
Profile

Which Boards would you like to apply for?

Domestic Violence Fatality Review Team: Submitted
Adult Care Home Community Advisory Committee: Submitted
City of Raleigh Housing Appeals Board: Submitted
Nursing Home Community Advisory Committee: Submitted
Commission For Women: Submitted
Alliance Behavioral Healthcare: Submitted

Please select your first Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your second Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your third Board preference: *

☒ Commission for Women

Please select your fourth Board preference: *

☒ Alliance Behavioral Healthcare

Please select your fifth Board preference: *

☒ City of Raleigh Housing Appeals Board

Please select your sixth Board preference: *

☒ Domestic Violence Fatality Review Team

Emma

First Name

K

Middle Initial

Sheedy

Last Name

3231 Walnut Creek Pkwy

Street Address

Apt G

Suite or Apt

Raleigh

City

NC

State

27606

Postal Code

What district do you live in?

☒ District 4

Mobile: (919) 259-6944

Primary Phone

Business: (919) 545-7356

Alternate Phone

eksheedy@gmail.com

Email Address

Piedmont Health SeniorCare

Employer

Social Work Care 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?

I plan to devote my career as a Licensed Clinical Social Worker to serving elders and their families through both direct care and advocacy. I view advisory boards as an ideal way to impact my local community through county government and build perspective and experience on eldercare. In particular, residential care facilities for aging adults are an essential part of longterm care in our communities. As our population ages, it is important to make sure that these institutions are meeting the needs of their consumers and expanding to reflect advances in research and changes in public policy. I want to do my part to contribute to quality of care in these settings. I am also interested in enhancing human services in general and advancing the rights of any disadvantaged groups in Wake County.

Work Experience

PIEDMONT HEALTH SENIORCARE– Pittsboro, NC 10/16-present Social Work Care Manager • Provide intensive case management for seniors at this Program of All-Inclusive Care for the Elderly (PACE) site. • Complete initial comprehensive assessments in participant homes and follow up assessments to evaluate plans of care. • Work as member of an interdisciplinary team in this primary care/adult day health setting. CHARLES HOUSE ASSOCIATION– Chapel Hill, NC 06/16-10/16 Program Facilitator • Assisted with daily program implementation of group activities for older adults with disabilities, including dementia and other frailties. • Facilitated individual participants' inclusion in the group activities.

Volunteer Experience

UNC HEALTH CARE-- Chapel Hill, NC Volunteer Tour Guide and Health Educator 08/16-present • Lead info sessions and tours for expecting mothers through Women's Health Information Center • Educate on breastfeeding and other infant health topics using Ready, Set, Baby curriculum Volunteer 08/16-01/17 • Visited with patients in Geriatric Psychiatric inpatient unit in the Neurosciences Hospital. AMERICAN RED CROSS– Durham, NC 06/16-06/17 Volunteer Disaster Responder • Provided emergency case management on an on-call basis following house fires occurring in the Central North Carolina Chapter area.

Education

UNIV. OF NORTH CAROLINA AT CHARLOTTE– Charlotte, NC May 2016 Master of Social Work (MSW); GPA: 3.9 • President, UNCC Graduate Social Work Association • Graduate Assistant UNIV. OF NORTH CAROLINA AT CHAPEL HILL– Chapel Hill, NC May 2013 Bachelor of Arts (BA) in Romance Languages; GPA: 3.9 • Secretary, Tau Sigma Transfer Honor Society • APPLES Service Learning Project

Comments


Additional experience and references available upon request.

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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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>

Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Library Commission: Submitted

Wake County Water Partnership: Submitted

Human Services Board: Submitted

Capital Area Workforce Development Board: Submitted

Wake County Steering Committee on Affordable Housing: Submitted

Please select your first Board preference: *

☒ Wake County Steering Committee on Affordable Housing

Please select your second Board preference: *

☒ Wake County Water Partnership

Please select your third Board preference: *

☒ Human Services Board

Please select your fourth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

☒ Library Commission

Please select your sixth Board preference: *

☒ Capital Area Workforce Development Board

Ian

First Name

Shannon

Last Name

4851 Smith Creek Parkway

Street Address

Apartment 301

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

☒ District 7

Mobile: (864) 293-8888

Primary Phone

Business: (919) 715-6400

Alternate Phone

ian.shannon.2109@gmail.com

Email Address

North Carolina General
Assembly

Employer

Legislative 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 am interested in serving on a Board or Commission because of the opportunities to help benefit our community. I am eager to be an active citizen and help continue the wonderful reputation of Wake County. I am also interested in learning from other perspectives from across the County.

Work Experience

Legislative Assistant to Senator Jay Chaudhuri (August 2017 - Current) Policy Fellow for South Carolina Future Minds (January 2017 - August 2017) Summer Analyst at Bank of America Merrill Lynch (June 2016 - August 2016) Business Operations Intern at Boeing Company (May 2015 - August 2015) Logistics Intern at Bosch Rexroth (May 2014 - August 2014)

Volunteer Experience

Member of the Young Democrats of Wake County (September 2017 - Current) Volunteer at Hospital Vicuna Mackenna (August 2016 - December 2016) Student Body Treasurer at University of South Carolina (March 2015 - March 2016)

Education

B.S. in Finance and Global Supply Chain & Operations Management from the University of South Carolina (August 2013 - May 2017) Universidad Andres Bello- Santiago, Chile (August 2016 - December 2016)

Comments

Please let me know if I can provide any references or any more detail regarding my educational background or work experience.

