff, residents, families or other interested parties.

Monitors staff for compliance with OSHA mandates and facility policies on workplace safety. Proactively develops procedures and incentives to promote workplace safety and safe work practices.

Establishes, implements, and monitors the infection control program designed to provide a safe, sanitary, and comfortable environment designed to prevent the development and transmission of disease and infection.

Prepares or reviews infection control surveillance reports to identify trends and to develop effective actions to control and prevent infections. Submits an infection control report to the QA Committee.

Is an active member of the QA Committee. .

Coordinates and/or develops on-going QA activities for nursing services to monitor nursing compliance with standards and regulatory requirements through rounds, interviews, and record reviews. Compiles summary of findings for the Quality Assurance committee.

Participates in budget development for the nursing department, and for medical, nursing, and central supplies. Assures nursing staff properly charges out ancillaries used. .

Helps the Administrator prepare staff for inspection surveys, instructing staff on matters of conduct and disclosure, being interviewed by inspectors, immediate corrections of problems noted by surveyors, etc. Reviews and reinforces important standards previously cited. .

Participates in the preparation of the Plan of Correction response to an inspection survey, and implements any follow-up QA required for any nursing allegations.

Communicates directly with residents, families, medical staff, nursing staff, interdisciplinary team members, and Department Heads to coordinate care and services, promote participation in care plans, and maintain a high quality of care and life for residents.

Promotes customer service and hospitality and responds to and adequately resolves complaints or concerns from residents or families about nursing services.

Monitors facility incidents and complaints daily to identify those defined as unusual occurrences by State policy and promptly reports such occurrences to Administrator/Executive Director for appropriate action.

Monitors complaint reports daily for allegations of potential abuse or neglect, or the loss or misappropriation of resident property, and participates in these investigations.

Promotes compliance with accident prevention procedures, safety rules, and safe work practices to prevent employee injury and illness and control workers compensation costs.

Assures staff is trained in fire and disaster and other emergency procedures, and evaluates performance during drills.

Interacts courteously with residents, family members, employees, visitors, vendors, business associates, and representatives of government agencies.

Acts in an administrative capacity in the absence of the Administrator.

### **CEO/Founder**

*January 2017 to Present*

The Resilient Woman/Girl/Child Foundation, Raleigh, NC

Direct and lead in conjunction with the Board, the development of the Companys strategy

Oversee the implementation of the Companys long and short term plans in accordance with its strategy

Ensure the Company is appropriately organized and staffed and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy

Ensure that expenditures of the Company are within the authorized annual budget of the Company

Assess the principal risks of the Company and to ensure that these risks are being monitored and managed

Ensure effective internal controls and management information systems are in place

Ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically

Ensure that the Company maintains high standards of corporate citizenship and social responsibility wherever it does business

Act as a liaison between management and the Board and communicate effectively with shareholders, employees, Government authorities, other stakeholders and the public

Keep abreast of all material undertakings and activities of the company and all material external factors affecting the Company and to ensure that processes and systems are in place to ensure that the CEO and management of the Company are adequately informed

Ensure that the Directors are properly informed and that sufficient information is provided to the Board to enable the Directors to form appropriate judgments

Ensure the integrity of all public disclosure by the Company in concert with the Chairman, to develop Board agendas

Request that special meetings of the Board be called when appropriate in concert with the Chairman, to determine the date, time and location of the annual meeting of shareholders and to develop the agenda for meetings where appropriate as determined by the Board

Abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company's standards and policies, including its environmental, safety and health policies.

### **Resource Nurse**

*January 2005 to January 2017*

Rex Health Care, Raleigh, NC

Ongoing education of patients and their families about their health care plan

Nursing Department performance evaluations/Peer evaluations: completing performance evaluation that may lead to recommendations of promotions.

Active participation in leadership Committees that facilitates development of nursing service objectives, policies, and procedures that affect nursing care and the implementation of objectives.

Function as a liaison between the patients, their families, interdisciplinary team members, physicians and providing information on ongoing nursing care and services, collaboratively, which enhances the quality of care of patients.

Recommend, participate and collaborate in in-service education programs to promote staff development.

Update specific nursing actions to remove reduce or resolve health problems, under supervision of physician-prescribed therapies or interventions.

Assist staff, to identify risk, problem or potential problems and explore available options.

Monitor patient outcomes and physiologic instability and consulting with physicians to obtain appropriate intervention. Develop and implements overall nursing health care plans, consistent with hospital policies and objectives.

Develop and implement overall nursing health care plans, consistent with hospital policies and objectives.

Implement realistic standards, based on the patients acuity, length of stay, and available resources.

Monitor compliance with nursing staff policies and procedures for workplace safety, including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment, and handling of hazardous materials

Participated in quality assurance programs.

### **Speaker**

*January 2013 to January 2014*

American Medical Student Association, Raleigh, NC

### **Health care disparities in women**

#### **Nurse**

*December 2003 to 2014*

Duke Health Raleigh Hospital, Raleigh, NC

- Recognized by colleagues, as a visionary in areas of team work culture, and commended recently as an invaluable asset and contributor to hospital organizations health care goals.
- Demonstrate ongoing and in-depth knowledge of health care laws and regulations.
- Patient- Advocate.
- Identified and anticipated patient's needs with unsurpassed accuracy.
- Good working and professional knowledge of clinical responsibilities.
- Established, developed, and maintained good rapport with patients and their family members.
- Implemented Individualized nursing care plans within health care organizational goals.
- Ongoing collaboration with primary care physician, interdisciplinary team members and establishing short and long term goals for patients based on acuity.

## **Surgical Trauma Transplant Stepdown unit**

*September 2003 to December 2004*

Duke University Medical Center, Durham , NC

- Assess and evaluate patient outcome.
- Utilized systematic, efficient discharge planning that promotes continuity of care, by identifying and anticipating discharge needs, early.
- Administer prescribed medications.
- Establish interdisciplinary progress notes, which documents significant data or events, offers tracking of patient's progress for each documented problem and evaluating and re-evaluating patient's progress with established problems and goals.

## **EDUCATION**

---

### **Winston Salem State University, 2014**

WINSTON SALEM, NC

BACHELORS OF SCIENCE NURSING

### **Graduated with highest distinction!**

Distinguished member: Sigma Theta Tau International Nursing Honor Society

### **Durham Technical Community College, 2001**

Durham, NC

Associate Degree Nursing

### **International School Of Lagos, 1996**

Lagos

High School Diploma Science

Valedictorian

### **Raleigh Citizens Academy**

NC

Leadership Academy

CLA

## **CERTIFICATIONS**

---

ACLS&BLS

## **AWARDS**

---

### **Triangle Business Journal: Health Care Heroes**

Proficiency Award: Literature, Writing, Science

Recipient: National Proficiency Award English by Annie Walsh Memorial

Recipient: Award for Global Humanitarianism Outreach by International school of Lagos 1996

## **ACTIVITIES**

---

Leader on a project involving Nurses Transforming Nurses and workforce advocacy issues at North Carolina Nurses Association's Professional Practice Advocacy Council.

United Nations Women

Steering Committee : Cities for CEDAW (Convention on the Elimination of All Forms of Discrimination against Women

## **ACCOMPLISHMENTS**

---

2013 participation in spearheading missions that responded to crisis in the horn of Africa and other war ravaged countries.

## **COMMUNITY INVOLVEMENT**

---

- Wake County Commission For Women: Chair, Public relations committee.
- Delegate: North Carolina Nurses Association day at the legislature.
- Nurse of the day: North Carolina General Assembly.
- Adult Care Home Community Advisory Committee: Wake County, Vice Chair.
- Department of Health and Human Services, Office of Minority health: Course facilitator of culturally competent nursing care with the United States
- Elected poll official with Wake County Board of Election
- Ambassador: National Health Service Corp
- Volunteer: Urban Ministries of Wake County in Raleigh
- UNA-USA Advocate, 2014 UN Human Rights Council Universal Periodic Review (UPR)
- Girl Rising -supporter.

## **DISTINCTIONS**

---

International School Ikoyi Lagos 1996:High school Class Valedictorian

## **HONORS**

---

A Honorary Member and Recipient of Cambridge Who's Who in the Health Care Profession.

## **INTERESTS**

---

The current state of national and global health and public policies that affect and impact women.

## **LICENSES**

---

Registered Nurse 188230

## **MAJOR ACCOMPLISHMENTS**

---

Received award on behalf of Duke Raleigh Hospital ,2013 NCNA award winner Nurses transforming nurses(Professional Practice Advocacy Council)

## **PROFESSIONAL AFFILIATIONS**

---

Member American Nurses Association  
North Carolina Nurses Association  
United Nations Association of the United States of America  
United States National Committee for UN Women  
National Women of Achievement.  
American Association of University Women  
U.N Women Commission on the Status of Women

## **REFERENCES**

---

Provided immediately upon request .

## **MEMBERSHIPS**

---

US Global Leadership Coalition  
NC State Leader

## **FELLOWSHIPS**

---

**UNC Executive Development Institute**  
**Developing leadership presence**

**Institute of Political Leadership**  
Fellow Spring Class of 2014

**Institute of Political Leadership**  
Fellow Women in Office Summer Class of 2014

**Raleigh Citizens Leadership Academy**  
Fellow Spring Class of 2014

## **COMPETENCIES**

---

- Professionalism: Knowledge of occupational nursing requirements, treatments and procedures. Ability to respond to emergencies and provide first care to patients and prepare for treatment. Knowledge of major medical office equipment and ability to use them in emergency situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

## **DELEGATE**

---

Delegate United Nations :CSW 59  
Delegate United Nations CSW60  
Delegate United Nations WSIS  
Delegate United Nations HLM HIV  
Delegate United Nations HLM Political Forum

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

---

Commission For Women: Submitted

**Please select your first Board preference: \***

---

☒ Commission for Women**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

---

Kellie

First Name

---

A

Middle Initial

---

Ford

Last Name

---

613 Northbrook Drive

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27609

Postal Code

**What district do you live in?**

---

☒ District 7



Home: (919) 789-3341

Primary Phone

Mobile: (919) 614-1010

Alternate Phone

kaford2@gmail.com

Email Address

S&ME, Inc.

Employer

Senior Business Developer

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 feel that serving on this Commission is a significant way for me to participate in civic life. I believe that I can share my expertise being a working woman / mother while helping shape my local community. Serving on this Commission also allows me the means of gaining new insight about the discrimination affecting women in Wake County and to share my viewpoints.

## Work Experience

Present Employer: S&ME, Inc. Service Date: May 2007 - Present Type of Organization: Engineering Company Title or Responsibility: Business Development Responsibilities Include: My primary responsibility is to bring qualified project opportunities to the company. I am also expected to provide marketing strategies for the area/location in the format of a business/win plan. I identify clients & prospects and arrange contact and meetings. I also provide the area manager with input on new and existing market conditions. Other principle duties include: participation in local civic organizations, assist in major proposal preparation and interviews, participate in company marketing sub-committee meetings/task force, generating \$1,500,000+ in net revenue annually. Previous Employer: Ford Design Title/Responsibility: Sales Manager | Promotional Items Division Dates of Employment: 2004-2007 Previous Employer: Suitt Construction Company (now KBR Building Group) Title/Responsibility: Senior Marketing Coordinator Dates of Employment: 2002-2004

## Volunteer Experience

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Organization: Parent Teacher Association (PTA) Assignment/Position: Parent Volunteer, Classroom, Tutoring, Chair of Winter Carnival Games, Field Trip Chaperone, Book Fair Organization: Our Lady of Lourdes Church Assignment/Position: Assistant Volunteer to Preschool Class for Faith Formation Organization: Rex Hospital Gala Assignment/Position: Planning Committee Organization: Capital Athletic Pavilion Assignment/Position: Board Member Organization/Group: Leadership Raleigh, Class #36 Assignment: Organizing a Non-Profit Awareness "Fair" for 10 Local Non-Profits

## Education

---

Le Moyne College, Syracuse, New York BS, Business Administration Double Concentration: Marketing & Management

## Comments

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I want to thank you for taking the time to consider me for this appointment.

[Kellie\\_Ann\\_Ford\\_2017.pdf](#)

Upload a Resume

---

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

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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?

---

☒ Other

### Social Media

---

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

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Kellie Ann Ford



613 Northbrook Drive, Raleigh, North Carolina, 27609

919.614.1010

kaford2@gmail.com

## EDUCATION

**LeMoyne College, Syracuse NY**

BS Business Administration, Concentration: Marketing and Management

## EXPERIENCE

**Senior Business Developer | S&ME, Inc.**

May 2007 - Current

Primary responsibility includes bringing qualified project opportunities to the company. Provide marketing strategies for the area/location in the format of a business/win plan. Identify clients & prospects and arrange contact and meetings. Provide the managers with input on new and existing market conditions. Other principle duties include: participation in local civic organizations, assist in major proposal preparation and interviews, participate in company marketing sub-committee meetings/task force, generating \$1,500,000+ in net revenue annually.

**Sales Manager | Ford Design**

2004-2007

**Senior Marketing Coordinator | Suitt Construction (now KBR)**

2002-2004

**Senior Marketing Coordinator | BJAC, pa (now EYP)**

2001-2002

**Marketing Coordinator | Pearce Brinkley Cease + Lee (now Clark Nexsen)**

1999-2001

## TECHNICAL SKILLS

Proficiency in Microsoft Word, Excel, Power Point, Outlook and Adobe PageMaker, Photoshop, Acrobat Distiller and Acrobat Reader; Cosential CRM Database

## LEADERSHIP

SMPS Triangle Chapter, Executive Board 2002-2005, 2010-2015

CMAA of North Carolina, Executive Board 2016 to Current

TCREW Triangle Chapter, Executive Board 2018; Committee Chair 2015-2017

Wake County Economic Development, Site Assessment Program, Advisory Committee 2015-2016

NCEDA, Membership Committee, 2012 to Current

## VOLUNTEER

Parent Teacher Association (PTA) of NC, Our Lady of Lourdes Church, Rex Hospital Gala, and The Capital Athletic Pavilion (CAP) Board

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

---

Commission For Women: Submitted

**Please select your first Board preference: \***

---

☒ Commission for Women**Please select your second Board preference: \***

---

☒ None Selected**Please select your third Board preference: \***

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☒ None Selected**Please select your fourth Board preference: \***

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☒ None Selected**Please select your fifth Board preference: \***

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☒ None Selected**Please select your sixth Board preference: \***

---

☒ None Selected

Yvette

First Name

Holmes

Last Name

Middle Initial

3209 Mango Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

**What district do you live in?**

---

☒ District 5

Home: (919) 417-2237

Primary Phone

Home: (919) 417-2237

Alternate Phone

ymango@aol.com

Email Address

DHIC, Inc.

Employer

VP of Resource Development & Partnerships

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 interested in serving on the Wake County Commission for Women because I care about issues and solutions that impact the lives of families, women and children and believe that I can make a difference. I am a wife and mother of three sons and grandmother to three granddaughters. I raised my family in southeast Raleigh and my children attended Wake County public schools. My personal mission is to live a life that reflects my belief in God and my commitment to family and community. I place great value on loyalty, hard work and personal responsibility. I am a creative thinker and innovator and I value process, planning and collaboration. I am also an attentive listener and I have a keen compassion for the needs of others. I believe in having fun while working and believe that laughter is good for the soul.

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## Work Experience

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Tammy Lynn Center (5 years) - development officer and program coordinator; United Arts Council of Raleigh & Wake County (18 years) - Campaign Director, responsible for corporate, workplace and direct mail campaigns; DHIC, Inc. (5 years) - VP of Resource Development & Partnerships, responsible for departments and staff responsible for development, marketing/communications, civic and community engagement; resident services and homeownership center activities. Member of the Triangle Chapter of the Association of Fundraising Professionals.

## Volunteer Experience

---

Southeast Raleigh Assembly charter board member and chair of the civic engagement issue team; DHIC board member; African American Cultural Festival charter board member and vice-chair; City of Raleigh Arts Commission grants panelist; Alexander YMCA and Southeast Raleigh YMCA Advisory Board Member; and Southeast Raleigh Promise Board Member.

## Education

---

Majored in Computer Science at Morgan State University, earned a BA degree in Business Administration from William Peace University (magna cum laude); and graduated from the N.C. Central University Entrepreneur Training Institute.

## Comments

---

---

Upload a Resume

---

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

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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

Commissioner James West

---

If you selected "Other" above, how?