[Ian_Shannon_Resume.pdf](#)

Upload a Resume

[Ian_Shannon_Cover_Letter_to_Wake_County_Board_of_Commissioners.pdf](#)

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

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>

October 19, 2017

Wake County Board of Commissioners
P.O. Box 550
Raleigh, NC 27602

Dear Wake County Board of Commissioners:

As a Wake County resident and recent college graduate looking to make an impact within our community, I was thrilled to find opportunities to serve on a Citizen Advisory Board or Commission. The County's continued growth requires dedicated officials and an active citizenry to maintain the upstanding reputation of the community. It would be an honor to volunteer on a Board or Commission and take part in being an engaged citizen within Wake County.

I believe that it is pertinent to engage younger people in the decision-making process and on policies that will affect them and the future of their County. It also provides an opportunity to learn best practices from those of older generations and glean the knowledge of how they have put in place the structure that will keep the community strong for future generations to come. If chosen to serve on a Board or Commission, I am confident I would bring a unique perspective from a younger generation and an enthusiastic willingness to learn.

Not only can I bring the perspective of the millennial generation to the table, I can also speak to my experiences throughout my undergraduate career. As a student at the University of South Carolina, I majored in both Finance and Supply Chain Management. This gave me the opportunity to intern for companies like Bank of America Merrill Lynch and Boeing. Those professional experiences taught me how to analyze problems and work with a diverse group of people from engineers to salesmen and portfolio managers to executives. During my time in college, I was also heavily involved in Student Government. Working in the student affairs realm helped me develop the fundamental knowledge necessary to help grow a community.

Currently, I work at the North Carolina General Assembly for Senator Jay Chaudhuri of District 16. I have quickly picked up on how to streamline constituent services and utilize project management skills to optimize time for the Senator's policy agenda. I have assisted in preparing communications, constituent correspondences, and floor speeches as well. My time with Senator Chaudhuri has been impactful and rewarding. Helping the constituency of District 16 is among the reasons that inspired me to apply for the volunteer positions.

I am excited to be a part of this community and look forward to learning from current community leaders. I would love the opportunity to serve on a Board or Commission in continuing to improve the community of Wake County. Thank you for giving me the opportunity to apply and I hope that you consider me for a volunteer position.

Best regards,

Ian Shannon
(864)293-8888
ian.shannon.2109@gmail.com

Ian Michael O'Rourke Shannon

4851 Smith Creek Prkwy. Apt. 301 • Raleigh, NC 27612 • Phone: 864-293-8888 • Email: ian.shannon.2109@gmail.com

Education

University of South Carolina

Darla Moore School of Business (GPA: 3.43)

B.S. in Finance and Global Supply Chain & Operations Management; Minor in Spanish

Columbia, SC USA

August 2013 – May 2017

Universidad Andrés Bello

University Studies Abroad Consortium

Courses focused on Spanish culture, language arts, and literature

Santiago, Chile

August 2016 – December 2016

Professional Experience

North Carolina General Assembly

Legislative Assistant to Senator Jay Chaudhuri

Raleigh, NC USA

August 2017 – Current

- Handles the operations of a nearly 200,000 constituent district by hiring qualified interns, implementing processes for work, and quantifying data from constituents.
- Researches various policy ideas and assists with legislative proposals for the Senator such as Workforce Development and STEM Education initiatives.
- Assists with floor speeches, constituent correspondences, and press advisories for the Senator.

South Carolina Future Minds

Policy Fellow

Columbia, SC USA

January 2017 – August 2017

- Evaluates the organization's seven programs by utilizing various analytic techniques to report on current conditions and allow for evidence-based decision making for future initiatives.
- Provides research into trends in public education and analyzes areas of greatest need within the state of South Carolina.
- Designs program management timelines, policies, and metrics to benchmark the effectiveness and impact of the organization's efforts in public education.
- Examines best practices for nonprofit financing, capital structuring, and other aspects related to fiscal responsibility of donor dollars.

Bank of America Merrill Lynch

Summer Analyst

Charlotte, NC USA

June 2016 – August 2016

- Wrote 9 financial analysis summaries for due diligence and credit renewals which focus on current company financials, risk rating guidelines, and market/industry trends.
- Analyzed and spread 25+ company financials as well as provided brief synopses on the health of the companies' financial well-being.
- Underwrote and structured a \$550,000 Line of Credit by analyzing company financials and trends in the industry.

The Boeing Company

Business Operations Intern

Everett, WA USA

May 2015 – August 2015

- Saved an estimated \$4 million annually for Product Development by designing a new procurement process and identifying and closing gaps in both Compliance and Supplier Interaction.
- Increased workforce visibility by 50% by producing a working Tier Two schedule that extended into December 2016 for the Safety Promotion Center.
- Built an Enterprise-wide Gated Process Archive that contains data, artifacts and records of eight past plane programs to aid in the creation of future plane programs.

Bosch Rexroth

Logistics Intern

Fountain Inn, SC USA

May 2014 – August 2014

- Increased "On Time Delivery" orders from 70% accuracy to 95% accuracy by creating and implementing an operations management tool combining several software platforms to highlight "aging/aged orders" in the factory and conduct root cause analyses.
- Added over 2,000 work orders to value stream capacity by completing over 300 component analyses that allowed both procurement planners and buyers to better forecast demand.
- Collaborated with a team of five interns to conduct 138 hours-worth of time studies that concluded in the findings of 3 different information gaps in physical logistics.