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Please upload a file

---

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



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

---

Commission For Women: Submitted

**Please select your first Board preference: \***

---

☒ Commission for Women**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

---

Fiorella

First Name

---

Horna

Last Name

Middle Initial

---

105 Cricket Hill lane

Street Address

Suite or Apt

---

Cary

City

---

NC

State

---

27513

Postal Code

**What district do you live in?**

---

☒ District 3

Mobile: (919) 524-8861

Primary Phone

Business: (919) 525-1380

Alternate Phone

fhorna.nc@gmail.com

Email Address

Self employed / Fiorella  
Consulting & Training Services

Employer

Consultant

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?**

---

Commissioner West invited me to apply and explained that his is a newly revised Commission looking to advance representation and opportunities for all women in Wake County. He shared how this group will work to eliminate discrimination, inequalities, and under-representation of women in employment, healthcare, and education. He shared that the group is seeking to build personal and community capacity of diverse groups of women for improved financial, physical, and emotional health. This is of great interest to me and aligns with much of the work I have done in communities over the years. It would be an honor to work alongside other Women to forward a vision and strategy to achieve these purposes for the benefit women in Wake County.

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## Work Experience

---

Presently, I am self employed providing consultation and training services primarily to non profit organizations and individuals on a variety of topics. I am the owner and operator of Fiorella Consulting & Training Services. My background is primarily in public health, access to care, community education/mobilization, and diversity/cultural training. I am retired from 25+ years in government. I have worked as a Executive Director for two non-profit organizations and as Program Manager for various state-/nation-wide initiatives seeking to improve quality of life of undeserved and underrepresented populations. I am also a contributing author for various books and curricula.

## Volunteer Experience

---

I am very passionate about volunteerism and try to dedicate time to community service. I presently serve on the Wake County Human Services Board and am entering my 2nd Term. I also am very involved with my church as a Primary (children's) Teacher and Public Affairs Specialist. I also serve as a Merit Badge Counselor (Physician Fitness) for the Boy Scouts of America (Occoneechee Council).

## Education

---

I have a Bachelors in Health Science with a focus on Community Health and hold various health and fitness certifications.

## Comments

---

I am honored to have been invited to apply. I feel that I can bring to the group not only my life experience (both personal and professional) but insights and reach of populations often not represented in decision-making venues. As a Latina, I have had to live a two-world experience that has fueled my sensitivity and passion for inclusion, equity, and resiliency. As a mother, I value the importance of having women who are positive role models and leaders to set the path for upcoming generations. As a professional, I understand the challenges and opportunities women experience as they seek to provide for their homes and make contributions to society. If selected, I would strive to work alongside others on the commission for the better good of all women in Wake County.

[FHorna\\_resume\\_2018.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?**

---

☒ Other

Commissioner James West

---

If you selected "Other" above, how?

Please upload a file

---

**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Fiorella A. Horna

105 Cricket Hill Lane ● Cary NC 27513  
(919) 525-1380 | [fhorna.nc@gmail.com](mailto:fhorna.nc@gmail.com)

## Professional Experience

### Owner/Consultant & Trainer

January 1998 - Present

FCTS: Fiorella Consulting & Training Services | Cary, NC 27519

#### *Technical Assistance/Support*

- Provide coaching and/or support to administrators and staff on nonprofit capacity building, program/service development, strategic planning, public relations, grant writing, coalition-building, outreach, community organizing, leadership development, and/or volunteer management,
- Assist with organizational assessments and evaluations through client satisfaction surveys/interview, facilitation of focus groups/listening sessions, and other community engagement activities
- Design and develop training curricula and other educational materials

#### *Training*

- Conduct training on assuring workforce diversity, cultural competency, cross-cultural communication, community outreach and empowerment, community-focused health promotion strategies, organizational change, non-profit development, Board Training, and Spanish language

#### *Grants/Fund Development*

- *Assist organizations with varying degree of grant and fund development services to include program development, researching funding opportunities, proposal writing, reviewing of grants written by staff, grants management, and/or fund development planning.*

#### *Health Promotion & Fitness*

- Design and conduct health promotion seminars, nutrition education, and fitness programs
- Conduct aerobic and resistance training programs; such as Zumba Fitness classes to State Employees as part of the NC DHHS Wellness program and at health fairs, staff meetings, special events, fitness parties, and one-on-one sessions

#### *Business Management*

- Manage and direct company affairs; develop contracts; manage budget; market services; develop networks, etc.

#### **A few past and present clients include:**

March of Dimes- NC Chapter  
El Centro Hispano, Inc  
Diamante Inc  
Division Services of the Blind, NC DHHS  
Division of Public Health, NC DHHS  
Winston-Salem University  
University of NC Chapel Hill  
Area Health Education Centers  
Sharon Glover & Associates

### Consultant / Trainer

March 2011 – November 2013

Nutrition Services Branch, Division of Public Health, NC DHHS (Home-Based)

- Monitor and review of child care centers, sponsoring organizations, and home day care centers participating in the CACFP program in accordance to USDA regulations and requirements
- Conduct training and provide technical assistance to childcare and adult day care providers on the administration of CACFP
- Design and develop Training Curriculums and other materials for staff and CACFP participants
- Assist in development of nutrition and physical activity policies
- Responsible for planning, implementation, and evaluation of CACFP statewide conference

## **Program Consultant**

June 2002 – March 2011

NC Farmworker Health Program, Office of Rural Health and Community Care, NC DHHS, Raleigh NC

- Monitored grant compliance for grantees receiving funds from the Office of Rural Health
- Observed site performance through site visits, review of site action plans/interventions, look at financial records, etc
- Provided technical assistance and support to grant funded sites to assure access to healthcare for farmworker families
- Designed training, curriculums, educational materials and initiatives for improved access and/or service delivery
- Trained healthcare and outreach staff on variety of topics to include access to care, health education, effective outreach, culturally competent service delivery, health literacy, etc.
- Designed and managed student placement opportunities to secure workforce support at health centers in collaboration with colleges and universities within UNC system
- Functioned as Coordinator of the NC SAFE AmeriCorps Program for pesticide education and farmworker outreach
- Assisted director with development of policies, procedures, performance standards, and evaluation
- Assisted with review of grants proposals and with performance review and reporting
- Served as Chair of the Elimination Health Disparities Committee for Office of Rural Health and Community Care
- Represented NCFHP and Office of Rural Health on state level task forces and councils
- Assisted with marketing efforts to include Web development, promotional materials, and presentations

## **Executive Director**

August 2002 – August 2004

Culturas Unidas, Cary, NC

- Provided leadership for non-profit organization and representation of community issues
- Managed day-to-day operations, including board relations and development, office management, financial management, fundraising, grant writing, supervision of staff and volunteers, etc.
- Designed programs, events, and services to address the needs of community members and improve quality of life
- Represented organization before constituent groups, including public agencies, town officials, and funders
- Supervised, managed and trained staff and volunteers

## **Coordinator for Training & Resource Development**

August 1997 – June 2002

Office of Healthy Carolinians, Division of Public Health, NC Department of Health and Human Services

- Worked as staff to the Governor's Task Force for Healthy Carolinians, implementing the board's requests and initiatives
- Provided state-level leadership by planning, developing, and conducting training and securing resources for partnerships
- Developed curriculums, regional workshops, and other materials
- Organized annual statewide conference, and distance learning opportunities
- Secured financial support and resources through legislative advocacy, sponsorships, grants, and donations
- Developed, supervised, and evaluated student placements and student interns
- Assisted in the development of promotional/marketing materials, including electronic news and web-site
- Assisted Director with certification process of Health Carolinians partnerships and design of accreditation of local health departments

## **Project Manager/Public Health Educator**

May 1993 - August 1997

Lee County Community-Based Public Health Initiative, Lee County Health Department, Sanford, NC

- Managed the implementation of a community-based public health practice model, funded by the W.K. Kellogg Foundation, to establish collaborations among the health departments, the community, and universities to assist them in becoming more community minded, skilled in community mobilization, in building human capital, and as resource for empowering at-risk or disadvantage minority populations
- Provided guidance, consultation, and leadership in the development of the Community Health Education and Planning Team, which assisted the Health Department in becoming a leader in engaging community members in carrying out key public health functions of assessment, assurance, and policy development
- Worked closely with Health Director, Department Supervisors and staff and assisted community members in establishing a non-profit organization to address the needs of members in the community

- Developed the Lay Advisors Program focusing on maternal and child health, health promotion, and crime prevention. Recruited, trained, and managed volunteers assisting with implementation of programs
- Taught family planning, drug prevention, stress reduction, smoking cessation, pregnancy, childcare, and parenting classes for health department and local employers providing health related workshops to employees.
- Worked with Wake Area Health Education Center and Lee County High School on up-ward mobility initiatives for minority youth in public housing designing after-school programs, clubs, and summer camps at UNC-Chapel Hill addressing issues affecting youth
- Served as liaison between Health Department, university and community members to facilitate collaboration
- Wrote grants to assist in the funding of various health promotion and maternity programs
- Managed development of internships and supervised student interns
- Assisted in teaching community-based practice at the School of Public Health, UNC-Chapel Hill and at the Health Education Department of UNC-Greensboro
- Conducted administrative tasks such as writing annual reports, serving as staff for the Steering Committee and managing its meetings, monitoring budgets, and building networks
- Represented the Health Department and CBPH Initiative on various committees and partnerships

### **Community Health Outreach Coordinator**

January 1991 - January 1993

Metroplus (formerly Metropolitan Health Plan), HMO

Metropolitan Hospital Center, Health and Hospitals Corporation, New York City, NY

- Served as Liaison between the Department of Health Administration and the Marketing Department
- Developed, organized, and conducted health promotion activities and materials for health plan; wellness events, community forums, health fairs, health ed workshops, and support groups
- Created health messages for displays used by sales staff to generate member enrollment
- Conducted internal member satisfaction surveys and evaluations for health promotion activities
- Functioned as co-editor for the Hospital's newsletter
- Represented health plan on area community boards, task forces, hospital review teams, community assessment committees and functions for managed care providers

## **EDUCATION**

**Community Development Academy**, School of Government, UNC Chapel Hill, March – April 2011

**Town of Cary School of Government**, 2004-2005

**Bachelors of Health Sciences**, Community Health Education

School of Health Sciences, Hunter College, New York City, New York, 1992

## **PROFESSIONAL ACTIVITIES/ ACCOMPLISHMENTS**

### ***Commissions and Appointments***

**Wake County Human Services Board**, February 2013 – Present

**NC Governor's Advisory Council for Hispanic/Latino Affairs**, May 2010 – June 2013

**Regional Health Equity Board- Region IV**, Office of Minority Health, August 2010 – December 2011

### ***Board/Community Service***

**Wake County Consumer Rights Committee, Wake Human Services**, June 2012 –February 2013

**North Carolina Justice Center**, January 2006 – December 2011

**IRB Copernicus Group**, April 2006 – December 2006

**American Lung Association of North Carolina**, September 1999 – April 2001

**American Cancer Society**—Lee County Chapter & Chairperson for Relay for Life Fundraising Event, 1994- 1996

## ***Fellowships/Leadership Institutes***

**Jim Bernstein Fellow**, North Carolina Foundation for Advanced Health Care Programs, 2009 - 2011

**Faculty**, Gillings Global School of Public Health, Summer Public Health Fellowship- UNC Chapel Hill, June 2010

**National Rural Health Fellow**, National Rural Health Association, January 2009 – January 2010

**Emerging Leaders in Public Health Fellow**, Partnership between the North Carolina Institute for Public Health, School of Public Health, and the Kenan Flagler Business School at UNC Chapel Hill, August 2005 – May 2006

**Arts Leadership Fellow**, National Association of Latino Arts and Culture (NALAC) Leadership Institute, July 2003 – July 2005

## ***Certifications/Trainings***

Zumba Fitness Licensed Instructor, Lic #53949

Registered Public Health Educator, Certificate No. 334

## ***Memberships and Professional Associations***

National Strength Conditioning Association, September 2011- 2017

Center for Linguistic and Cultural Competency in Health Care, CLAS Standards, 2007 - present

## ***Publications***

- Curricula, Cultural Competence for Childcare Professionals, *Cultural Competence Breakthrough Series*, Winston-Salem State University, *Contributor/Facilitator*, January 2014 - present
- Textbook Chapter, Hispanic/Latino Leadership and Community Engagement, Community Engagement Fundamentals, *Chapter Author*, Published September 2013
- Guidebook, Migrant and Seasonal Farm Worker Emergency Preparedness Planning Guide, NORC at University of Chicago, *Reviewer and Contributor*, May 2009
- Manual, ORHCC Continuity of Operation Guide, NC DHHS, October 2006
- Training Handbook, Lay Health Advisor Train-the-Trainer Curriculum, *Co-Author / Project Leader*, September 2006
- Training Handbook, Enabling Services Manual: A Guide for Program Coordinators and Outreach Workers, June 2006
- Training Handbook, African American Cultural Diversity Training Curriculum, *Contributor/Development Team*, May 2005
- Healthy Carolinians Guidebook, Office of Healthy Carolinians, NC DHHS, December 2000
- Training Handbook, A Community's Gift: Ways for Working with US *Co-author*, January 1999
- Training Curriculum and Participant Handbook, Nosotros: Latino Culture and Public Health, *Contributor (Chapter 4: Latino Cultural Values and Beliefs) and Reviewer of full document*

## ***Committees***

- **Multi-cultural/Multi-racial Health Committee**, National Rural Health Association, April 2009 – December 2011
- **Governor's Emergency Management Human Services Team**, Disaster Coordinator, April 2005 – December 2011
- **Chair of the Eliminating Health Disparities Committee**, Office of Rural Health, , October 2003- December 2011
- **Hispanic Health Task Force**, NC Office of Minority Health and Health Disparities, October 2002 – December 2008
- **Steering Committee Member** (VP in 2004), Wake Mental Health Association March 2003 – December 2005
- **IRB Committee**, NC Division of Public Health, NC DHHS, October 2003 – December 2004
- **Mental Health Reform Advisory Committee**, March 2004
- **UNC Accreditation Committee**, July 2000
- **Assets Mapping Conference Planning Committee**, March 2000 - September 2000
- Steering Committee for the First Eastern Area Institute on Partnerships, *Program Committee Chair*, December 1997 – 2000
- Conference Planning for Cultural Diversity Initiative of Office of Minority Health, *Committee Member*, Nov1994 - June 1995



## Community Service

**Merit Badge Counselor**, Boy Scouts of America, 2010 – Present

**Stake Public Affairs Specialist** (Wake County), Church of Jesus Christ of Latter-day Saints, Sept 2008 - present

**Employment Specialist-Career/Small Business Counseling**, Church of Jesus Christ of Latter-day Saints, August 2013 – Dec 2014

**Volunteer**, Diamante Inc., January 2006 – December 2009

**Relief Society President**, Church of Jesus Christ of Latter-day Saints, April 2007 – September 2008

**Relief Society Second Counselor**, Church of Jesus Christ of Latter-day Saints, June 2004 – December 2006

**Personal and Family Welfare Specialist**-Cary 3 Spanish Ward, LDS Church, May 2004- December 2006

**Employment Specialist-Continued Education**, Raleigh North Carolina Stake, January 2002- June 2003

**Teacher Development Coordinator/Instructor**, Church Educational Systems, October 2000 – December 2001

**Ward Public Affairs Specialist**, Church of Jesus Christ of Latter-day Saints, October 1998– December 2000

**President**, Primary Association, Church of Jesus Christ of Latter-day Saints, 1996 - 1998

**Emergency Preparedness Specialist** (Wake County), Church of Jesus Christ of Latter-Day Saints, 1993-1994

## OTHER SKILLS / INTERESTS

Bilingual Spanish/English • Translation and Interpretation • Event Planning • Public Speaking • Theatre • Art • Music • Dance • Gardening • Travel

---

## Profile

### Which Boards would you like to apply for?

---

Commission For Women: Submitted

### Please select your first Board preference: \*

---

☒ Commission for Women

### Please select your second Board preference: \*

---

☒ Economic Development Commission

### Please select your third Board preference: \*

---

☒ Cary Planning and Zoning Board

### Please select your fourth Board preference: \*

---

☒ Historic Preservation Commission

### Please select your fifth Board preference: \*

---

☒ Domestic Violence Fatality Review Team

### Please select your sixth Board preference: \*

---

☒ Housing Authority

Nicole

First Name

Ingram

Last Name

Middle Initial

527 Emerald Downs Road

Street Address

Suite or Apt

Cary

City

NC

State

27519

Postal Code

### What district do you live in?

---

☒ District 3

Mobile: (240) 500-8263

Primary Phone

Business: (919) 650-6401

Alternate Phone

nicole@stacynicole.com

Email Address

Stacy Nicole, Inc.

Employer

Principal Designer

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?**

It was a distinct honor to serve as President of the Washington County Commission for Women and Maryland Commission for Women, realizing the importance of advocating, education and promoting women I would be honored to serve alongside the women of Wake County. As a member of the Maryland Commission for Women and Co-Chair of the Listening Tour, I have heard experiences women are currently facing. Many of these issues have not varied even with my relocation to North Carolina. I would be humbled to continue advocating, educating and promoting women of Wake County. As a member of Wake County Commission for Women I would work to increase community awareness and encourage involvement. As well as increasing membership, retain current members and celebrated women in Wake County.

## Work Experience

Over ten years of experience as an Interior Designer/Construction Operation Manager/ Project Manager of residential and commercial properties. Superior interior design qualifications and construction management skills in combination with strong project management, communication, supervisory and problem-solving capabilities. Please see resume attached for more details.