Leadership Experience

University of South Carolina

Student Body Treasurer

Columbia, SC USA
March 2015 – March 2016

- Reallocated \$42,775 for the expansion of a safe ride program that affected over 10,000 students, the purchase of iPads for becoming environmentally friendly, and the purchase and distribution of 4,000 t-shirts that promoted the Carolinian Creed.
- Led 20 workshops teaching over 400 organizations how to correctly plan, spend and reconcile budgets with the money allocated from Student Government.
- Collaborated with 50 Senators and 16 Cabinet Members to budget for initiatives planned to execute including Diversity and Inclusion on Campus and Safety on Campus

Student Senate

Finance Chair

Columbia, SC USA
March 2014 – March 2015

- Managed \$330,000 of requests for a budget of \$185,000 that helped 100+ organizations put on events for the university, attend conferences, and compete in tournaments.
- Played an integral role on the Senate Leadership Committee by reviewing 76 pieces of legislation, working with Executive Officers and Administration, and addressing issues on campus such as sexual assault, transportation, and tuition.
- Executed the first “Five Week Rolling Allocation System” which reduced the time spent request money from six months to five weeks and increased spending of 36%.

Freshman Council

Council Member

Columbia, SC USA
August 2013 – May 2014

- Planned and coordinated a Valentine’s Day event that brought 400+ students together for a community bonding experience.
- Collaborated with a group of four other students to produce a “Freshman 15” Bucket List that consisted of 15 things you must do before the end of your freshman year.
- Assisted with the operations of a “Freshen Up for Finals” event with the goal to relax and de-stress students before the upcoming finals week.

Pillars for Carolina

Extended Mentor

Columbia, SC USA
February 2014 – July 2014

- Led a group of 11 people through various interactive challenges and simulations that show the difficulties of college life.
- Participated in 40 hours of facilitation training to learn best practices for handling various dynamic situations.
- Met with 5 students to give one-on-one input and advice into how to best utilize your time management skills in college.

Areas of Expertise

- **Quantitative & Qualitative Analysis-** Capable of employing sophisticated modeling principles, tools, and perspectives in addressing complex challenges pertaining to a wide-range of issues.
- **Project Management-** Proficient in the areas of initiating, planning, executing and controlling the work of a team to achieve the desired goals and objectives while maintaining the time, quality, scope, and budget of a project.
- **Six Sigma & Lean-** Able to employ techniques and tools such as DMAIC process, 5S, Theory of Constraints, and SIPOC to improve performance by reducing variation and systemically removing waste.
- **Financial Analysis-** Capable of evaluating businesses, projects, budgets and other finance-related matters to determine their performance and suitability by considering aspects such as stability, solvency, liquidity, and profitability.
- **Strategic Planning-** Skilled at defining the strategy and direction of an organization and the way organizations handle the process of making decisions, allocating resources, and implementing new initiatives to benefit the mission of an organization.

Skills, Service, and Interests

- **Skills:** Microsoft Office Suite, SAP, Minitab, Process Model, Tableau, SQL, LexisNexis, DB Hoovers
- **Service:** Congressional Campaign Fellow, Brother of Delta Sigma Pi, Volunteer at Congaree National Park
- **Interests:** Conservation & Sustainability, Environmental Ethics, Hiking & Backpacking, Podcasts, Public Education
- **Languages:** Spanish (Fluent), English (Native), German (Intermediate)

Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Nursing Home Community Advisory Committee

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

Victoria

First Name

L

Middle Initial

Rucinski

Last Name

102 Barcelona Ct.

Street Address

Suite or Apt

Cary

City

NC

State

27513

Postal Code

What district do you live in?

☒ District 3

Home: (919) 468-9868

Primary Phone

Home: (919) 656-0126

Alternate Phone

vlrucinski@gmail.com

Email Address

Urban Ministries of Wake County

Employer

Manager of Volunteer 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:

☒ Cary

Interests & Experiences

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

I believe it's important to be involved and engaged in the community I live in.

Work Experience

Volunteer Experience

I have volunteered throughout my life in various capacities, including; Victim Witness (1996-1998) Assisting refugees with resettlement in Az (2000-2004) Sunday School Teacher (2004-2010) Mariam Clinic (2011) St. Michaels Catholic Church (2011-2016) Cardinal Gibbons HS (2013-2016) Open Door Clinic (2014-2017)

Education

B.S. Psychology - 2000 Certificate Public Health - 2007 Associate Applied Science Nursing - 2017

Comments

[VRucinski_Resume_23Jan18.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

09/02/1974

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

Sandy Deutsch

If you selected "Other" above, how?

Please upload a file

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Victoria Rucinski

102 Barcelona Ct. □ Cary, NC 27513 □ Phone: 919.656.0126 □ E-Mail:
vlrucinski@gmail.com

Professional Experience

Manager of Volunteer Services

Urban Ministries of Wake County

April

2017 - Present

- Coordinate training and scheduling for new volunteers
- Facilitate internship program; recruiting, selecting and managing ~18 interns per semester
- Ensure regulatory compliance of licensed clinical staff; including collaborative agreements, liability insurance, and training
- Provide back-up coverage for Nurse Manager and clinic staff; including administering vaccines, blood draws, and patient triage.

Community Volunteer

Cardinal Gibbons HS, St. Michaels Catholic Church, Miriam Clinic, Urban Ministries

2011 - 2015

- Performed intake assessments, collected blood samples, administered vaccines
- Chaired fundraising committees, including on-line auctions and social events
- Developed and implemented social media campaigns, analyzed content performance
- Provided case management services, coordinated patients, audited medical records

Associate Clinical Project Manager

Quintiles, Inc.