## Volunteer Experience

---

During my Presidential term I united not only the women of WCCW, but also the Women of Washington County and mentored members of WCCW to various leadership positions. As a member of the Maryland Commission for Women, formed and co-chaired the Listening Tour committee, tasked with holding open forum throughout the state of Maryland to hear firsthand the issues women of Maryland are currently facing and summarize that will be presented this June. Volunteered for Kate's Club (Atlanta, GA), Board Member of Well spring Living 2010-2011 (Atlanta,GA), Member of Junior League of Atlanta 2007-2011, Member of Junior League of Washington, DC 2012-20154, Court appointed Special Advocate (CASA), Member of Washington County Commission for Women 2012-2015, President 2013-2015, Maryland Commission for Women member (2015 - Present), Maryland Commission for Women Listening Tour Co-Chair (2015-present), Washington County Women Build Chair, American Society of Interior Designer (ASID) Design Community Chair for Eastern North Carolina

## Education

---

## Comments

---

I relocated to North Carolina last June for personal reasons, but committed to completed Listening tour and final presentation in June when I will officially resend from my Maryland Commission for Women position.

[design\\_resume.docx](#)

Upload a Resume

---

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

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Please upload a file

---

## Demographics



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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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Nicole S. Ingram

527 Emerald Downs Road  
Cary, NC 27519  
Cell: 240.500.8263  
[nicole@stacynicole.com](mailto:nicole@stacynicole.com)  
[www.stacynicole.com](http://www.stacynicole.com)

## INTERIOR DESIGN PROFESSIONAL

Over ten years of experience as an Interior Designer/Construction Operation Manager/ Project Manager of residential and commercial properties. Superior interior design qualifications and construction management skills in combination with strong project management, communication, supervisory and problem-solving capabilities.

## EXPERIENCE

- |  |   |               |
|--|---|---------------|
| <b>Owner &amp; Founder</b>   | Stacy Nicole, Inc. Cary, North Carolina                                   | 2017- present |
|  | (Formerly - Stacy Nicole Interior Design & Furnishings, Gaithersburg, MD) | 2010- 2017    |
| <ul style="list-style-type: none"><li>• Design team leader for a full range of projects in residential and commercial.</li><li>• Project development through schematic design, space layout, renderings, construction documents, including building code specifications, demolition plans, life safety plans, reflected ceiling plans, wall partition details, exterior and interior elevations, finish and furniture plans, architectural and millwork details, and schedules.</li><li>• Started and maintained administrative office sample library, continued relationships with industry vendors and sales representatives.</li><li>• Researched LEED and sustainability aspects for specified projects.</li></ul> |   |               |
| <b>Chief Operational Officer</b>   | Collated Construction, Cumming, GA  | 2003 - 2010   |
| <ul style="list-style-type: none"><li>• Managing projects from design through development and construction to completion and final occupancy</li><li>• Interfacing with owners, developers, realtors, investors and others</li><li>• Reading and interpreting blueprints, architectural drawings, project specifications and the documents</li><li>• Hiring, training scheduling and supervising field crews and subcontractor crews</li><li>• Managing a \$1.2 million property development of shopping center.</li></ul>   |   |               |

## SELECTED PROJECT HIGHLIGHTS

- Schematic design, space layout, for several residential home projects ranging from 4,000 square feet to 20,000 square feet. i.e. Hagerstown, MD The W House, Hagerstown, MD Saint James School, Mercersburg, PA Private Faculty Housing, Hagerstown, MD First Christian Church, Fort Washington, MD Breath of Life Church
- Urbana, MD Design of The Silk Mill (formerly The Landon House)
- Alpharetta, GA. Design and Construction of Nestle Tollhouse
- Atlanta, GA. New construction, of strip mall. Design and layout.

## EDUCATION

**Family and Child Consumer Sciences, B.S.** FLORIDA STATE UNIVERSITY, Tallahassee, FL-2001  
**Interior Design, AA,** LANIER TECHNICAL COLLEGE, CUMMING, GA –2009  
**Business Management, B.S.,** UNIVERSITY MARYLAND UNIVERSITY COLLEGE, MD –

## SKILLS

Proficient in AutoCAD, 20/20, Adobe Photoshop, Adobe Illustrator, Google Sketch Up, Microsoft Office

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ Library Commission

Please select your third Board preference: \*

☒ Open Space and Parks Advisory Committee

Please select your fourth Board preference: \*

☒ Water Partnership

Please select your fifth Board preference: \*

☒ Keep America Beautiful Advisory Board

Please select your sixth Board preference: \*

☒ Population Health Task Force

Molly  
First Name

Middle Initial

Martin  
Last Name

4415 Vienna Crest Drive  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27613  
Postal Code

What district do you live in?

☒ District 7

Mobile: (703) 309-3461

Primary Phone

Home: (703) 309-3461

Alternate Phone

mollyraskazchic@gmail.com

Email Address

Self-Employed

Employer

Author/Freelance Editor

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?**

More than ever ordinary citizens need to take an active role in government. I'd like to do my part. As an Army veteran, I like the idea of continuing to serve my community and my country in a civilian capacity.

## Work Experience

Freelance Editor, Symantec Account Representative, Contract Instructor for Department of Defense, U.S. Army

## Volunteer Experience

Social Media Co-ordinator for Wordcrafters, a literary non-profit

## Education

BA in Linguistics, BA in Psychology

## Comments



---

Upload a Resume

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

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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?

☒ Other

#### Facebook Ad

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

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

---

## Profile

### Which Boards would you like to apply for?

---

Human Services Board: Submitted  
Commission For Women: Submitted

### Please select your first Board preference: \*

---

☒ Human Services Board

### Please select your second Board preference: \*

---

☒ Commission for Women

### Please select your third Board preference: \*

---

☒ Nursing Home Community Advisory Committee

### Please select your fourth Board preference: \*

---

☒ Library Commission

### Please select your fifth Board preference: \*

---

☒ Economic Development Commission

### Please select your sixth Board preference: \*

---

☒ Adult Care Home Community Advisory Committee

Betty

First Name

M

Middle Initial

Mbombo

Last Name

2808 Seclusion Court

Street Address

Suite D

Suite or Apt

raleigh

City

NC

State

27612

Postal Code

### What district do you live in?

---

☒ District 7

Home: (919) 788-0111

Primary Phone

Mobile: (919) 908-3063

Alternate Phone

compas49@gmail.com

Email Address

Compassion For Africa and  
Humanity Ministries

Employer

Founder and 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:**

☒ Raleigh

---

## Interests & Experiences

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

I am interested in the Board of Commission to provide and share the experience and the skills that I have acquired for the past 40 years in the logistics, procurement, human resources, humanitarian assistance, healthcare and public relations. Also, I feel that the African immigrants and the African born in Wake County which represent close to 10% of the Wake County are not well addressed vis-a-vis the government and the economic growth of the Wake County, NC.

## Work Experience

Gecamines Mining, Head of Procurement and Logistics manager 1979-1997 UNC Rex hospital, Cafeteria Technician and Nurse Assistance 1998-2015 AD Cleaning Co., Co-Owner, 1999-2012 Compassion For Africa & Humanity Ministries COFAM, Founder & President, 2005-Present

## Volunteer Experience

As the founder and president of COFAM, I have volunteered at hospice, adult care, children care, food distribution, shelters, refugees support.

## Education

Accounting Degree. Institute Superior of Commerce, Kinshasa, Dr Congo 1970-1974 Medical Terminology, 1999 Certified Nursing Assistance, 2001

## Comments

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I have obtained the following certificates, 1. City of Raleigh's Citizens Leadership Academy 2015 2. Raleigh Neighborhood Spring 2016 and 3. Job for Life 2015

---

Upload a Resume

---

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

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Please upload a file

---

## Demographics



Date of Birth

### Gender \*

---

☒ Female

### 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

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Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ None Selected

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

Barbara

First Name

Morales Burke

Middle Initial

Last Name

5624 Bennettwood Ct

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

☒ District 7

Home: (919) 781-7912

Primary Phone

Mobile: (919) 656-7872

Alternate Phone

bmoralesburke@att.net

Email Address

Blue Cross Blue Shield of North  
Carolina

Employer

VP, Health Policy and Chief  
Compliance Officer

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?**

Seeking to apply my talents, experience, passion and love of public service to help improve opportunities, well-being and quality of life for residents of Wake County.

## Work Experience

30+ years of experience in policy and regulatory field, relating to insurance, in government and private industry settings. Served in multiple executive-level management roles. Extensive experience with issues involving diverse stakeholders. Deep understanding of government.

## Volunteer Experience

Board member (currently Chair-elect) Wake County Smart Start (since 2013) Board member Food Bank of Central & Eastern North Carolina (since 2009) Board member NC State Association of Food Banks (2011-2017) Board advisor Feeding the Carolinas (since 2017)

## Education

BS, Business Administration (concentration in Finance), Fordham University, Bronx, NY MHA (concentration in Health Policy), UNC Chapel Hill, Chapel Hill, NC



## Comments

---

[Barbara Morales Burke 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

### 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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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# **CURRICULUM VITAE**

## **BARBARA MORALES BURKE**

### **WORK HISTORY**

#### **Blue Cross Blue Shield of North Carolina, Durham, NC (2009-present)**

##### ***Vice President Health Policy & Chief Compliance Officer***

Lead start-up and ongoing operations of Health Policy Office providing comprehensive health policy services for Blue Cross and Blue Shield of North Carolina including regarding health reform and the uninsured. Collaborate with senior leadership and officers to provide overall vision, strategy and support of corporate initiatives. Represent BCBSNC in Blue Cross Blue Shield Association and industry trade association policy discussions. Identify, inform and shape federal, national and state regulatory policies that impact the Company. Lead external and internal health care reform implementation. Lead effective Corporate Compliance Program for commercial and Medicare business (at one time, also included Ethics and Privacy Programs) in a highly-regulated and complex industry. Provide compliance consulting services and lead implementation of regulatory mandates.

#### **North Carolina Department of Insurance, Raleigh, NC (1993-2009)**

Chief Deputy Commissioner 2005-2009, with responsibility for policy, strategy, external relations, National Association of Insurance Commissioners (NAIC) engagement, and overall agency operations. In preceding years, held progressively responsible leadership positions involved in developing public policy and operating policy for the Agency. Greatest personal involvement throughout tenure at the Agency was with health insurance, but was responsible for all types of insurance and all functional areas of regulation including related industries such as insurance producers. Personal career highlight was leading the Agency's support of the start-up statutorily-created nonprofit high risk health insurance pool. In the several years leading up to the enactment of this law, personally advocated for the Agency's public support and played a key role in shaping and building support for enabling legislation. Once the enabling law was enacted, represented the Commissioner of Insurance on the Pool board of trustees.

#### **Blue Cross Blue Shield of North Carolina, Durham, NC (1994)**

Performed analysis of company business, markets, and competitors to support strategic and tactical management decisions.

#### **North Carolina State Health Benefits Office, Raleigh, NC (1989-1990, 1991-1993)**

As Director of Program Services and in earlier positions, led design, implementation and oversight of programs to support the health insurance benefits for state employees in North Carolina. Managed solicitation and selection of HMOs, mental health case manager, claims processor, actuarial consultant, and claims auditor. Reviewed vendors' contractual and statutory compliance, proposed changes in premiums and plan design, and evaluated service statistics.

**CAHSAH Foundation- California Association for Health Service at Home,  
Sacramento, CA (1990-91)**

Performed research and analysis regarding the home health agency industry for a nonprofit trade association.

**New York City Office of Management and Budget, New York, NY (1984-1988)**

Designed and analyzed program options for \$1.5 billion employee health benefit budget. Worked with benefits program administrators, labor strategists, benefit consultants, health plan executives, and union representatives to determine appropriate expense forecasts and give budgetary approval to program changes. Analyzed state and federal legislation relating to employee benefits and determined Agency position based on NYC's budgetary and political posture and prepared cost/impact analysis of local political proposals impacting employee benefits, both in support of mayoral initiatives and in response to city council and union proposals. Analyzed budgets, forecasts and plans of individual city agencies to prepare citywide budget and financial plans and budget gap elimination plan.

**EDUCATION AND SELECTED PROFESSIONAL AFFILIATIONS**

**Master of Healthcare Administration, with concentration in Health Policy**

School of Public Health, University of North Carolina at Chapel Hill

**Bachelor of Science, Business Administration, with concentration in Finance**

College of Business Administration, Fordham University, Bronx, NY

- AHIP Small Group Medical Policy Product Committee Chair (2013-present)
- NC State University Institute for Emerging Issues Health Issue Council (2010-2013)
- Member, NC Institute of Medicine (1997-present, emeritus since 2007)
- NC Institute of Medicine committees and work groups, including:
  - Accountable Care Communities (2018)
  - Health Reform Advisory Committee (2010-2012)
  - Health Benefit Exchange & Insurance Oversight Work Group (2010-2012)
  - Healthcare Access Working Group (also, Project Steering Committee) (2008)
  - Task Force on Covering Uninsured (also, Project Steering Committee) (2005-2007)
- Appalachian State University Brantley Risk & Insurance Center's Advisory Board (2005-2009)
- North Carolina Health Insurance Risk Pool Board of Directors (2007-2009)
- National Association of Insurance Commissioners, Health & Managed Care (B) Committee:
  - Chair, Jurisdictional & Extraterritorial Issues Subgroup (2008)
  - Chair, Pharmaceutical Issues Working Group (2000-2002)
- Consultant, NC Medical Society Managed Care Committee (1999-2003)
- NAIC Representative, JCAHO Professional Technical Advisory Committee on Network Accreditation (1999-2003)
- National Committee for Quality Assurance Public Sector Advisory Council (2001-2003)

**COMMUNITY SERVICE**

Board of Directors, Food Bank of Central and Eastern North Carolina (2009-present)

Board of Directors, North Carolina Association of Food Banks (2011-2017)

Board Advisor, Feeding the Carolinas (2017-present)

Board of Directors, Wake County Smart Start (2013-present)

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ City of Raleigh Planning Commission

Please select your third Board preference: \*

☒ Library Commission

Please select your fourth Board preference: \*

☒ Historic Preservation Commission

Please select your fifth Board preference: \*

☒ Commission for Women

Please select your sixth Board preference: \*

☒ City of Raleigh Planning Commission

Carrie  
First Name

Middle Initial

Myers-Van Berkel  
Last Name

312 Cutler Street  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27603  
Postal Code

What district do you live in?

☒ District 4

Mobile: (614) 595-1087

Primary Phone

Business: (919) 313-3823

Alternate Phone

carrie@myers-vanberkel.com

Email Address

Storr Office Environments

Employer

Director; Business Development,  
Education & Government

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 fell that women have a unique perspective that is often missing a voice. I am keenly interested in cultivating, supporting, and encouraging woman in all aspects of a well lived, successful life. I've noticed, particularly in Raleigh, we need a stronger support system to empower our women. I want to do something to help that effort!

## Work Experience

My professional career has been dedicated to helping clients create great spaces that align with their organizational goals or business strategy. I'm a designer with a wide variety of experience focused on creating architectural & interior environments that impact how people interact within spaces. I believe in the power that space & cities have on people. Please see my LinkedIn profile or reach out for more work experience detail.

## Volunteer Experience

Please see my LinkedIn profile for detailed volunteer experience. I have experience leading the volunteer efforts for past employees & I am looking to get more involved in the community here in Raleigh.

## Education

Miami University, Bachelor of Architecture in Art. Thematic Sequence in Gerontology.

## Comments

---

I would love an opportunity to meet with someone regarding the role and responsibilities. I am up for the challenge!

[CarrieMyersVanBerkelResume\\_\\_4\\_.pdf](#)

Upload a Resume

[CarrieMyers-Van\\_BerkelProfile.pdf](#)

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

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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?**

---

☒ Other

**Instagram**

---

If you selected "Other" above, how?

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Please upload a file

---

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



# Carrie Myers-Van Berkel

Director

carrie@myers-vanberkel.com

---

## Summary

My professional career has been dedicated to helping clients create great spaces that align with their organizational goals or business strategy. I'm a designer with a wide variety of experience focused on creating architectural & interior environments that impact how people interact within spaces. I believe in the power that space has on people, at all ages. If thoughtfully designed, space can positively shape our daily experiences and the happiness & success of the people inhabiting these spaces. I have led design implementation from research & consulting, through the creative process and into construction & installation answering the "why" and "how" behind a solution.

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## Experience

### **Director: Education, Government & Business Development at Storr Office Environments**

November 2017 - Present

### **Director: Education & Government Environments at Storr Office Environments**

January 2017 - November 2017 (11 months)

### **Director: Education Environments at Storr Office Environments**

January 2016 - December 2016 (1 year)

I am fortunate to combine my unique background with a passion for learning spaces, to lead a team focused on providing a broad range of education clients with great spaces. With our dedicated focus on the unique needs of education spaces, we've become a leader in delivering innovative learning environments for leading K-12 schools, Public Libraries and institutions of Higher Education.

### **Account Executive at Storr Office Environments**

August 2014 - December 2015 (1 year 5 months)

Specialized in new business development and account management for key corporate and education clients in North Carolina.

### **Account Executive, Business Development at LOTH**

February 2013 - July 2014 (1 year 6 months)

Use of architectural background to help guide clients through the commercial furniture process. Worked with customers to apply research & insights including; multiple generations working together in the workplace, culture change, employee engagement, and retention through space and environmental design.

### **Associate at pH7 Architects**

October 2009 - January 2013 (3 years 4 months)

**Project Manager & Coordinator at M+A Architects**

August 2006 - September 2009 (3 years 2 months)

**Assistant Architect at Swanke Hayden Connell Architects**

June 2005 - July 2006 (1 year 2 months)

Focus on healthcare as part of the specialized Clinical Team for King's Mill Hospital (Nottinghamshire, UK).  
Design studio member on many projects including: American Libyan Medical Center (Libya) and Jennie Lee Building, Open University (Milton Keynes, UK). Involvement in all aspects of the architectural process into construction on One Coleman Street (London, UK).

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**Education**

**Miami University**

Bachelor of Arts in Architecture, Thematic Sequence: Gerontology, 2001 - 2005

**Activities and Societies:** American Institute of Architecture Students

---

# Carrie Myers-Van Berkel

Director

carrie@myers-vanberkel.com

---



[Contact Carrie on LinkedIn](#)

# Carrie Myers-Van Berkel

614-595-1098   cmyers@storr.com   www.storr.com/Expertise/education/   Raleigh, North Carolina

## EXPERIENCE

### Director of Education & Government Sales

Storr Office Environments   Jan 2016 - ongoing   Triangle, NC

- Higher Education, K-12 schools, public libraries
- Increased market share via growth in existing accounts while expanding a strategic plan for new business education clients in 2016
  - Through teamwork within leadership, implementation of new operational frameworks to analyze issues & champion change.
  - Beginning in January 2017, established dedicated sales division focused on the unique needs of governmental customers

### Account Executive

Storr Office Environments   Aug 2014 - Jan 2016   Triangle, NC

- Valuable employee, resulting in rapid advancement
- Built on existing relationships & built new to Increased sales at NC State University by 150% in 2015
  - Focus on New Business Development as a new hire, responsibility growth included strategic Corporate and Education prospects and customers.

### Account Executive

LOTH, Inc   Jan 2013 - July 2014   Columbus, OH

- New Business Development, Commerical Furniture Sales
- Expansion of sales within existing customer accounts and new business development

### Associate Architect

pH7 Architects   Oct 2009 - Jan 2013   Columbus, OH

- Senior Housing New Building & Addition Project Manager
- Established pH7 Contribututes; implementing a team member service program to give back to our community
  - Managed senior housing renovation projects regionally & nationwide

### Architectural Project Manager

m+a Architects   Aug 2006 - Sep 2009   Columbus, OH

- Mixed-Use Development
- Formulated new construction document standards
  - Gained experience managing senior licensed architects as a project manager & customer face of the firm

### Assistant Architect

Swanke Hayden Connell Architects   June 2005 - July 2006   London, England, UK

- Commercial & Healthcare Architectural design
- Key projects: Kings Mills Acute Care Hospital, Libyan-American Medical Center, One Coleman Street.

## EDUCATION

### Bachelor of Arts in Architecture

Miami University   Oxford, Ohio

## SUMMARY

My professional career has been dedicated to helping clients create great spaces that align with their business strategy. I believe in the power that environments have on people, in learning environments and work spaces at any age. If thoughtfully designed, space can positively shape our daily experiences and with empowered leadership the success of the people inhabiting these spaces.

## MY TIME



## VOLUNTEER

### K-2nd Grade Sunday Helper

Church on Morgan/ ESUMC

Oct 2015 - ongoing

We teach kids based on three basic, but powerful, truths taught on one \_\_\_ bible.

- I need to make the wise choice.
- I can trust God no matter what.
- I should treat others the way I want to be treated.

## PASSIONS

- Intellectual & Professional Growth
- Fitness & Health
- Travel

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ Adult Care Home Community Advisory Committee

Please select your third Board preference: \*

☒ Juvenile Crime Prevention Council

Please select your fourth Board preference: \*

☒ Nursing Home Community Advisory Committee

Please select your fifth Board preference: \*

☒ Triangle Transit Authority Board

Please select your sixth Board preference: \*

☒ Human Services Board

Clonthica  
First Name

Wondella  
Middle Initial

Payne  
Last Name

2428 Bay Harbor Drive  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27604  
Postal Code

What district do you live in?

☒ District 5

Home: (919) 946-1818

Primary Phone

Business: (919) 719-9296

Alternate Phone

wondellapayne@gmail.com

Email Address

The NC State Bar

Employer

Paralegal

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 working on starting my own business management consulting business geared toward helping people start and maintain their own businesses. Consequently, I would love to further hone my leadership, organizational, legal and management skills as a member of the Wake County Commission for Women or any other Board that could use my help and insight as a professional woman working and contributing to Wake County.

## Work Experience

Almost 10 years as a NC Certified Paralegal with knowledge of all areas of the law, handling various duties such as research; drafting documentation, pleadings, correspondence, etc.; analyzing information; attending board meetings to draft the minutes, resolutions, journal article; reports, etc.; and keeping abreast of new technology while handling any necessary administrative duties. Notary public Years of administrative support positions

## Volunteer Experience

Capital Area Teen Court Clinic Volunteer - 2017 Guardian ad Litem - 2008 - 2011

## Education

Bachelor of Arts in English from Shaw University Paralegal Certificate from Meredith College

## Comments

---

[Resume.pdf](#)

Upload a Resume

---

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

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Please upload a file

---

## Demographics



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?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



## **C. WONDELLA PAYNE, NCCP**

2428 Bay Harbor Drive, Raleigh, NC 27604    wondellapayne@gmail.com    (919) 946-1818

### **EDUCATION/CERTIFICATION:**

**North Carolina Certified Paralegal** June 2008 – Present (CP04786)

**Meredith College, Raleigh, NC** Paralegal Certificate 2007, Business Organizations Specialization

**NCCU School of Law, Durham, NC** JD Candidate 1999 -2000, no doctorate received

**Shaw University, Raleigh, NC** Bachelor of Arts in English 1998, Magna Cum Laude

### **EXPERIENCE:**

**Paralegal, The North Carolina State Bar, Raleigh NC, 8/07 – Present**

#### Grievance Department

- Review and analyze facts and responses to prepare grievance reports called Substances of Grievance and Reports of Counsel to determine possible rule violations.
- Answer Complainant and Attorney phone calls regarding pending grievances.
- Maintain grievance and case files for assigned Deputy Counsel.
- Draft and mail correspondence.
- Prepare and track service of subpoenas and summonses.
- Draft and file complaints, motions, discovery and other pleadings.
- Prepare trial notebooks, exhibits and associated materials.
- Execute notices to take and attend depositions and arrange for court reporters,
- Interview and/or coordinate witnesses for trials and make travel arrangements when necessary.
- Perform legal research via Internet, Lexis, Westlaw Next and/or PACER.

#### Client Security Fund Board

- Attend the Board's meetings to draft the minutes.
- Draft and file complaints or confessions of judgment to recoup funds.
- Draft the journal article and subrogation report.
- Maintain and track cases filed in district and superior courts.

#### Other Duties

- Maintain Trustee Database.
- Draft Orders to Appoint and Orders to Discharge Trustees.
- Draft motions, orders, correspondence, and various pleadings to disburse left over funds from attorney trust accounts.
- Notarize various documents.
- Handle various administrative duties.

**Scheduler, MarketSmart Advertising, Raleigh NC, 1/06 – 8/07**

**Various administrative assignments, TRC Staffing, Cary NC, 5/05 - 1/06**

**Court Reporter, Sargent's Court Reporting Services, Philadelphia PA, 1/03-12/04**

**Auditor, SpectraSite Communications, Cary NC, 2/01-12/01 (temp)**

**Contract Specialist, PPD Development, RTP NC, 10/00-2/01 (temp)**

**Legal Assistant, NC Department of Justice, Raleigh NC, 9/00-10/00 (temp)**

### **SKILLS:**

Microsoft (Outlook, Excel, Powerpoint, Word), Wordperfect, Westlaw, Lexis, PACER, Guardian Ad Litem (2008 – 2011), Notary Public (2013 - 2018)

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

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Commission For Women: Submitted

**Please select your first Board preference: \***

---

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

---

☒ Commission for Women**Please select your third Board preference: \***

---

☒ Human Services Board**Please select your fourth Board preference: \***

---

☒ Alliance Behavioral Healthcare**Please select your fifth Board preference: \***

---

☒ Council on Fitness and Health**Please select your sixth Board preference: \***

---

☒ Economic Development Commission

Lee

First Name

Pike

Last Name

1621 Lethbridge Ct

Street Address

Suite or Apt

Raleigh

City

NC

State

27706

Postal Code

**What district do you live in?**

---

☒ District 4

Mobile: (919) 696-5753

Primary Phone

Home: (919) 696-5753

Alternate Phone

leep211@gmail.com

Email Address

Larrys Coffee

Employer

Sales &a Client Services  
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:**

☒ Raleigh

---

## Interests & Experiences

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

Discrimination, public transit, business, sales and marketing

## Work Experience

Sales, administrative, marketing, publishing/circulation

## Volunteer Experience

Girls Rock!, UNSCENE Urban Navigator Board of DirectorS

## Education

BA Psychology - East Carolina University, massage certification, Sain Mary's School

## Comments

[Lee\\_pike\\_2017.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?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

---

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# LEE POSEY PIKE

1621 Lethbridge Ct.  
Raleigh, NC 27606

Phone: 919.696.5753  
Email: leep211@gmail.com

---

## SALES AND PROGRAM MANAGER

Self-starter with diverse administrative, sales, and project management experience. Articulate communicator, proficient in team management, small business protocol, MS Office Suite, Salesforce, Quickbooks, and various CRM programs.

### AREAS OF EXPERTISE

- Large-scale Event Coordination
- Personnel Management
- Sales & Customer Service
- Account Management
- Brand Amplification
- Change Management
- Project Management
- Retail Management
- Vendor Relationships

### WORK HISTORY

**LARRY'S COFFEE, SALES & CLIENT SERVICES MANAGER, RALEIGH, NC** 2015-present  
**LARRY'S COFFEE, EVENT & SALES COORDINATOR** 2013

- Managed a team of customer service, account managers, and event representatives
- Created SOPs for efficiency and institutional knowledge
- Established and solidified account relationships, resulting in revenue growth
- Engaged community involvement by planning large-scale events
- Initiated communication and implemented research about future projects

**CENTERPLATE, OFFICE MANAGER, INDIANAPOLIS, IN** 2014-2015

- Implemented and coordinated the design of corporate-approved catering menus
- Executed more efficient processes for financial, staffing, and office data input
- Represented catering staff at client and corporate meetings

**WHOLE FOODS MARKET, COFFEE SPECIALIST, INDIANAPOLIS, IN** 2014

- Launched a coffee and smoothie retail outfit during major reconstruction
- Set and achieved award-winning sales goals for coffee inventory
- Increased coffee sales by 150% and reduced shrink to an all-time low for specialty team

**SAINT MARY'S SCHOOL, HEAD SITE COORDINATOR - SUMMER PROGRAMS, RALEIGH, NC** 2013

- Simplified daily schedule for campers, counselors, transport, and resident staff
- Communicated with parents regarding camp policies, concerns, and discipline
- Systemized meals, transportation, and activities for boarding and day campers

**HUBBARD & CRAVENS, RETAIL SALES & MARKETING ADMINISTRATOR, INDIANAPOLIS, IN** 2012 – 2013

- Coordinated and implemented a new system and design of packaging and retail marketing
- Improved point-of-service reporting, inventory measures, and pricing for seven retail sites
- Increased web presence using Facebook, Twitter, Pinterest, LinkedIn, and monthly email newsletters

**GUERRERO HOWE CUSTOM MEDIA, PRODUCTION/CIRCULATION MANAGER, CHICAGO, IL** 2009 – 2012

- Launched a digital circulation by managing a team of developers and 20+ editors/designers in the editorial process
- Executed a corporate move of 100+ employees within aggressive budget limits
- Assisted in development of a customized database to improve information flow

**UNSCENE URBAN NAVIGATOR, ADMINISTRATIVE DIRECTOR, CHICAGO, IL** 2007 – 2009

- Drove efficiencies through delivering procedural development and communications
- Refined the editing process and packaging/retail marketing design to minimize the occurrence of mistakes
- Interfaced across diverse groups to provide support, information, and issue resolution

## **EDUCATION & TRAINING**

**Bachelor of Arts**, Psychology, East Carolina University, Greenville, NC, 2001  
Massage Certification, Medical Arts Massage School, Raleigh, NC, 2002

## **ETC**

**Dancer:** Rainbow Dance Company 1994-1998, 2016-2017  
Even Exchange Dance Theater 2002  
Chicago Moving Company 2003-2004

**Violinist:** classically trained 1985-1998, Chaperone (band) 2006-2009

**Freelance writer:** Alarm magazine, 2010

<http://alarm-magazine.com/2010/moog-fest-2010-a-look-at-the-electronic-festivals-move-to-asheville>

**Board of Directors:** UNSCENE Urban Navigator 2009-2012

<https://www.linkedin.com/in/leep211>

---

## Profile

### Which Boards would you like to apply for?

---

Commission For Women: Submitted

### Please select your first Board preference: \*

---

☒ Commission for Women

### Please select your second Board preference: \*

---

☒ Greater Raleigh Convention and Visitors Bureau

### Please select your third Board preference: \*

---

☒ Historic Preservation Commission

### Please select your fourth Board preference: \*

---

☒ Library Commission

### Please select your fifth Board preference: \*

---

☒ Wake County Steering Committee on Affordable Housing

### Please select your sixth Board preference: \*

---

☒ Citizen's Energy Advisory Commission

Lauren

First Name

H

Middle Initial

Pritchett

Last Name

911 W. Peace St.

Street Address

Suite or Apt

Raleigh

City

NC

State

27605

Postal Code

### What district do you live in?

---

☒ District 5

Home: (919) 819-3119

Primary Phone

Home: (919) 819-3119

Alternate Phone

hilgspritch@gmail.com

Email Address

Citrix

Employer

SEO 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:**

☒ Raleigh

---

## Interests & Experiences

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

I love living in Wake County! I grew up in Cary and I'm now raising my own family in Raleigh. I want to continue to help make this region an amazing place to call home for people from all walks of life. Local government and community affairs have the greatest impact on our daily lives. As a devout citizen, it is an honorable responsibility to serve my neighbors.