January 2007 - May

2011

- Managed global clinical research trials through all phases of the project life cycle
- Supervised regulatory and ethics committee submissions (500+ sites in 42 countries)
- Created and maintained Program and Project Management Plans, prepared project status reports
- Tracked project milestones, timelines, and deliverables
- Developed protocol-specific monitoring tools, improving end-point calculation accuracy by 25%
- Led project team meetings, prepared agendas, reviewed and approved meeting minutes

Project Manager / Field Services Coordinator

University of North Carolina at Chapel Hill

December 2004 -

January 2007

- Reconciled project budgets, prepared financial reports, administered site payments
- Interviewed, trained and supervised field staff members

Clinical Case Manager

Pima Health Systems

August 2002 -

June 2004

- Conducted patient assessments, coordinated facility placements, performed utilization review
- Coordinated subject recruitment and data collection activities for residential phase IIb/IV studies

Case Manager

Providence Service Corporation
1999 - August 2002

July

- Coordinated residential psychiatric treatment services for children and adolescents
- Scheduled and led clinical team meetings, directed out-patient service delivery

Day Program Coordinator

Devereux/La Hacienda

April 1998 -

July 1999

- Managed all aspects of a 24-hour residential facility, providing care for children and adolescents
- Interviewed, trained and supervised 10 front line staff members

Education & Licensure

BS, Psychology, Minor Biological Sciences, University of Arizona (2000), Tucson, AZ
Certificate in Core Public Health Concepts, University of North Carolina (2007),
Chapel Hill, NC

Associate of Applied Science, Nursing, Excelsior College, (2017), Albany, NY
NCEMT/Paramedic, State of North Carolina - P102274

Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Commission for Women

Please select your second Board preference: *

☒ Alliance Behavioral Healthcare

Please select your third Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fourth Board preference: *

☒ Capital Area Workforce Development Board

Please select your fifth Board preference: *

☒ City of Raleigh Board of Adjustment

Please select your sixth Board preference: *

☒ Domestic Violence Fatality Review Team

Kwesiwa

First Name

Quaison-Sackey

Last Name

8240 Mcguire Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27616

Postal Code

What district do you live in?

None Selected

Mobile: (984) 888-3748

Primary Phone

Mobile: (984) 888-3748

Alternate Phone

kvesiwaqsackey@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

Interests & Experiences

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

I want my views and those who share a similar background to be well represented. I believe that is where I can not only affect change for myself but my community as well.

Work Experience

I currently work as a correctional Office for the state and have had various management responsibilities in working at Assisted Living facilities, hiring and training staff for a health care agency. An accomplished General/Operations Manager: Proven success in leading cross functional teams to deliver, building and maintaining clients relationships and staff development.

Volunteer Experience

Heartland Home Care and Hospices to offer companionate care to patients and participants Meals-on-Wheels Acting as classroom assistant, including chaperoning elementary school students on fieldtrips Wake Interfaith Hospitality Network hosting overnight programs for displaced families Fundraising

Education

B.A. Public Relations, Mount Saint Mary College, Newburgh, NY

Comments

I am happy to pull up my sleeves to get the work done!

[Public_Relations.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

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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Kwesiwa Quaison-Sackey

8240 Mcguire Drive
Raleigh, NC 27616
kwesiwa@hotmail.com
984-888-3748

An accomplished General/Operations Manager: roven success in leading cross functional teams to deliver, building and maintaining clients relationships and staff development.

Core professional competencies include:

Fund Raising	Marketing	Problem solving and investigations
Spiritual Care	Customer care	Writer
Public Relations	Public Speaking	Compliance and Risk management

Professional Experience & Accomplishments

Wake Med Hospital, Raleigh, NC Clinical Pastoral Education

August -2016- December 2016

- Performs daily visitations and sacramental services to patient and their families
- Maintained the spiritual care needs of the hospital staff and patients
- Participated in clinical focus and end of life care

Dept. Of Public Safety, Raleigh, NC

Correctional Officer

Sep 2015 - Present

Maintained security and control of the institution, performed inspection of inmates living quarters with random searches, staff development, administration of correctional programs and prison intelligence

- Ensured security of the public and inmates
- Enforced and ensured compliance of standard operating procedures
- Supervise Inmates on all activities during incarceration period
- Firearms Certified
- Facilitated group activities

The Robert Treat Hotel, Newark, NJ

Banquet and Marketing Supervisor 2015

Nov 2014 - Jan

- Developed sales pitch and solicited business to increase revenue by 30 % within a quarter
- Maintained the knowledge of market trends
- Trained and motivated staff to achieve and maintain highest level of work performance
- Solicited business by way of content marketing, social media, and by direct mailing systems

Carillon Assisted Living, Fuquay-Varina, NC

Dementia Care and Program Manager

Oct 2012 – May 2014

- Designed and implemented cognitive and therapeutic programs for residents; no programs were in place previously
- Established individualized care plans for residents
- Advised and counseled residents' families on care and dementia programs
- Supervised and mentored personal care staff on job functions and increased employee morale
- Maintained and updated medical administration records and personal care records
- Corresponded and maintained professional relationship with vendors

Coastal Medical Supply (Carolina Home & Health Staffing Agency) Raleigh, NC

Manager, Medical Billing

Jun 2007- Jun 2008

- Submitted billing on durable medical equipment and increased return on investment by 60% in one year
- Submitted payroll to accounts payable department for processing
- Conducted audits of patients' charts to meet federal and state regulations
- Resolved grievances among clients and aides through counseling and conflict resolution

Anderson Center for Autism, Hyde Park, NY

Paraprofessional

Jan. 2006-Apr. 2006

- Assisted in the implementation of individual education plans for the students and monitored progress.
- Directed and supervised the activities of students with disabilities both on campus and in the community
- Facilitated weekly meetings to address care plan changes for students
- Planned and executed functions in compliance with federal and state guidelines

I-MEX Copy Center, LLC, Poughkeepsie, NY

Owner/CEO

Mar. 2002-Dec. 2005

- Solicited and secured new accounts from area businesses, providing 15% increase in revenue every month.
- Effectively managed and grew the company from one employee to five in one year
- Performed all managerial functions including budget/finance, human resources, inventory planning, customer and public relations, equipment, product design and research

Harlem Valley Maximum Security Center, Wingdale, NC

Executive Assistant

Jan. 2000-Feb. 2002

- Managed the day-to-day operations of the office of executive director
- Managed schedule, meetings and travel
- Organized and maintained files and records

Village Nursing Home, New York, NY

Admissions Coordinator

Apr. 1997-Dec. 1999

- Marketed facility to clients and their families for higher census, maintaining facility profitability
- Maintained facility census of 97% or better at all times
- Worked with medical director and staff to gain accreditation by Joint Commission on the Accreditation of Healthcare Organizations (JCAHO).
- Performed administrative functions associated with admitting new patients to the facility
- Established relationships with area hospitals to maintain advantage (for referrals) over competitors
- Performed third party insurance verification and enforced guidelines established for Medicare and Medicaid

Volunteer Experiences:

2007-present

- Heartland Home Care and Hospices to offer companionate care to patients and participants
- Meals-on-Wheels

- Acting as classroom assistant, including chaperoning elementary school students on fieldtrips
- Wake Interfaith Hospitality Network hosting overnight programs for displaced families
- Fundraising

Education:

B.A. Public Relations, Mount Saint Mary College, Newburgh, NY

June, 1996

Certifications: Medication Administration Certificate, NC
Firearms Certified

Computer Skills: Excel, Word, Power Point and Page Maker

Profile

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☒ Adult Care Home Community Advisory Committee

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

Michee

First Name

L

Middle Initial

Olson

Last Name

9910-101 Pineville Rd

Street Address

Suite or Apt

Raleigh

City

NC

State

27617

Postal Code

What district do you live in?

None Selected

Mobile: (919) 631-2387

Primary Phone

Mobile: (919) 631-2387

Alternate Phone

michee.olson@yahoo.com

Email Address

Wake County Human Services

Employer

Program 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?

My grandmother was a resident of an assisted living facility in Carthage prior to her death. This same facility was recently in the news for negligence. By being actively involved on this board, I believe I could be an advocate for someone like my grandmother. I would like to be able to be their voice so that they are all treated with respect and dignity in their final years.

Work Experience

I have worked in the public sector for many years. Recently, I have worked with the elderly and disabled population and am knowledgeable of the many challenges they face as they grow older. I have helped determine eligibility for them to receive medicaid while a resident of various adult care and nursing homes across Wake County.

Volunteer Experience

Throughout my daughter's school years, I volunteered and served on many pta/pto boards. I have served in the capacity of Vice president, secretary, volunteer coordinator, and room mom. I volunteered to serve as the president of my high school 20 and 30 year class reunions. I have volunteered to serve on a local nonprofit 5K race and have volunteered countless hours in various capacities at church.

Education

I graduated in May 1991 with a bachelor of science degree majoring in Psychology from Methodist University in Fayetteville NC.

Comments

I have signed a lease and will be moving to the above named address on 4/28/18.

[Updated Resume April 2018.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 *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

My grandmother faced during her time in an assisted living facility.

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>

Michee Lucas Olson

Objective

Detail-oriented team player with 12 years experience with Wake County Human Services in the Public Assistance programs. Highly organized, self-directed, motivated and driven professional skilled in building strong working relationships with fellow staff, supervisors, consumers, and the community. Passionate about helping others and providing excellent customer service.

Experience

July 2015 to present *Wake County Human Services* Raleigh NC

Human Services Program Specialist

- Audit Adult Medicaid cases for accuracy
 - Excellent communication and interaction with consumers and peers
 - Knowledge of NCFast system, OnBase, and Microsoft Office Products
 - Ability to read, interpret, and correctly apply federal and state policy
 - Adhere to set deadlines
 - Analyze data from audits to determine training needs
-

Aug 2011 to July 2015 *City of Dunn* Dunn NC

Administrative Assistant

- Managed Recreation office, secretary to the director, responsible for all general office duties
 - Managed registration for all sports programs as well as set up teams, coaches, and sponsors
 - Managed multiple pledges for 1.5 million park renovation project
 - Provided excellent customer service to community and parents
-

Nov 2008 to June 2011 *Sampson County Schools* Clinton NC

Substitute Teacher

- Managed classroom in absence of teacher
-

July 2004 to May 2007 *Johnston County Schools* Smithfield NC

Receptionist

- Greeted visitors, answered and routed phone calls accordingly
 - Composed and created documents and reports for the principal
 - Responsible for general office duties and maintenance of student information
-

Jan 1994 to June 2004 Wake County Human Services Raleigh NC

Case Manager / Trainer

- Managed Work First caseload
 - Took and processed applications for Adult Medicaid programs
 - Trained new and seasoned employees in all Adult Medicaid programs
 - Audited Adult Medicaid case records for Quality Assurance
-

Education

Aug 1987 to May 1991 Methodist University Fayetteville NC

Bachelor of Science

- Psychology
-

References

References are available upon request

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

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Adult Care Home Community Advisory Committee**Please select your second Board preference: ***

☒ Domestic Violence Fatality Review Team**Please select your third Board preference: ***

☒ Alliance Behavioral Healthcare**Please select your fourth Board preference: ***

☒ Commission for Women**Please select your fifth Board preference: ***

☒ Human Services Board**Please select your sixth Board preference: ***

☒ Nursing Home Community Advisory Committee

Juanita

First Name

Meek

Last Name

Middle Initial

3117 Branch Ferry Ct

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

☒ District 6

Mobile: (919) 673-2820

Primary Phone

Home: (919) 673-2820

Alternate Phone

meekj50@aol.com

Email Address

retired at present

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:

☒ Wake Forest

Interests & Experiences

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

I volunteered before but resigned after having some family situations which are now resolved and would like to get back to work in this field. Thank you. Have a compassion for patient advocacy and patient rights. Have worked with Jennifer Link in the past.