## Work Experience

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Citrix, Raleigh — SEO Specialist JUNE 2016 - PRESENT Implement and communicate a three-prong annual SEO strategy focused on building links, improving technical health, and creating keyword-optimized site content Increase SEO-generated revenue by 48% year-over-year (to date) Evangelize SEO best practices internally through team trainings and a homegrown certification Innovators Program July 2017 - October 2017 Applied Lean Startup Principles to hypothesize, validate, and test a use case for voice-enabled ShareFile. Acquired 8 customers for closed beta test of the Amazon Alexa Skill for ShareFile. Pitch Video: [https://www.youtube.com/watch?v=b3\\_PEzmZXPU](https://www.youtube.com/watch?v=b3_PEzmZXPU) Freelance Website Creation OCTOBER 2014, JUNE 2017 [www.capitalbankplaza.com](http://www.capitalbankplaza.com) [www.raleighdevelopment.com](http://www.raleighdevelopment.com) Consultwebs, Remote — Senior Marketing Consultant APRIL 2014 - JUNE 2016 Directed client content strategy including practice area landing pages, keyword-targeted blog posts, and link building assets Delivered monthly campaign reports Maintained Google Analytics Individual Qualification Promoted to senior level after one year of employment Supervised a team of four consultants Created training material including documentation and videos Earned Digital Marketer's Content Marketing Certification CafePress, Raleigh — Marketing Coordinator MAY 2012 - MARCH 2014 Managed product content by creating and curating category pages aimed to increase search relevance Designed website banners, online advertisements, and social media graphics that adhered to brand guidelines Optimized email open rates by strategically scheduling promotions and messages to segmented audiences Implus, Durham — Marketing Copywriter SEPTEMBER 2011 - MAY 2012 Composed and edited copy for web, packaging, advertisements, press releases, radio commercials, online video, and collateral Directed and executed content of social media strategy Fostered relationships with industry experts to build links to blogs Rosenberry Rooms, Raleigh— Web Merchandiser OCTOBER 2009 - SEPTEMBER 2011 Managed vendor relationships to optimize product lines throughout the website Utilized SEO best practices to increase organic search traffic and improve user experience Managed the implementation of the on-site search engine Merchandised the website by distributing products to the appropriate category pages and determining cross-sell suggestions

## Volunteer Experience

---

Current: - Board member of the Women's Inspiration Network within Citrix to provide women with opportunities to empower one another to enhance business and personal success - Board member of the Sustainability Employee Resource Group within Citrix to help employees make environmentally friendly choices while at work - SafeChild Funny Tummy Feelings Facilitator; Funny Tummy Feelings is a child abuse prevention program. I deliver one-hour presentations to 1st grade classrooms on how to identify different types of emotions, the difference between good and bad secrets, and when it's ok to say "no" to grown-ups. - Secretary of the Hillsborough Citizens Advisory Council Past: - Graduate of Citizens Leadership Academy, 2017 - 12-week course to develop community leadership skills - Member of the planning committee for Raleigh Neighborhood Exchange, 2015 - Annual conference to bring community members together to discuss ideas on neighborhood improvement in small groups as well as a keynote speaker - Graduate of Raleigh Neighborhood College, 2014 - 12-week course to learn about City and County government services - Jane's Walk (2014-2015): Walk Leader and City Organizer; Jane's Walk is a worldwide event where anyone can lead a walking tour in their town in order to promote placemaking. As a Walk Leader, I created a Historical Tour of Commercial Architecture in downtown Raleigh. In my role as City Organizer, I promoted the event through outreach and social media and recruited Walk Leaders. - Raleigh/Cary Delta Gamma Alumnae Association, president (2011-2015)

## Education

---

Graduated from NC State University with a BS in Textile and Apparel Management

## Comments

---

[Lauren-Pritchett-Resume.pdf](#)

Upload a Resume

---

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

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Please upload a file

---

## Demographics



Date of Birth

### Gender \*

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☒ Female

### Ethnicity \*

---

☒ Caucasian

---

## 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**

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Lauren Pritchett

ENFJ • Key Strengths: Communication, Positivity, Empathy

## EXPERIENCE

### Citrix, Raleigh — SEO Specialist

JUNE 2016 - PRESENT

- Implement and communicate a three-prong annual SEO strategy focused on building links, improving technical health, and creating keyword-optimized site content
- Increase SEO-generated MRR by 48% year-over-year (to date)
- Evangelize SEO best practices internally through team trainings and a homegrown certification

### Consultwebs, Remote — Senior Marketing Consultant

APRIL 2014 - JUNE 2016

- Directed client content strategy including practice area landing pages, keyword-targeted blog posts, and link building assets
- Executed SEO activities to increase rankings and generate leads
- Educated clients in digital marketing best practices
- Delivered monthly campaign reports
- Developed data-driven quarterly campaign strategies and budgets
- Maintained Google Analytics Individual Qualification
- Promoted to senior level after one year of employment
- Supervised a team of four consultants
- Created training material including documentation and videos
- Earned Digital Marketer's Content Marketing Certification

### CafePress, Raleigh — Marketing Coordinator

MAY 2012 - MARCH 2014

- Managed product content by creating and curating category pages aimed to increase search relevance
- Designed website banners, online advertisements, and social media graphics that adhered to brand guidelines
- Optimized email open rates by strategically scheduling promotions and messages to segmented audiences

### Implus, Durham — Marketing Copywriter

SEPTEMBER 2011 - MAY 2012

- Composed and edited copy for web, packaging, advertisements, press releases, radio commercials, online video, and collateral
- Directed and executed content of social media strategy
- Fostered relationships with industry experts to build links to blogs

911 W. Peace St.  
Raleigh, NC 27605

919-819-3119

[hilgspritch@gmail.com](mailto:hilgspritch@gmail.com)

[linkedin.com/in/hilgspritch](https://www.linkedin.com/in/hilgspritch)

## PROJECTS

### Innovators Program

July 2017 - October 2017

[voicefor.work](https://voicefor.work)

Applied Lean Startup Principles to hypothesize, validate, and test a use case for voice-enabled ShareFile. Acquired 8 customers for closed beta test of the Amazon Alexa Skill for ShareFile.

[Pitch Video](#)

### Freelance Website Creation

October 2014, June 2017

[www.capitalbankplaza.com](http://www.capitalbankplaza.com)

[www.raleighdevelopment.com](http://www.raleighdevelopment.com)

## COMMUNITY INVOLVEMENT

Hillsborough Citizens Advisory Council  
Secretary, 2015 - Present

### SAFEchild

Funny Tummy Feelings Facilitator,  
March 2017 - Present

Raleigh Citizens Leadership Academy  
Student, Spring 2017

Jane's Walk Raleigh  
Walk Co-Organizer, 2015  
Walk Leader, 2014

Raleigh Neighborhood College  
Student, Fall 2014

Raleigh/Cary Delta Gamma Alumnae  
Association  
President, 2011 - 2015

## **Rosenberry Rooms, Raleigh— *Web Merchandiser***

OCTOBER 2009 - SEPTEMBER 2011

- Managed vendor relationships to optimize product lines throughout the website
- Utilized SEO best practices to increase organic search traffic and improve user experience
- Managed the implementation of the on-site search engine
- Merchandised the website by distributing products to the appropriate category pages and determining cross-sell suggestions

## **EDUCATION**

### **NC State University, Raleigh — *BS, Textile and Apparel Management***

AUGUST 2005 - MAY 2009  
CUM LAUDE

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ Juvenile Crime Prevention Council

Please select your third Board preference: \*

☒ Human Services Board

Please select your fourth Board preference: \*

☒ None Selected

Please select your fifth Board preference: \*

☒ None Selected

Please select your sixth Board preference: \*

☒ None Selected

Stephanie

First Name

Rubain

Last Name

Middle Initial

4828 Topstone Road

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

☒ District 2

Home: (732) 763-9373

Primary Phone

Home: (732) 763-9373

Alternate Phone

slrubah@hotmail.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:**

☒ Raleigh

---

## Interests & Experiences

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

I feel it is my civic and personal responsibility to take an active role in my community.

## Work Experience

see attached resume

## Volunteer Experience

see attached resume

## Education

PsyD 2007 Rutgers, The State University of New Jersey

## Comments

[resume\\_cv\\_2017.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?

☒ County Website

If you selected "Other" above, how?

Please upload a file

---

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



# STEPHANIE L RUBAIN, PSYD, LPC

---

North Carolina State University  
Counseling Center  
2815 Cates Avenue  
Raleigh, NC 26975

[slrubain@ncsu.edu](mailto:slrubain@ncsu.edu)  
P: 919-515-2423  
F: 919-515-8525

---

## EDUCATION

---

<b>Psy. D. Clinical Psychology</b> 2007	Graduate School of Applied and Professional Psychology Rutgers University Piscataway, New Jersey
--	---

<b>M.A. Clinical Psychology</b> Maryland 1995	Towson State University Towson,
---	---------------------------------

<b>B.S. Psychology</b> 1989	Howard University Washington, D.C.
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## LICENSURE/CERTIFICATION

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Question, Persuade, and Refer (QPR)	August 2017-Present
Green Zone Training Completion, NCSU Veteran Service Program	Spring 2016-Present
Licensed Professional Counselor (LPC), North Carolina (#10145)	April 2013-Present
National Board Certified Counselor (NBCC)	2006-2015
New Jersey Disaster Response Crisis Counselor Certification (NJDRCC)	2009-2013
Licensed Professional Counselor (LPC), New Jersey	2004-2013

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## RELEVANT EXPERIENCE

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<b>Interim Assistant Director for Diversity and Special Programs</b> <b>NC State University Counseling Center, Raleigh NC</b>	<b>August 2017-Present</b>
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- Improve and increase the counseling center's provision of best practices in culturally affirming therapeutic services to students from diverse and varied backgrounds specific to their gender, racial and ethnic membership, sexual identity, social class, nationality, and/or disability status.
- Help to develop and establish sustainable relationships and collaborations with various university units and departments.
- Provide individual group, and couples therapy in a university counseling center.
- Lead, participate, and contribute in multiple counseling center and university wide committees and training opportunities bi-weekly or as scheduled that include:
  - Chair Multicultural committee, August 2017-Present
  - CC Staff Retreat Committee, August 201-Present
  - Threat, Risk and Assessment committee August 2017 -Present
  - Division of Academic and Student Affairs committee
- Participate in case consultation with staff, admin, and trainees weekly and as needed.
- Provide crisis intervention services for high-risk clients and on-call duties as assigned.
- Provide outreach, training, and consultation workshops, psychoeducation and psychosocial experiences to college students. Topics included but not limited to: adjustment and transition to college, stress management, time management, homesickness, identity trauma, mental health stigma in the African American and Black community, microaggressions, and suicide prevention and training (QPR).
- Provide consultation to college students, students' family, and faculty and staff on campus.

**Counselor**  
**NC State University Counseling Center, Raleigh, NC**

**January 2016- July 2017**

- Provided individual, group, and couples therapy in a university counseling center.
- Awarded NC State University 2017 Division of Academic and Student Affairs Pride of the Wolfpack Award.
- Served as co-chair of Multicultural committee; and member of retreat committee, staff wellness committee, threat, risk, and assessment committee, and member of addiction treatment team.
- Provided campus outreach programs, consultation, and training on a variety of subjects as requested.
- Participated in case consultation with staff, admin, and trainees weekly and as needed.
- Provided crisis intervention services for high-risk clients and on-call duties as assigned.
- Provided walk-in triage counseling services.

**Human Service Clinician II (Licensed Therapist)**  
 Novant Health, Forsyth Medical Center, Winston Salem, NC

**October 2013-December 2015**

- Provided clinical services, case management, utilization review, and individual, group, and family counseling on an adult inpatient behavioral health unit.
- Developed, coordinated, and implemented treatment and discharge plans.
- Worked as part of a multidisciplinary treatment team and regularly collaborated with community based treatment providers and social service personnel.

**Mental Health Clinician, Clinical Supervisor**  
 Trinitas Regional Medical Center, Westfield, New Jersey

**September 2000 – November 2013**

- Conduct individual, family, crisis, and group therapy in a therapeutic school setting with adolescents and their families.
- Develop and implement treatment and behavioral plans and participate as member of a multidisciplinary treatment team.
- Consult with a variety of professionals (i.e., mental health professionals, school personnel, juvenile justice, and social service personnel).
- Assist in program planning, training, and development of therapeutic interventions.
- Help develop transition plans and assist students with vocational exploration, assessments, and referrals to vocational rehabilitation programs, university/colleges, and other transitional services.
- Provide clinical supervision to psychology intern.

**Licensed Clinician (II-C) part-time**  
 Agencies (NJ Mentor and Supreme Consultants), New Jersey

**September 2004-November 2013**

- Provide community based individual and family therapy to youth and families experiencing severe emotional and behavioral problems.
- Complete psychosocial evaluations and make appropriate recommendations and referrals for therapeutic services.

**Psychology Intern (APA-accredited program)****August 1999-August 2000**

Trinitas Hospital, Department of Behavioral Health and Psychiatry  
Elizabeth, New Jersey

- Clinical Rotation (Therapeutic High School) - Conducted individual, family, and group therapy in milieu school setting with adolescents and their families. Responsible for treatment plans and discharge planning. Consulted with teachers, mental health, social service, and juvenile justice professionals.
- Outpatient Units - Conducted short-term and long-term individual, play, and family therapy for adult and child populations. Completed intake assessments.
- Led outpatient psychotherapy groups for adolescent girls and adults experiencing bereavement.
- Co-led domestic violence group for court-referred female perpetrators.
- Testing and assessments – administered and interpreted intellectual, neurological, and personality assessments.

**Residence Life Director****September 1996-July 2000**

Rutgers University New Brunswick, New Jersey

- Responsible for the overall management and supervision of assigned resident units housing 250-400 students. Supervised undergraduate resident advisors and helped to recruit, train, and develop their skills in providing quality programming to students.
- Provided on-call coverage for entire campus and responded to emergencies, assessed mental health and substance abuse issues, monitored campus activities, and made appropriate referrals and follow-up.
- Provided crisis intervention and conflict mediation services to students.
- Advised student leaders and organizations in the development and promotion of student activities.

**Mental Health Therapist/Consultant****May 1997-August 1999**

Youth Development Clinic Newark, New Jersey

- Conducted individual, play, and family therapy with children and adolescents in an urban community mental health center.
- Served as a mental health consultant to a homeless shelter for runaway adolescents and young adults.
- Provided ongoing training, supervision, and consultation to interdisciplinary staff. Provided crisis counseling and emergency intervention as needed.

**Behavior Specialist****September 1995-August 1997**

NSTM/Center for Applied Psychology

Rutgers, The State University of New Jersey Piscataway, New Jersey

- Provided behavioral consultation, training, and therapy to caregivers and family members of individuals with developmental disabilities.
- Developed and helped implement behavioral analysis programs, monitored their effectiveness, and provided support to caretakers and family members.

**Psychiatric Technician****June 1994-August 1995**

University of Maryland Medical Systems Baltimore, Maryland

- Participated as a member of a multidisciplinary team rendering inpatient psychiatric services to adults in urban setting.
- Assessed and monitored patient needs, implemented behavior and treatment care plans, and facilitated a substance abuse group.

**Psychiatric Technician****January 1990-June 1994**

Chestnut Lodge Hospital Rockville, Maryland

- Supervised cottage of 5-10 youth in private hospital setting in collaboration with a multidisciplinary treatment team.
- Developed and implemented activities and projects for patients which fostered adaptive functioning.
- Assisted with the review of research articles and data collection for a grant proposal seeking funding for a partial hospital program for chronically and severely disturbed adolescents.

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**COMMUNITY/VOLUNTEER EXPERIENCE**


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**Volunteer****2010- Present**

Give an Hour (GAH)

- Provide telephonic mental health consultation and referral service to military members and their family on an as needed basis.

**Board Member****January 2007 – December 2009**

New Jersey Women and AIDS Network (NJWAN) , New Brunswick, New Jersey

- Served as a board member for a female centered HIV/AIDS organization.
- Promoted and supported the organization through fundraising, public relations efforts, and community education.

**Disaster Mental Health Volunteer****January 2006-November 2009**

American Red Cross of Central Jersey Princeton, New Jersey

- Provided mental health services to persons experiencing community disaster; also responsible for general disaster response duties.

**Child Placement Review Board Member****2003-2005**

Middlesex County Courts, New Brunswick, New Jersey

- Served as a court-appointed citizen volunteer who monitored cases involving youth in custody of child protection services – monitored and reviewed cases in terms of youth's emotional, mental, and physical/medical well-being and made recommendations to court regarding the best interest of the child.



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## Profile

### Which Boards would you like to apply for?

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Greater Raleigh Convention and Visitors Bureau: Submitted

Historic Preservation Commission: Submitted

United Arts Grants Panels: Appointed

Commission For Women: Submitted

### Please select your first Board preference: \*

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☒ Commission for Women

### Please select your second Board preference: \*

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☒ Greater Raleigh Convention and Visitors Bureau

### Please select your third Board preference: \*

---

☒ Historic Preservation Commission

### Please select your fourth Board preference: \*

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☒ Council on Fitness and Health

### Please select your fifth Board preference: \*

---

☒ Economic Development Commission

### Please select your sixth Board preference: \*

---

☒ Cary Planning and Zoning Board

Lacey

First Name

Senko

Last Name

111 Braelands Dr.

Street Address

Suite or Apt

Cary

City

NC

State

27518

Postal Code

## What district do you live in?

---

☒ District 4

Home: (919) 900-8900

Primary Phone

Home: (703) 927-7010

Alternate Phone

laceymc14@yahoo.com

Email Address

Cisco Systems

Employer

Head of Developer Marketing

Job Title

---

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

☐ Yes ☒ No

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

☒ Cary

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## Interests & Experiences

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

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Last year I served on the United Arts Grant Panel and had a great experience. I have lived in Cary for 10 years and want to get more involved in my local community.

### Work Experience

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Nearly 20 years of tech marketing, event development, PR and communications experience often being the only female in a male-dominated tech industry.

### Volunteer Experience

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Reading mentor, Washington DC public schools STEM mentor through Durham County Public Schools Room mother for daughter's 2nd and 3rd grade classes United Arts Grant Panel member (2017) Regular volunteer at Brown Bag Ministries and With Love from Jesus Food Bank Volunteer reader Community service at With Love from Jesus~ a food pantry in downtown Raleigh...

## Education

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BA from University of California Santa Cruz MBA from University of Maryland College Park

## Comments

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I am a full-time working mom that is passionate about all women's issues and working to make Wake County an example for NC and the entire US as a place where women have equal opportunities and supported successes. I have nearly years of marketing and branding experience. Coupling this with one of my passions is a winning combo.

[ResumeLMCS.pdf](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ Caucasian

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## Other

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

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☒ Other

Erv Portman

If you selected "Other" above, how?



## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

**Lacey Caldwell Senko**

111 Braelands Dr., Cary, NC 27518 (703) 927-7010 (m), (919) 900-8900 (h)  
lacey.caldwell@gmail.com

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**EXPERIENCE****CISCO**, *Head of Developer Marketing, current position*

- Establish and lead content, digital marketing and go-to-market strategy and planning for DevNet, Cisco's developer community
- Work with internal business units to establish cooperative marketing campaigns including Meraki and Spark
- Manage and developer Cisco DevNet "stories"—a collection of case studies to prove ROI
- Oversee and manage DevNet social channels and blogs
- Establish and lead developer event strategy and oversee internal and external event execution, including launching DevNet Create, establishing our 3<sup>rd</sup> party event strategy and making the DevNet Zone at CiscoLive! events to be the most visited area of show floor
- Develop new messaging for DevNet—appealing to developer and networking audiences.
- Work with design team to redesign DevNet portal to make it more user friendly
- Establish DevNet PR and AR strategies, oversee execution
- Partner with Cisco's Network Academy Graduates to tout the benefits of skill building and learning through DevNet
- Manage staff and worldwide marketing budget
- Serve on DevNet leadership team and responsible for business unit success
- Manage external agencies and vendors

**QLIK**, *Senior Director, Developer Marketing, 2016-2017*

- Establish and lead content and marketing strategy for developer marketing program
- Lead developer-focused digital, inbound, and content-led marketing campaigns resulting in awareness, engagement and revenue for Qlik. Grew open source community membership by 40% in six months.
- Launch social channels for Qlik developer program
- Establish and lead developer event strategy and oversee internal and external event execution
- Define strategy for developer program including pricing, packaging, delivery, data collection, market validation, marketing plan and execution
- Work with academic program to introduce students to Qlik software. Leading marketing campaign to students
- Led launch of Qlik Playground, a free coding environment to showcase Qlik APIs and data engine, increased community registrations by 300%
- Segment developer audience and create developer-specific messages for products and solutions.
- Content, copy and strategy owner for Qlik's open source project site, Branch
- Manage developer analyst program and case study program
- Manage staff and marketing budget of \$650K per year
- Manage external agencies

**IBM**, *Head of Content and Marketing, IBM developerWorks, 2014-2016*

- Created and executed inbound and outbound content-led marketing strategies and tactics to nurture developer leads, further engagement, purchase and adoption of IBM's cloud and SaaS offerings. Led effort to reach 1M software trials in 12 months
- Defined strategy for launching developer program worldwide including pricing strategy, packaging, delivery, data collection, market validation, marketing plan and execution
- Implemented marketing automation platform (SilverPop) to execute content-led marketing strategy and database overhaul to further nurture leads and profile audience
- Defined developer cohorts/personas for IBM's cloud and SaaS offerings
- Redefined content strategy and market positioning of IBM's developer portal, developerWorks. Created SEO-friendly content and to deliver target of 5 million UVs per month
- Established new content areas for IBM including Internet of Things and cognitive computing zones
- Defined and oversaw developerWorks' social media strategy resulting in growth of communities to over 150K followers worldwide
- Planned 3<sup>rd</sup> party developer event strategies and oversaw onsite execution
- Created executive communications—including internal and external communications

- Established new voice and messaging for developerWorks as a brand, established sub-brand strategy
- Defined 3<sup>rd</sup> party partnership strategy to grow audience. Oversee execution
- Managed external agencies
- Grew marketing staff from 3 to 12 in one year. Managed marketing and content staff of 18, marketing budget and ROI analysis

#### **TM Forum Vice President, Marketing 2010-2014**

- Develop, oversee and execute yearly B2B and B2C marketing, marcom, analyst relations, partnership and PR plans (using both inbound and outbound marketing techniques) for organization of nearly 1000 telecommunications and IT member companies
- Member of the Senior Leadership Team; owned marketing strategy, lead generation and responsible for revenue generation and overall organizational strategy and results
- Implemented best-in-breed marketing technology. Led implementation of Act-On Automation Platform. Led analytics approach to marketing through Google Analytics, KISS Metrics and Optimizely
- Established content-led marketing strategy resulting in highest online engagement ever
- Led event strategy for organization—including positioning, messaging, theme creation, and end-to-end marketing and lead nurture for 6 global TM Forum events and 6 yearly 3<sup>rd</sup> party events
- Establish go-to-market strategies for range of products including: data analytics, revenue management, cloud, network function virtualization, cyber security, and customer experience management. Grow new audiences including developers and sales/marketing professionals
- Develop and execute successful demand generation marketing plans using a variety of channels including: email, web, social media, telesales, direct mail, 3<sup>rd</sup> party events, paid media, speaking engagements, and partnerships Measured by NPS and integrated analytics
- Define and oversee organization's social media strategy resulting in growth of communities by over 500%
- P&L responsibility across all products including growth in active engagement, event attendance and revenue, and growth in membership numbers and revenue
- Rebranded TM Forum. Ran focus groups, completed full competitive analysis that resulted in new corporate messaging, updated look and feel and new approach to sales collateral
- Establish and oversee strategic partnerships and alliances to grow adoption of services and membership.
- Lead TM Forum's PR and AR functions and strategies--focused on positioning TM Forum as a leader in the digital world. Established yearly PR and analyst audit of organization to track thought leadership progress. Managed outside agencies
- Managed and led geographically dispersed team of 12 focused on delivering marketing campaigns to reach strategic and financial goals of the organization
- Manage yearly marketing budget

#### **Connect2 Communications, 2008-2010**

- Developed strategic marketing and communications plans for tech and telecom clients. Defined communication strategies, message development, inbound marketing, internal comms, and social media strategies, event execution, recommendations for: ad buys, direct mail, B2B marketing, trade show participation, awards and speaking opportunities and possible partnerships
- Led strategic marketing and communications team. Ensured deliverables are achieved on time and on budget. Account lead for clients totaling over half of firm's yearly revenue
- Planned and conducted market research for clients as needed. Analyzed results and made strategic recommendations
- Established and built relationships with industry and financial press and analysts
- Developed marketing collateral for clients—both digital and print
- Created and refreshed branding for clients including logo creation, message development, marketing collateral and website redesigns
- Edited and wrote press releases and blogs
- Developed new business opportunities, responded to RFPs and wrote new business proposals
- Managed \$500,000 budget and staff of 5

#### **SmartMark Communications, 2007-2008**

- Evaluated, reworked and/or develop new messaging and branding for tech and telecom clients to establish consistency between marketing and PR strategies
- Developed yearly and quarterly strategic communication plans for clients
- Developed and pitched relevant stories to industry media (IT, telecom, business and financial press.), wrote press releases

- Evaluated and recommended industry event participation and explore co-marketing opportunities for clients

#### **Telecommunications Industry Association, 2005 – 2007**

- Using the marketing mix, designed and oversaw world-wide B2B and B2C marketing and communications campaigns to strengthen conference attendance
- Established and led event brand and program development for association—resulting in an average of 40% increase in educational and networking event attendance
- Developed association-wide member-benefit program
- Led market research effort for launch of new event including SEO, new logo development and new website development
- Evaluated and oversaw international and domestic strategic partnerships
- Managed partner marketing and communications including other association relationships, third party partners, and member companies
- Created and led “education and content advisory board” of members to maintain integrity of educational content and programs
- Identified and secured well-known industry and world-wide leaders as keynote speakers
- Attended and presented at three-time yearly Board of Directors meeting, managed staff of four

**TM Forum**, Morristown, NJ, *Marketing Program Manager*, 2001 – 2005

**TeleStrategies Inc.**, McLean, VA, *Senior Reporter*, 2000 - 2001

**Warren Communications News**, Washington D.C., *Associate Editor*, 1998 - 2000

#### **EDUCATION**

**University of Maryland, R. H. Smith School of Business**, College Park, MD

M.B.A., May 2005. Concentrations: Marketing and Strategy

**University of California**, Santa Cruz, CA, B.A., 1998. Concentration: American Studies

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## Profile

### Which Boards would you like to apply for?

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Commission For Women: Submitted

### Please select your first Board preference: \*

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☒ Commission for Women

### Please select your second Board preference: \*

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☒ Apex Planning and Zoning Board

### Please select your third Board preference: \*

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☒ Planning Board

### Please select your fourth Board preference: \*

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☒ GoTriangle Board of Trustees

### Please select your fifth Board preference: \*

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☒ Triangle Transit Authority Board

### Please select your sixth Board preference: \*

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☒ Open Space and Parks Advisory Committee

Austina (Tina)

First Name

L

Middle Initial

Sherman

Last Name

2251 Toad Hollow Trail

Street Address

Suite or Apt

Apex

City

NC

State

27502

Postal Code

### What district do you live in?

---

☒ District 2

Mobile: (919) 539-3639

Primary Phone

Mobile: (919) 539-3639

Alternate Phone

tinasherman@gmail.com

Email Address

MomsRising

Employer

Campaign Director

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:**

☒ Apex

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## Interests & Experiences

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

I've dedicated my personal and professional life to supporting and empowering women. Whether serving as legislative aide, advocate, fundraiser or doula, it has always been important for me to connect with organizations and committees whose missions and goals match my own. Serving on the Commission of Women would be an amazing opportunity to expand

## Work Experience

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Professionally, I have always sought opportunities specifically reaching out to women and children. During my tenure as a legislative aide in the United States Senate, I worked on a variety of policy issues advocating for women and families. Working for Carol Moseley-Braun, the first African-American female Senator, was an amazing experience, but being able to follow that up with working for my very own Senator, John Edwards, was icing on the cake. There is nothing quite like advocating and fighting for citizens from your home state. Nothing compares to talking with constituents about why expanding the Violence Against Women Act would benefit women across the country or hearing concerns about how African Free Trade legislation would affect communities already suffering from trade policies implemented in the early 1990s. It was not listening to lobbyists, but it was meeting with constituents and hearing their stories that moved Senator Edwards. Flexibility, innovation and collaboration are critical. At Planned Parenthood of Central North Carolina, I laid the groundwork to build a diverse base of support among prospective donors, coalition partners, and community leaders with the goal of opening a new health care center. During my time with The Sanctuary New Family Foundation, a non-profit formed to meet the needs of low-income and communities of color seeking natural childbirth options, I worked directly with the Executive Director to build the non-profit and develop a fundraising strategy and marketing plan. While working full-time as a doula, I not only supported my clients through their births, but also through their "fourth trimester" as many struggled to breastfeed their newborns and prepared to return to the workplace.

## Volunteer Experience

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Most of my volunteer experience has been focused locally. I currently serve on the board of the Apex Farmers Market. I have previously served on the board of the Raleigh City Museum and the Alliance of AIDS Services of North Carolina.

## Education

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Oberlin College - Oberlin, OH - Major: Politics

## Comments

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Thank you for your time and consideration.

[Tina\\_Sherman\\_Resume\\_Dec2017.pdf](#)

Upload a Resume

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

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Please upload a file

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## Demographics



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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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



## Austina L. Sherman

---

2251 Toad Hollow Trail, Apex, NC 27502 • (919) 539-3639 • [tinasherman@gmail.com](mailto:tinasherman@gmail.com)

### EDUCATION

Oberlin College - Oberlin, OH - Major: Politics

### EXPERIENCE

**August 2017-  
Present**

**MomsRising - National**

*Campaign Director, Breastfeeding & Paid Leave*

- Design and implement breastfeeding and paid leave campaigns in targeted states
- Communicate with policy partners, elected leaders, and the media to publicize the campaigns, build understanding on the systemic barriers women face working outside
- Identify and build on opportunities to support and grow the membership of the organization

**December 2013 -  
August 2017**

**North Carolina MomsRising - Durham, NC**

*Steering Committee Member - Contract Fundraiser*

- Advocate on behalf of members at the North Carolina legislature
- Represent the organization at local festivals and conferences
- Assist the State Campaign Director with fundraising

**February 2012 -  
March 2013**

**Action for Children North Carolina - Raleigh, NC**

*Fund Development Associate*

- Develop an individual giving campaign to include major and annual gifts
- Prepare and submit funding proposals to foundations and corporations
- Manage the organization's social media presence

**December 2009 -  
February 2012**

**Doula-ing - Cary, NC**

*Owner, Birth Doula*

- Provided evidence-based education and support to new and expectant mothers
- Offered postpartum support and education
- Organized fundraising and special events for birth related causes

**May 2008 -  
November 2009**

**The Sanctuary New Family Foundation - Venice, CA**

*Volunteer, Director of Development*

- Worked with the Executive Director to establish the non-profit
- Helped to develop marketing plan, branding message and fundraising strategy
- Established a social media presence through Facebook, Twitter and a blog
- Assisted in identifying and researching diverse community partners and donors

**June 2005 -  
December 2007**

**Planned Parenthood of Central North Carolina - Fayetteville, NC**

*Development Coordinator*

- Collaborated with the development team and board of directors to develop and implement capital and annual fundraising efforts
- Identified and cultivated natural constituencies and prospective donors
- Developed a "friend-raising" plan to engage new donors and volunteers

**May 2003 -  
June 2005**

**Durham Nativity School - Durham, NC**

*Director of Development*

- Identified, educated and cultivated community partners, business leaders and prospective donors
- Developed and implemented annual fundraising plan to include major gifts, special events, solicitation mailings, and foundation and corporate support
- Created a stewardship plan to maintain and strengthen community stakeholders relationships
- Managed donor and fundraising data
- Developed and implemented strategy for media outreach

**September 2002 -  
May 2003**

**Animal Protection Society of Orange County - Chapel Hill, NC**

*Director of Development*

- Planned and organized special events, programs and outreach activities
- Coordinated media exposure to reach targeted audiences
- Directed the Capital Campaign in their fundraising goals

## **Austina L. Sherman**

---

**2251 Toad Hollow Trail, Apex, NC 27502 • (919) 539-3639 • [tinasherman@gmail.com](mailto:tinasherman@gmail.com)**

**January 1999 -  
September 2002**

**Senator John Edwards - Washington, DC & Raleigh, NC**

***Grants & Special Projects Coordinator***

- Worked on various legislative issues including women's issues, economic development, transportation and foreign affair
- Created and implemented a statewide economic development strategy
- Identified, researched and evaluated federal and foundation funding resources for non-profit organizations, local municipalities and individuals
- Assisted distressed communities in developing an economic development strategy based on, on-site analysis of strengths, weaknesses, needs and political climate

---

## Profile

### Which Boards would you like to apply for?

---

Commission For Women: Submitted

### Please select your first Board preference: \*

---

☒ Commission for Women

### Please select your second Board preference: \*

---

☒ Commission for Women

### Please select your third Board preference: \*

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☒ Commission for Women

### Please select your fourth Board preference: \*

---

☒ Commission for Women

### Please select your fifth Board preference: \*

---

☒ Commission for Women

### Please select your sixth Board preference: \*

---

☒ Commission for Women

Tereciah

First Name

V

Middle Initial

Smithen-Quintana

Last Name

306 Admiral Way

Street Address

Suite or Apt

Knightdale

City

NC

State

27545

Postal Code

### What district do you live in?

---

☒ District 1

Mobile: (919) 413-6740

Primary Phone

Home: (919) 217-8685

Alternate Phone

tvsq10@yahoo.com

Email Address

East Pointe Transport, Inc.

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:**

☒ Knightdale

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## Interests & Experiences

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

I am interested in serving on the Board of Commission for Women because I wish to be a voice for those whose lives are to be impacted. As a present mentor currently to women that have been chosen to participate in a program that assists and encourages them for reentry into society, I have a good idea of what hinderances and hardships women in wake county encounter when looking for housing, healthcare, and county services. Being able to identify issues surrounding these women, helping to develop programs that they can not only relate to but desire to be a part of, and helping to implement those programs is a concrete way for me to get even more involved in my community and work towards change.