Work Experience

47 years in nursing and education. Former volunteer for Rape Crisis, Urban Ministries and the County Commission.

Volunteer Experience

Rape Crisis, Urban Ministries, various church programs like the Special Need summer camp at Richland Creek in Wake Forest, and the County Commission

Education

BSN, some graduate work for FNP

Comments

[resume2017.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 *

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

Juanita Meek

3117 Branch Ferry Ct, Wake Forest NC, 27587 | 919-673-2820 | Meekj50@aol.com

Objective

Ensure excellent patient care and continue strong patient advocacy and observance of patient rights.

Education

BSN | NORTH CAROLINA CENTRAL

ADN | CENTRAL ARIZONA COLLEGE

Skills & Abilities

MANAGEMENT

- Assistant Patient Care Manager in hectic MICA/NICU
- Night Charge nurse in MICU/SICU/NICU managing 14 patients and 7 ICU nurses.

COMMUNICATION

- Educated fellow officers in USAR concerning styles of communication and negotiation.
- Leader in Train the Trainer concerning computer skills for documentation
- Train the Trainer in new Siemens monitors for ICU nurses
- Liaison for Select Specialty Hospital educating community hospitals concerning Long Term Advanced Care facilities
- Educator for NA II, new orientees, trauma classes, preceptor, ACLS/BLS/PALS Instructor, Clinical nurse educator in ICU's

LEADERSHIP

- As above under management
- Captain in the USAR

Experience

REMOTE CASE MANGER | HDI | 1/12 TO 4/13

- Recouping money for Medicare for qualifying inpatient to outpatient based on Milliman and Interqual Criteria

NA I Educator at Wake Technical Community College | 2007- 2010

- Lecture and lab educator for approximately 20 students per class.

RN Case Manager at Wake Medical Center 2005 - 2011

Responsible for managing cases for 52 neurologic and orthopedic patients

Profile

Which Boards would you like to apply for?

Council on Fitness and Health: Submitted

Apex Board of Adjustment: Submitted

Fire Commission: Submitted

Historic Preservation Commission: Submitted

Open Space and Parks Advisory Committee: Submitted

Cary Planning and Zoning Board: Submitted

Library Commission: Submitted

Bay Leaf Volunteer Fire Department Inc. Board of Trustees Firemen's Relief Fund (merged Stony Hill and Bayleaf Fire to form Northern Wake): Submitted

Apex Planning and Zoning Board: Submitted

Housing Authority: Submitted

Adult Care Home Community Advisory Committee: Submitted

Jury Commission: Submitted

Juvenile Crime Prevention Council: Submitted

Alcoholic Beverage Control Board: Submitted

Domestic Violence Fatality Review Team: Submitted

Please select your first Board preference: *

☒ Juvenile Crime Prevention Council

Please select your second Board preference: *

☒ Council on Fitness and Health

Please select your third Board preference: *

☒ Library Commission

Please select your fourth Board preference: *

☒ Aircraft Noise Abatement Committee

Please select your fifth Board preference: *

☒ Alcoholic Beverage Control Board

Please select your sixth Board preference: *

☒ Domestic Violence Fatality Review Team

Liam		Leaver
First Name	Middle Initial	Last Name
709 Scissortail Lane		
Street Address	Suite or Apt	
apex	NC	27523
City	State	Postal Code

What district do you live in?

☒ District 3

Mobile: (347) 622-1158	Home: (347) 622-1158
Primary Phone	Alternate Phone

liamleaver21@gmail.com
Email Address

swimgear of NC	Branch Manager
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:

☒ Apex

Interests & Experiences

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

I want to begin a life in Politics and want to learn the working of government while serving the people in my district and state.

Work Experience

2009-2016 I was in the US Army and was honorably discharged as a Sergeant. 2016-2017- I was a branch manager of a Praxair Inc. location and managed over 1million dollars worth of stock and orders. 2017-present- I am a Branch Manager for Swimgear of NC and will be opening a small business at the start of 2018.

Volunteer Experience

organized a swim club to teach soldiers life saving swim skills and tasks. Teaching over 250 Soldiers to be proficient swimmers in the course of 13 months. Volunteered at blood drives for soldiers across the globe that needed blood. Volunteered for hospice care to visit people at the end stage of life that had no family.

Education

High school Graduate. Have taken some college courses in political science

Comments

[Liam Resume_new.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

Demographics



Date of Birth

Gender *

☒ Male

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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Liam Leaver
709 Scissortail lane, Apex, NC 27523
(347) 622-1158 liamleaver21@gmail.com

OBJECTIVE:

To obtain a full time position with a successful company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

WORK EXPERIENCE:

May 2016- Present

Praxair, Inc- Branch Manager

Linden, NJ

- Counter Sales Representative for 2 Person Location Managing \$500,000 in Product
- Responsible for Daily Sales Goals and Initiatives to Meet Quotas and Managing Corporate Sales Accounts
- Increased Overall Store Profit By 5% for FY16
- Reduced outstanding AR for location by interacting with customer base
- Managed a team of sales driven professionals to exceed yearly Sales Goals
- Maintained EPA and FDNY Certificates and safety standards for Branch Location

November 2014 - March 2016

United States Army - Sergeant

October 2009 - March 2016

United States Army

December 2014 - January 2016
South Korea

Section Leader

Camp Carroll,

- Reception Adjutant for 2-1 Air Defense Artillery Battalion Incoming Soldiers and Families
- Accountable for Integration, Training, Housing, Safety & Physical Fitness North of 1,300 Soldiers & Family Members with 0 Negative Incidents during That Time

June 2014 - December 2014

Land and Ammunition Clerk

Fort Bliss, TX

- Organized Live Fire Qualifications for 1,700 Soldiers
- Maintained Ammunition Log Books
- Maintained Individual Soldier Qualification Statuses
- Reserved Land in Accordance with Timeline Certifications

January 2014 - June 2014

Platoon Sergeant

Fort Bliss, TX

- Maintained Training and Operational Records for a Team of 32 Soldiers
- Organized Training and Teamwork Classes for 32 Soldiers

June 2012 - January 2014

Squad Leader

Fort Bliss, TX

- Maintained Training and Operational Records for a Team of Eight Soldiers
- Was Recognized "Best Crew" in the Summer Competition in Competition with 25 Other Teams
- 100% Reenlistment Rate Recognized By The Brigade Command Sergeant Major

March 2012 - June 2012
Facility, HI

Force Protection Leader

Pacific Missile Range

- Trained a Team of 13 Soldiers in Situation Awareness Programs
- Trained 13 soldiers in Basic Security Techniques
- Maintained Records of All Personnel and Vehicles On Site

EDUCATION AND TRAINING:

April 2014

**United States Army
Basic Leader Course**

Fort Bliss, TX

- Team Leader of 15
- Daily Muscular Strength and Endurance Training
- Maintained Motivation and Morale Among Soldiers
- **E**xecute Tasks in an Effective and Efficient Way

June 2011 - August 2011
Bliss, TX

Terminal High Altitude Air Defense

Fort

New Equipment Training: Student

- Chosen as One of 35 Soldiers Qualified to Participate In The Training Out Of 400 Possible Personnel
- Became Familiar With The New Air Defense System, Utilized Computer Familiarization and Hands on Techniques
- Finished Top Ten In The Class

October 2009 - January 2010
OK

Basic Combat Training: Recruit

Fort Sill,

- Demonstrated Discipline and Organization
- Performed Tasks Efficiently In The Time Allotted
- Heightened Physical and Mental Endurance

January 2009- April 2009

**Patriot Launcher Enhanced Operator/
Maintainer Course: Trainee**

Fort Sill, OK

- Maintained Launching Station and Computer Troubleshooting Programs
- Operated Hydraulic Systems and Air Brake Vehicles

September 2004 - June 2008
Brooklyn, NY

Bishop Ford Central Catholic High School

References Available Upon Request

Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Adult Care Home Community Advisory Committee

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

Sarah

First Name

Johnston

Last Name

Middle Initial

4320 Oak Park Rd

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

☒ District 7

Home: (919) 787-4930

Primary Phone

Mobile: (919) 602-8266

Alternate Phone

sjohnston9@nc.rr.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 have years of caring for and visiting friends and relatives in assisted living homes and nursing homes. I feel strongly that frequent visits has a great deal to do with quality of care and think that the visits we make as a part of this CAC aid in that.

Work Experience

Teacher

Volunteer Experience

Community Hope Mentor Athens Drive Library

Education

BA Queens University

Comments

My work with the Adult Care CAC has been very rewarding, and I feel that I have helped make a difference in the care of some residents. I would very much like to continue this work.

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Newspaper

If you selected "Other" above, how?

Please upload a file

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

Adult Care Home Community Advisory Committee: 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

Susan

First Name

C.

Middle Initial

Helmer

Last Name

113 North Trail Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

What district do you live in?

☒ District 6

Mobile: (919) 649-0564

Primary Phone

Business: (919) 790-1445

Alternate Phone

schelmer@ncsu.edu

Email Address

Carolina Custom Builders

Employer

Sales 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?

I am graduating with a BSW in May, and would like to have additional experience for my Social Work degree. I have worked this semester as an intern with Bill Lamb, director of Friends of Residents in Long Term Care, and am interested in advocating for populations with special needs.

Work Experience

I have extensive experience in working with the public as a long-time Sales Manager for a small construction company.

Volunteer Experience

I also have years of volunteer experience as an officer of the PTA, serving as an officer in our Relief Society Women's organization at church, as well as a past president of the Primary Children's organization at church. I've served two years as Committee Chairperson for the Community Christmas Celebration, and have taught classes at all age levels, from nursery children, school-age, and teenagers.

Education

I am graduating in May, 2017, Phi Beta Kappa, from NCSU with a Bachelor's degree in Social Work.

Comments

[Helmer Resume SW 480.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 *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

Friends of Residents in Long Term Care

If you selected "Other" above, how?

Please upload a file

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Susan Helmer

113 North Trail Drive □ Raleigh NC 27615 □ 919-649-0564 □ schelmer@ncsu.edu

Personal Profile

- My goal is to obtain an MSW and practice in the field of social work.
- I have several areas of interests, including working with children and families, the elderly, and hospice care.
- My strengths include: years of experience and competence in working with different ages, groups, and cultures in workplace and volunteer settings; professional, courteous communication and effective relationships with the public; compassionate, friendly personality with a desire to help others succeed, and an efficient and creative problem-solver.