---

## Work Experience

October 2010 – Present East Pointe Transport, Inc. Knightdale, NC Co-Owner/Business Manager • Provide office management to small business with at least 6 employees including HR activities such as payroll, verifications, training, and compliance with Federal and State agencies regarding employee employment. • Develop and maintained company employee handbook, policy and procedure manuals and conducted new employee orientation. • Responsible for day-to-day office operations such as creating and submitting invoices for payment, creating and maintaining the website, answering customer inquiries, and picking up parts. • Developed, created and maintained company's operating procedures that resulted in the business operating at a higher capacity, generating additional income and decreasing time, fuel and monetary waste. • Implemented time management and accountability methods through technology to ensure company and employees were being productive. March 2009 – Present LifeSpark Ministries, LLC Knightdale, NC Business Owner • Oversee daily operations in branding, growing, marketing and directing of privately small owned business. • Facilitate, create and speak at workshops, conferences, seminars,

webinars, etc. to promote the brand and to encourage others to believe in themselves and move. • Produce products – Books, CDs, DVDs, Radio and Television Programming, Classes - to assist and teach individuals how to overcome lack of encouragement. • Managed the day to day production and operations of two weekly internet radio programming and a local cable television show. October 2003 – October 2010 Dream Home Living, LLC Raleigh, NC Realtor, Business Owner Associated with Keller Williams; Coldwell Banker HPW Directed all aspects of sales transactions from initial interest through all negotiations and closing. Developed and implanted marketing and advertising procedures for public awareness to the property. Constant and on time communication with clients in a consistent timely fashion. Business development of company through goal setting, great customer service, and education. June 2001 - May 2003 BDH Clinical Research Services Durham, NC Assistant Program Administrator Provided management assistance in the development and progress of the Clinical Research Investigator Support Program a division of BDH. Maintained physician and sponsor database through MS access by compiling and cataloging such data as location, specialty, patient population, and diagnosis. Extrapolation of data was formulated to become the profile process of physicians. Recruited physicians in targeted geographical areas that had a genuine desire to become Principal Investigators for clinical research studies. Generated monthly/quarterly reports on the progress of the division/department. Provided regulatory support my making sure all regulatory documents required by the FDA had been submitted. Insured the study had been properly adhered to and documents submitted were free of error. Assisted in the development and coordination of training programs for Clinical Research Coordinators, Monitors, and Principal Investigators. January 1996- May 2001 Blue Cross Blue Shield of NC Durham, NC Network Development Specialist Educated physicians in the community through phone consultations or periodic routine visits. Assisted physicians in the process on reimbursement issues and requirements of participating with the insurance company and process applications. Assisted in credentialing and issuing Blue Cross eligibility and provider numbers. Recruitment of physicians in appropriated specialties that were needed by the company through interaction with internal and external customers. Participated in the training of new Network Development Specialist in two regional offices on area policies and procedures. Volunteered and developed Specialist newsletter Regional Blues to keep the specialist in the company's six regional offices abreast of issues, concerns, and ideas that benefited them. Customer Service Representative Assisted customers in understanding their medical insurance by explaining in detail their benefits and how the process worked. Answered calls promptly and effectively while at the same time meeting department quotas. Professionally represent the company by phone. The customers experience with a live person usually led to less frustration on the customer's part. Claims Processor Processed physician submitted claims for review and payment. Met department goals and quota by consistent, timely and accurate production.

## Volunteer Experience

---

JobStart– InterFaith Prison Ministry for Women (IPMW) Jan 2013 – Present Mentor JAGS (Jobs Accountability Group Support) – IPMW Jan 2017 - Present Touch and Agree Christian Business Woman Network July 2011 - July 2012 Board Member Wake County Middle Class Express July 2009 – Aug 2010 Success Coach / Mentor Elevation Baptist Church Sept 2002 - Present Different Capacities Covington Cross Home Owner Association 2004 - 2008 Secretary United Way - BCBSNC Coordinator 1997 - 2000

## Education

---

The University of Mount Olive @ Research Triangle Park, NC August 2015 Bachelor of Business Administration Concentration: Management and Organizational Development Wake Technical Community College @ Raleigh, NC July 2002 Associate of Science College Transfer

## Comments

---

[Tereciah Quintana Resume 2.pdf](#)

Upload a Resume

---

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

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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

### Facebook

---

If you selected "Other" above, how?

## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

**TERECIAH V. SMITHEN-QUINTANA**  
**306 Admiral Way - Knightdale, NC 27545**  
**(919) 413-6740 ~ tvsq10@yahoo.com**

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## **PROFILE**

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Experienced, dedicated and highly motivated professional with proven ability in leadership, negotiation, problem solving, organizational and motivation skills. Innovative and results-oriented, self-starter with excellent communication skills that effectively interact with individuals from various educational, age group, background and cultures.

---

## **KEY SKILLS**

---

Leadership	Sales/Marketing	Recruitment	Database Mgt
Organization	Public Speaking	Business Development	Customer Service
Management	Conflict Resolution/Negotiation	Claims Processor	Administrative
Communications	Entrepreneurship	Regulatory Support	Mentor/Coach
Time Management	Decision Making	Instructor	Writing

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## **PERFORMANCE PROFILE**

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### **CONFLICT RESOLUTION/ NEGOTIATION**

Negotiated numerous contracts successfully between home buyers and sellers resulting in a win-win encounter for both sides. Able to identify and look beyond the issue and see the "big picture". What would benefit everyone involved in the situation and how best to solve it.

### **INSTRUCTOR/ PUBLIC SPEAKING**

Facilitated real estate, self help and life skills workshops and training. Provide inspirational speeches/presentations to organizations. Teaches small group classes to members of local place of worship.

### **LEADERSHIP/ MANAGEMENT**

Managed daily operations of privately owned business. Provide management support to a department of ten employees. Demonstrated strengths in implementing innovative ideas and maintained a role in company growth. Successful in inspiring individuals to move forward in fulfilling a task or to accomplish a goal. Mentor to incoming agents which resulted in a transaction within 90 days of starting.

### **MEDIA**

Spearheaded and created several internet radio and local cable television programming to encourage individuals to live a more purposeful life.

### **MARKETING/SALES**

Developed marketing strategies for various clients and products. Built strong business partnerships and client/customer loyalty. Accessing social network sites to build brand awareness and reach new business.

---

## **PROFESSIONAL EXPERIENCES**

---

October 2010 – Present  
*Co-Owner/Business Manager*

East Pointe Transport, Inc.

Knightdale, NC

- Provide office management to small business with at least 6 employees including HR activities



such as payroll, verifications, trainings and compliance with Federal and State agencies regarding employee employment.

- Develop and maintained company employee handbook, policy and procedure manuals and conducted new employee orientation.
- Responsible for day-to-day office operations such as creating and submitting invoices for payment, creating and maintaining website, answering customer inquiries, and picking up parts.
- Developed, created and maintained company's operating procedures that resulted in the business operating at a higher capacity, generating additional income and decreasing time, fuel and monetary waste.
- Implemented time management and accountability methods through technology to ensure company and employees were being productive.

March 2009 – Present

LifeSpark Ministries, LLC

Knightdale, NC

*Business Owner*

- Oversee daily operations in branding, growing, marketing and directing of privately small owned business. Created several sub-organizations to address the different needs within the company.
- Facilitate, create and speak at workshops, conferences, seminars, webinars, etc. to promote brand and to encourage others to believe in themselves and *move*.
- Produce products – Books, CDs, DVDs, Radio and Television Programming, Classes - to assist and teach individuals how to overcome lack of encouragement.
- Managed the day to day production and operations of two weekly internet radio programming and a local cable television show.

October 2003 – October 2010

Dream Home Living, LLC

Raleigh, NC

*Realtor, Business Owner*

Associated with Keller Williams; Coldwell Banker HPW

- Directed all aspects of sales transactions from initial interest through all negotiations and closing.
- Developed and implanted marketing and advertising procedures for public awareness to the property.
- Constant and on time communication with clients on a consistent timely fashion.
- Business development of company through goal setting, great customer service and education.

June 2001 - May 2003

BDH Clinical Research Services

Durham, NC

*Assistant Program Administrator*

- Provided management assistance in the development and progress for the Clinical Research Investigator Support Program a division of BDH.
- Maintained physician and sponsor database through MS access by compiling and cataloging such data as location, specialty, patient population, and diagnosis. Extrapolation of data was formulated to become the profile process of physicians.
- Recruited physicians in targeted geographical areas that had a genuine desire to become Principal Investigators for clinical research studies.
- Generated monthly/quarterly reports on the progress of the division/department.
- Provided regulatory support by making sure all regulatory documents required by the FDA had been submitted. Insured the study had been properly adhered to and documents submitted were free of error.
- Assisted in the development and coordination of training programs for Clinical Research Coordinators, Monitors and Principal Investigators.

January 1996- May 2001

Blue Cross Blue Shield of NC

Durham, NC

*Network Development Specialist*

- Educated physicians in the community through phone consultations or periodic routine visits. Assisted physicians on the process on reimbursement issues and requirements of participating with the insurance company and process applications.

- Assisted in credentialing and issuing Blue Cross eligibility and provider numbers. Recruitment of physicians in appropriated specialties that were needed by the company through interaction with internal and external customers.
- Participated in training of new Network Development Specialist in two regional offices on area policies and procedures. Volunteered and developed Specialist newsletter *Regional Blues* to keep the specialist in the company's six regional offices abreast of issues, concerns and ideas that benefited them.

### ***Customer Service Representative***

- Assisted customers in understanding their medical insurance by explaining in detail their benefits and how the process worked.
- Answered calls promptly and effectively while at the same time meeting department quotas.
- Professionally represented the company by phone. The customers experience with a live person usually led to less frustration on the customer's part.

### ***Claims Processor***

- Processed physician submitted claims for review and payment.
- Met department goals and quota by consistent, timely and accurate production.

---

## **EDUCATION**

University of Mount Olive	Research Triangle Park, NC	August 2015
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### **Bachelor of Business Administration**

Concentration: *Management and Organizational Development*

Wake Technical Community College	Raleigh, NC	July 2002
----------------------------------	-------------	-----------

### **Associate of Science**

---

## **VOLUNTEER ACTIVITIES**

- |   |                       |
|---|-----------------------|
| • JobStart– InterFaith Prison Ministry for Women (IPMW)<br><i>Mentor</i>  | Jan 2013 – Present    |
| • JAGS (Jobs Accountability Group Support) – IPMW                         | Jan 2017 - Present    |
| • Touch and Agree Christian Business Woman Network<br><i>Board Member</i> | July 2011 - July 2012 |
| • Wake County Middle Class Express<br><i>Success Coach / Mentor</i>       | July 2009 – Aug 2010  |
| • Elevation Baptist Church<br><i>Different Capacities</i>                 | Sept 2002 - Present   |
| • Covington Cross Home Owner Association<br><i>Secretary</i>              | 2004 - 2008           |
| • United Way<br><i>BCBSNC Coordinator</i>                                 | 1997 - 2000           |

## **ACCOMPLISHMENTS**

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- Wrote and published several non-fiction books, created training programs and businesses.
- Doubled sales volume of real estate business by 150% in two years by training, persistence and implementing systems and procedures.
- Implemented BDH Clinical Research Services in-house library resulting in better use of efficiency.
- Assisted in reducing homeowner community deficit from \$20,000 plus in delinquencies to a positive cash base of over \$5,000 in reserved in 2 years.

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ None Selected

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

Elizabeth

First Name

C

Middle Initial

Stone

Last Name

105 Echo Hills Court

Street Address

Suite or Apt

Holly Springs

City

NC

State

27540

Postal Code

What district do you live in?

☒ District 2

Mobile: (919) 672-7441

Primary Phone

Business: (919) 981-4065

Alternate Phone

elizabethcstone@yahoo.com

Email Address

Williams Mullen PC

Employer

Of Counsel (Attorney)

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?**

From a young age, issues relating to or impacting gender equality and discrimination have been of significant interest to me. Beginning with my admiration for Amelia Earhart, I have been intent on demonstrating (to myself and to others) that women are capable of doing anything if just given the opportunity. The idealism of this view has been challenged in my years in the workforce and I would like to apply my talent and energies to easing the path for all women in all walks of life moving forward -- this desire to help and to pave the way for the generations of women coming behind me has only increased as I watch my daughter grow and see her begin to confront the hidden biases and obstacles that remain. I believe the Women's Commission would provide the perfect outlet to effect the kind of change I would like to see in Wake County.

## Work Experience

From 2007 through the present I have been employed as a litigation, labor and employment attorney with Williams Mullen in its Raleigh office. During that time I served on the firm's Diversity Committee (the Women's Initiative), have mentored junior associates, and have otherwise served in a volunteer capacity for the YLD's Scholarship Committee (awarding scholarships to the children of slain or disabled law enforcement officers) and for North Carolina Legal Aid. From 2002-2004, I was employed as a political consultant / campaign and opposition research consultant for a variety of state, local, and national elections, including two U.S. Senate Races and and two gubernatorial races.

## Volunteer Experience

---

I have served on the Board of Directors for Learning Together, a 501(c)(3) located in South Raleigh that operates a developmental daycare that serves some of Raleigh's neediest and most vulnerable populations, serving as a member of the Executive Committee from 2014-2017. I currently chair the Holly Springs Parks and Recreation Advisory Committee, whose members are appointed by the Holly Springs Town Council (term ending in June 2018), and I serve as a volunteer youth soccer coach for the Holly Springs Parks and Recreation Department.

## Education

---

UNC- Chapel Hill, B.A. in History and Political Science (Class of 2002, graduated with distinction) UNC School of Law, J.D. (Class of 2007, graduated with honors)

## Comments

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[Stone-Resume\\_November2017.docx](#)

Upload a Resume

---

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

---

☒ Female

### Ethnicity \*

---

☒ Caucasian

---

## Other

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

---

☒ Other

County Employee

If you selected "Other" above, how?

Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# ELIZABETH C. STONE

105 Echo Hills Court  
Holly Springs, NC 27540  
elizabethcstone@yahoo.com

(919) 672-7441

## **EMPLOYMENT EXPERIENCE**

---

**WILLIAMS MULLEN, PC**, Raleigh, NC  
present

September 2007-

### ***Of Counsel***

- Developed complex commercial litigation and employment law practice providing services as first or second chair to clients across a broad spectrum of industries, including manufacturing, technology services, and healthcare, with an emphasis on financial services litigation, including broad experience with mortgage fraud claims, UDTA claims, UCC sale of goods cases, trade secrets litigation, enforcement of non-compete agreements, discrimination and retaliation claims under Title VII and the ADEA, FLSA claims and audits, ADA accessibility claims, and related state law claims.
- Managed the firm's North Carolina cases for two national financial institutions, including tracking deadlines, developing budgets, and working with in-house counsel to bring the matters to resolution.
- Extensive Federal and State motions experience, including researching, drafting, and/or arguing successful dispositive motions before all U.S. District Courts in North Carolina, the Fourth Circuit Court of Appeals, the North Carolina Business Court, and various Superior Courts throughout the State.
- Experienced in all aspects of discovery, including taking and defending individual, Rule 30(b)(6) and expert depositions; selecting, retaining and preparing expert witnesses for trial; preparing senior management employees or company witnesses to testify; and negotiating technical protocols and coordinating the collection, processing, and review of electronically stored information ("ESI") for production, including but not limited to, serving as the primary liaison for third-party e-discovery vendors.
- Participated in arbitration and court-ordered mediation to efficiently resolve disputes without engaging in full discovery or extensive motions practice; and negotiated and drafted settlement, security, non-disclosure, and other agreements relating to the resolution of commercial disputes.
- Managed junior attorneys, paralegals, and other support staff in larger commercial cases to effectively service client needs and develop intra-firm efficiencies.

**SUNFLOWER MANAGEMENT**, Raleigh, NC

***Lead Congressional Researcher, Case Manager***  
2004, Summer 2005, 2006

Jan. 2003 - Aug.

- Led issue and opposition research team for 15 Congressional races, 2 U.S. Senate races, and various state and local candidates in North Carolina and Louisiana.
- Drafted opposition research reports analyzing public voting records, media statements, campaign finance reports and other regulatory filings to assist in development of campaign messaging.

## **EDUCATION**

---

**University of North Carolina School of Law**, Chapel Hill, NC

Juris Doctor, *with honors*, May 2007

Top 15% of Class

North Carolina Law Review—*Editorial Board* (2006-2007); *Staff Member* (2005-2006)

2005 recipient of the Gressman-Pollitt Award for Excellence in Oral Advocacy



**University of North Carolina**, Chapel Hill, NC  
Bachelor of Arts, *with distinction*, May 2002  
History

Majors: Political Science and

## **AFFILIATIONS**

---

- *Member*, in good standing, of the State Bars of North Carolina and New Hampshire
- *Chair*, Holly Springs Parks and Recreation Advisory Committee
- *Board of Directors-Executive Committee*, Learning Together, Inc.
- *Member-Organizing Committee for Triangle Rock Paper Scissors Showdown* (2013-2015)
- *Chairman*, Scholarship Committee of the N.C. Bar Assoc.-Young Lawyers Division (2010-2013)
- *Volunteer*, NC4ALL Program, providing pro bono legal services
- *Volunteer*, Holly Springs Parks and Recreation Youth Athletics

## **PUBLICATIONS**

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- *Tillman Case Could Undermine Arbitration*, BUSINESS NORTH CAROLINA: LAW JOURNAL (2008)
- *Bargain Basement Annexation: How Municipalities Subvert the Intent of North Carolina Annexation Laws*, 29 N.C. CENTRAL LAW JOURNAL 77 (2006)

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## Profile

### Which Boards would you like to apply for?

---

Capital Area Workforce Development Board: Submitted

Durham and Wake Counties Research and Production Service District Advisory Committee: Submitted

Human Services Board: Submitted

Juvenile Crime Prevention Council: Submitted

Wake Technical Community College Board of Trustees: Submitted

Commission For Women: Submitted

### Please select your first Board preference: \*

---

☒ None Selected

### Please select your second Board preference: \*

---

☒ None Selected

### Please select your third Board preference: \*

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☒ 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

Sharrian

First Name

Taylor

Last Name

12020 Diamond Creek Road

Street Address

Apartment 207

Suite or Apt

Raleigh

City

NC

State

27614

Postal Code

## What district do you live in?

---

☒ District 6

Home: (336) 918-2398

Primary Phone

Home: (336) 918-2398

Alternate Phone

sharrianewtaylor@gmail.com

Email Address

State of North Carolina-  
Department of Health and  
Human Services

Employer

Disability Determination 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

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## Interests & Experiences

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

---

I am vested in the progression of human kind, especially vulnerable and minority populations. I have worked with various populations, such as individuals with disabilities, the elderly, low socioeconomic persons, women, as well as many more; and have aimed in all of my vocational and volunteer activities to advance those in society. I would love to serve on a Board or Commission as I could use the knowledge and experience I have gained to aid in furthering the former.

### Work Experience

---

Please see Resume

## Volunteer Experience

---

Member of The Young Professionals Board October 2016- Present Meals on Wheels of Wake County • Ensure organization's activities align with the goals and overall mission of Meals on Wheels • Plan and coordinate outreach and fundraising events within the community • Represent the organization in the community • Volunteer and help with organization needs • Assist in making organization decisions, when needed, with Board of Directors Director of Operations & Funds Administration December 2015- Present Empowering Mothers on the Move (M.O.M.S.) • Created mission and vision and ensure short and long term goals align with them • Ensure compliance with government regulations • Assist in annual strategic planning process • Ensure organization is financially responsible and an effective accountability system is implemented • Plan and engage in outreach activities promoting organization, especially in low-income communities • Provide financial advice and engage in discussion for possible support from community stakeholders • Plan and coordinate fundraising events and monthly activities

## Education

---

University of North Carolina at Charlotte May 2016 Masters of Art in Public Administration: Nonprofit Management Graduate Report: The Impact of Job Density on Job Density and Employment on Crime Rates: An Analysis on the Neighborhood Level University of North Carolina at Greensboro December 2013 Post- Baccalaureate Certificate in Public Affairs: Nonprofit Management University of Alabama in Huntsville May 2012 Bachelors of Art in Sociology

## Comments

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[Taylor\\_Sharrian\\_Resume\\_3.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 \***

☒ Female

**Ethnicity \***

---

- ☒ African American
- ☒ Hispanic

---

**Other**

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

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- ☒ County Website

---

If you selected "Other" above, how?

---

Please upload a file

---

**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

---

**SHARRIAN TAYLOR**

---

12020 Diamond Creek Road

Raleigh, NC 27614

(336) 918-2398

sharrianewtaylor@gmail.com

---

**EDUCATION**

---

**University of North Carolina at Charlotte**

Masters of Art in Public Administration: Nonprofit Management

May 2016

Graduate Report: "The Impact on Job Density and Employment on Crime Rates: An Analysis on the Neighborhood Level"

**University of North Carolina at Greensboro**

December 2013

Post- Baccalaureate Certificate in Public Affairs: Nonprofit Management

**University of Alabama in Huntsville**

May 2012

Bachelors of Art in Sociology

**WORK EXPERIENCE**

---

**Disability Determination Specialist**

June 2016- Present

North Carolina Disability Determination Services- State of North Carolina

- Utilize various computer applications and software packages to ensure successful completion of work responsibilities
- Perform web-based research to make critical decisions
- Elicit, read and process a large quantity of medical information quickly and accurately
- Analyze and summarize complex data for the purpose of applying established rules and procedures to develop a course of action
- Manage caseloads in an efficient and accurate manner
- Apply government policies related to court decisions and administrative rulings to adjudicate cases

**Note Taking Administrator**

August 2015- June 2016

Office of Disability Services, University of North Carolina at Charlotte

- Manage note taking database of over 850 student note taker volunteers and 850+ students with disabilities
- Recruit and oversee volunteers from the UNC Charlotte student population of over 28,000 individuals
- Train volunteers on correct program procedures
- Liaison between students with disabilities, volunteers, and university faculty/staff
- Foster constructive, long-lasting relationships with clients, student volunteers, and faculty/staff
- Assist with management of testing services and administrative duties in compliance with ADA legislation

**Development Intern**

May 2015- August 2015

Isabella Santos Foundation

- Create and coordinate donor mailings, appeal and thank you letters
- Process donations as well as prepare acknowledgement letters and other correspondences regularly
- Create lists, queries, reports and other systems for categorizing and differentiating groups for individualized recognition and special events
- Ensure the accuracy and integrity of the data by monitoring changes to existing data in Sales Force

**Learning Strategies Graduate Assistant**

August 2014- June 2015

University Center for Academic Excellence, University of North Carolina at Charlotte

- Conduct over 100 workshops and classroom presentations on topics such as communication, time management, and learning styles
- Establish and organize innovative outreach programs to bring awareness of the University Center for Academic Excellence services to students
- Provide students with academic support in order to reach departmental goals of educational success
- Conduct individual meetings and workshops teaching time management, study skills and academic strategies
- Assemble and analyze data for annual reports including narrative performance assessments
- Foster interpersonal relationships with students, faculty, and staff

**Site Supervisor**

August 2013- June 2014

Childcare Services Branch

YMCA of Northwest North Carolina

- Recruit, train, and supervise volunteers for programmatic events and activities
- Provide interactive guidance and leadership to K-12 students and staff
- Train employees on implementing government and organization policies in daily work activities
- Supervise and assist staff in leading age appropriate activities
- Tailor after-school program by identifying and meeting students' needs
- Build positive, beneficial networks with parents and school staff to develop and implement strategies that improve students' social and academic growth based on identified student needs
- Coordinate and schedule various programs and activities that focus on character development, physical activity, academic support and arts and crafts

**Housing Outreach Specialist (Contract position)**

August 2012- October 2012

United Way of Forsyth County Inc.

- Assisted Housing Case Managers with intake assessments, and in information and data gathering for rapid re-housing clients
- Identified sites in an 8 county area for key outreach services, and educated key personnel at these sites on program services in order to help identify potential clients for rapid re-housing program
- Completed quarterly data report on program achievements for funders

#### **Community Planning and Investment Intern**

May 2012- August 2012

United Way of Forsyth County Inc.

- Assisted with organization of annual Point-in-Time street count of unsheltered homeless people
- Coordinated and lead the development of voter registration program
- Created Request for Proposals to seek applicants for available service contract
- Compiled and organized data to be used in fund raising solicitation calls
- Assisted with the design of a coordinated intake/assessment center for the homeless services as well as assisting with the project development and best practice research and form development

### **COMMUNITY ACTIVITIES**

---

Member of The Young Professionals Board

October 2016- Present

Meals on Wheels of Wake County

- Ensure organization's activities align with the goals and overall mission of Meals on Wheels
- Plan and coordinate outreach and fundraising events within the community
- Represent the organization in the community
- Volunteer and help with organization needs
- Assist in making organization decisions, when needed, with Board of Directors

Director of Operations & Funds Administration

December 2015- Present

Empowering Mothers on the Move (M.O.M.S.)

- Created mission and vision and ensure short and long term goals align with them
- Ensure compliance with government regulations
- Assist in annual strategic planning process
- Ensure organization is financially responsible and an effective accountability system is implemented
- Plan and engage in outreach activities promoting organization, especially in low-income communities
- Provide financial advice and engage in discussion for possible support from community stakeholders
- Plan and coordinate fundraising events and monthly activities

---

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

---

Commission For Women: Submitted

**Please select your first Board preference: \***

---

☒ Commission for Women**Please select your second Board preference: \***

---

☒ Commission for Women**Please select your third Board preference: \***

---

☒ Commission for Women**Please select your fourth Board preference: \***

---

☒ Commission for Women**Please select your fifth Board preference: \***

---

☒ Commission for Women**Please select your sixth Board preference: \***

---

☒ Commission for Women

---

Gordana

First Name

---

Vujec

Middle Initial

Last Name

---

160 ARABELLA COURT

Street Address

---

Suite or Apt

---

CARY

City

---

NC

State

---

27518

Postal Code

**What district do you live in?**

---

☒ District 4



Home: (919) 327-3393

Primary Phone

Mobile: (919) 223-6188

Alternate Phone

gvujec@gmail.com

Email Address

NYC Data Science Academy

Employer

Data Science 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:**

☒ Cary

---

## Interests & Experiences

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

I am passionate about Women issues, I work as advocacy chair for WomenNC. I love engaging in discussions about gender equality and barriers and challenges women face. It is the best feeling in the world to get a signature from the elected official or open someone's mind on women's stories.

## Work Experience

I have Master's in Computer Science from Croatia and Master's in Economics from NCSU. Right now I am enrolled in NYC Data Science Academy, voted number one boot camp in the US in 2016.

## Volunteer Experience

I serve as advocacy chair for Women NC and I am in a leadership role at Women UN. Also, I am starting Croatian American Professionals -Triangle Chapter. I mentor 9-year old underprivileged girl every week. As well, I started a project on creating domestic violence poster for illiterate women, which will be first distributed in Honduras and then worldwide. In my church, I help taking care of refugee family and children's home in Honduras.

## Education

Master's in Computer Science, University of Zagreb, Croatia Master's in Economics, North Carolina State University, Raleigh

## Comments

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[GordanaVujecResumeDA.docx](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ Caucasian

---

## Other

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

☒ Other

WomenNC - Beth Dehghan

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

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

Result-driven data analyst with considerable experience and education in areas of data and computer science. Detail-oriented professional skilled in leveraging a broad range of industry tools and programming languages to solve complex challenges. Collaborative communicator focused on building relationships and promoting synergy across departments to drive comprehensive data science approaches. Multilingual with fluency in English, German, Spanish, and Croatian.

- |                             |                              |                                |
|-----------------------------|------------------------------|--------------------------------|
| ▪Data Science & Analysis    | ▪Problem Resolution          | ▪Project Management            |
| ▪Programming & Testing      | ▪Relationship Building       | ▪Macro & Microeconomics        |
| ▪SAS & Regression Modelling | ▪Cross-Functional Leadership | ▪Information System Management |

## EXPERIENCE & NOTABLE CONTRIBUTIONS

**NYC DATA SCIENCE ACADEMY** • New York City, NY • 2017 – Present

### FELLOW

Acquire significant data science experience involving the use of SQL, R, Python, Spark, and Hadoop. Utilize a broad range of industry tools to include Selenium, Caret, Tensorflow, MongoDB, and AWS, among others. Currently working towards the completion of numerous projects and coding examinations with a focus on demonstrating industry experience.

**VARSITY TUTORS** • Cary, NC • 2016 – Present

### TUTOR

Provide tutoring to graduate and undergraduate students with focus on AP Macroeconomics/Microeconomics, Statistics, Math, Microeconomics, Business, Economics, Macroeconomics, Econometrics, IB Economics, and College Economics.

**AMERICAN AIRLINES** • Cary, NC • 2007 – 2010

### INTERNATIONAL RESERVATION AGENT

Managed customer service functions, scheduled international reservations, and guided issue resolution processes both in-person and via phone. Leveraged fluency in English, German, and Spanish languages and translated documents.

### ADDITIONAL EXPERIENCE

**Volunteer Teacher** □ Junior Achievement □ Raleigh, NC

**Interpreter** (Contract) □ Bilingual Connections □ Raleigh, NC

**Software Developer** □ Myview GmbH □ Paderborn, Germany

## EDUCATION & CREDENTIALS

### Master Degree in Economics

NORTH CAROLINA STATE UNIVERSITY | Raleigh, NC | 2015

*Studied Applied Microeconomics, Macroeconomics, and Econometrics*

*Continued...*

**Master Degree in Computer Science; Information System Management**  
UNIVERSITY OF ZAGREB | Zagreb, Croatia

**Academic coursework;** SAS, Linear and Non-Linear Regression Modeling, Logit, Time-Series, and Cross-Sectional Regression Modeling, Data Analysis, Information Systems, Business, Microeconomics, Macroeconomics

**Technical proficiency;** SQL, R, SAS, Python, Java, Jupyter Notebook, MS Office Suite, Spark, Hadoop, Selenium, Caret, Tensorflow, MongoDB, AWS

## PROFESSIONAL AFFILIATIONS

**Advocate,** RESULTS, 2016 – Present

**Board Member, Advocacy Chair Committee,** Women NC, 2016 – Present

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

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

Mary  
First Name

V  
Middle Initial

Williams-Stover  
Last Name

1215 Balmoral Drive  
Street Address

Suite or Apt

Cary  
City

NC  
State

27511  
Postal Code

What district do you live in?

☒ District 3

Home: (919) 641-8675

Primary Phone

Home: (919) 641-8675

Alternate Phone

maryw.stover@doa.nc.gov

Email Address

NC Council for Women & Youth  
Involvement

Employer

Executive Director

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

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## Interests & Experiences

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

I have devoted almost 10 years as an advocate for women in my professional capacity with the state of NC; and I believe that my experience will benefit women of Wake County.

## Work Experience

Executive Director, NC Council for Women & Youth Involvement - July 1, 2017 Deputy Director, NC Council for Women & Youth Involvement - June, 2009 - 2016 Sr. VP, Triangle United Way 2008-1996 Marketing Consultant, NC - Wake County /Raleigh African American Cultural Festival, 2008 -2009

## Volunteer Experience

Member, Wake County Commission for Women Board Member, NC State University Women's Center Community Advisory Board Board Member, Center for Volunteer Caregiving YWCA Diversity Circles, Volunteer Facilitator Board Member & Fellow, Leadership Triangle

## Education

University of Maryland, College Park - B.S. Journalism/Public Relations Graduate Studies - Pfeiffer University, MBA/MHA United Way of America Leaders Roundtable - Alexandria, VA Certificate Program, Organization Development- Georgetown University

## Comments

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I am proud to have served on the Wake County Commission for Women and to serve the state of NC as Executive Director of the Council for Women. There is an opportunity to continue the collaboration and partnerships between the statewide organization and the county commission as we work to uplift and advocate for the under-served, under-represented and under-employed women. I look forward to working on projects that engage more solutions at the policy level and community levels that benefit women seeking pay equity, skills to find and retain employment, housing solutions and childcare solutions for themselves and their families.

[mary\\_s\\_brief\\_bio\\_2017.docx](#)

Upload a Resume

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

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Please upload a file

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## 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?



## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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*Council for Women &  
Youth Involvement*  
ADMINISTRATION

## **BIO/RESUME - MARY WILLIAMS-STOVER**

**Mary Williams-Stover** is the Executive Director for the **North Carolina Council for Women and Youth Involvement**, a state government advocacy agency within the N.C. Department of Administration that administers over \$12 million in state and federal grants for human trafficking, domestic violence, sexual assault and teen dating violence intervention services.

**Mary earned a BS in Public Relations/Journalism from the University of Maryland, College Park, a graduate certificate from Georgetown University in Organizational Management, and recently completed the Advocate Institute Certificate Program from the NC Coalition Against Domestic Violence.** She attended Pfeiffer University and completed 20 credits towards the Masters of Public Health/MBA program. She recently was named vice chairperson of the Wake County Commission for Women.

She has a passion for service and devoted over 25 years working in the nonprofit sector as former Senior Vice President for the **Triangle United Way, United Way of America and United Way of Central Maryland** for many years, and helped create the MLK Day of Service in the Triangle. She is a former board member of **Leadership Triangle** and was recognized in Cary Magazine in the Women Who Lead edition, 2010, for her volunteer role with the Center for Volunteer Caregiving.

She also is an entrepreneur who helps raise funds to fight homelessness with Wines For Humanity in her spare time. She lives in Cary with her husband and son and is a **proud grandmother**.

9/2017

Profile

Which Boards would you like to apply for?

Commission For Women: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ United Arts Grants Panels

Please select your third Board preference: \*

☒ Historic Preservation Commission

Please select your fourth Board preference: \*

☒ Juvenile Crime Prevention Council

Please select your fifth Board preference: \*

☒ Commission for Women

Please select your sixth Board preference: \*

☒ Council on Fitness and Health

Jasmine

First Name

Witmer

Last Name

Middle Initial

2518 Blackwolf Run Lane

Street Address

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

☒ District 5

Mobile: (919) 525-9906

Primary Phone

Mobile: (919) 525-9906

Alternate Phone

jasmine.rochelle@icloud.com

Email Address

Capitol Broadcasting Company

Employer

Marketing Partner

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

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## Interests & Experiences

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

I have always had an interest in local government and am looking forward to getting more involved with Wake County. I moved to Raleigh in part because of a friend who did great government work, and I want to give back and affect change in our community, especially for women.

## Work Experience

Marketing, community relations and planning, event planning, teaching

## Volunteer Experience

University of Aberdeen alumni board of trustees, annual walk for hope, United Nations Commission on the Status of Women, Women's International League for Peace and Freedom, National Women's Studies Association

## Education

M. Litt- history, University of Aberdeen B.A. history, women's studies, Mary Baldwin College

## Comments

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I am excited to learn more about the commission on women and get involved!

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Upload a Resume

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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

### Twitter

If you selected "Other" above, how?

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Please upload a file

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