Education

North Carolina State University – Raleigh NC
BSW, May 2017
Social Work Major
4.0 Overall GPA, 4.0 Major GPA
Class Rank: Number 1 in Sophomore and Junior Class

Meredith College – Raleigh NC
Fall 1993 and Spring 1994
3.8 Overall GPA

Professional Experience

Sales Manager

Carolina Custom Builders, Raleigh, NC

April, 1991 – Present, Full Time

- Planned and implemented sales strategies
- Hired, trained, and managed support staff
- Engaged with customers from initial contact to signed contract
- Presented financing options and worked with customers to obtain financing

Volunteer Experience

PTA Officer and Board Member

Effie Green Elementary School, Raleigh NC

September 1986 – June 1990

- Created, planned and implemented a cultural exchange between Effie Green Elementary School and an elementary school in Hull, England, Raleigh's Sister City.
- Planned programs and activities, including carnivals and "Spirit Week"

President of Children's Program

Church of Jesus Christ of Latter Day Saints

1997 to 2000

- Directed all children's programs and classes, from 18 months to 12 years
- Worked with lay leaders to plan and implement weekly and quarterly activities
- Coordinated with officers and teachers to manage the different ages and cultures of a diverse population

Officer of Relief Society Organization

Church of Jesus Christ of Latter Day Saints

2001 to 2004, 1991 to 1994

- Organized activities, service opportunities, and conferences for the women's charitable organization of the church
- Created monthly meetings for different interests, locating and securing teachers for the various classes
- Planned yearly schedule of classes and assisted teachers with individual classes

Activities and Memberships

- Phi Beta Kappa, The Zeta of North Carolina Chapter
- Phi Kappa Phi Honor Society, NCSU
- Phi Alpha Social Work Honors Society
- Committee Chair for Community Christmas Celebration 2004, 2005
- Secretary and Treasurer of a community women's organization

Honors, Awards, and Recognitions

- 1st Place, Student Art Show, Meredith College, 1994, 1st Place, Art Division, NC State Fair, 1995
- Member of The National Honor Society
- Art Award, English Award, Typing Award, Senior Class of Massy Hill High School, Fayetteville, NC
- Winner of a Women's Club of Raleigh College Scholarship

Profile

Which Boards would you like to apply for?

Adult Care Home Community Advisory Committee: Submitted

Nursing Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your second Board preference: *

☒ Adult Care Home Community Advisory Committee

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

Carol

First Name

Derrenbacher

Last Name

3201 Keighley Forest Drive

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

☒ District 6

Home: (919) 554-2578

Primary Phone

Home: (919) 696-6096

Alternate Phone

cderren@nc.rr.com

Email Address

Retired Wake County Schools

Employer

Speech Language Pathologist

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:

☒ Unincorporated Wake County

Interests & Experiences

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

I was the caregiver for my father who resided in a Nursing facility and received very good care prior to his death 14 years ago and I am involved with many seniors through the Center for Volunteer Caregiving and want to do all I can to assure that those who need nursing care receive the best care possible.

Work Experience

Poll worker early voting 2012 Speech Language Pathologist: Wake County Schools for 20 years.
Preschool director and Music teacher 4 years

Volunteer Experience

GAL volunteer advocate- Franklin County 18years Volunteer 12 yrs; local coordinator 8 yrs.: for Center for Volunteer Caregiving

Education

MEd Special Ed; Ga State . BA; College of New Rochelle

Comments

I do not have a resume.

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?

☒ Newspaper

If you selected "Other" above, how?

Please upload a file

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Profile

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Adult Care Home Community Advisory Committee: Submitted

Nursing Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your second Board preference: *

☒ Adult Care Home Community Advisory Committee

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

Heather

First Name

W

Middle Initial

Cooke

Last Name

1425 Lily Creek Drive

Street Address

Suite or Apt

Cary

City

NC

State

27518

Postal Code

What district do you live in?

☒ District 4

Home: (919) 608-0743

Primary Phone

Business: (919) 576-7684

Alternate Phone

hwcooke@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:

☒ Cary

Interests & Experiences

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

I am the chair of this committee. My heart is for the elderly and unwell. I am a social worker who wants residents in LTC to continue with the rights they had within the community.

Work Experience

Social Work Internship at Britthaven of Snow Hill, Snow Hill, NC 1993. Social Worker, Britthaven of Smithfield, Smithfield, NC, SW for SPARK (Alzheimer/dementia) unit, 1993-1997. Social Worker, Riverside Regional Convalescent Center, Newport News, VA, 1998-2000.

Volunteer Experience

I have been the school mascot at Oak Grove Elementary School for 4 years I am on the Media Review Committee at OGES and I am a Stroke and Turn Official for USA Swimming. My children are involved in a variety of activities which I assist with as needed.

Education

Bachelors of Social Work with focus on geriatrics and aging ECU 1993.

Comments

I have been away from long term care raising my three daughters. My girls are getting older and less dependent upon me. I would like to get re-involved in long term care. I have no grandparents and have always considered my nursing home residents as my adopted grandparents. When I read about this commission, I was very excited to possibly get myself involved again. I am currently serving my second term as Co-chair for this committee.

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?

☒ Newspaper

If you selected "Other" above, how?

Please upload a file

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Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your second Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your third Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fourth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your sixth Board preference: *

☒ Adult Care Home Community Advisory Committee

Robert

First Name

T

Middle Initial

Carver

Last Name

408 SEABRING LANE

Street Address

Suite or Apt

RALEIGH

City

NC

State

27603

Postal Code

What district do you live in?

☒ District 2

Home: (919) 827-0636

Primary Phone

Mobile: (919) 412-8366

Alternate Phone

rtcarver@ncsu.edu

Email Address

North Carolina State University

Employer

Teaching 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 am currently pursuing my MSW degree at NCSU with a focus on Gerontology so one of my main concerns is that the elderly persons in long-term care are treated with respect and cared for at a high standard. I have seen things that happen in long-term care and I would like to ensure everyone is doing everything possible to ensure all care is top quality and that all are well cared for regardless of their status.

Work Experience

Currently, I am a student at NCSU, previously I worked in upper-level retail, where I oversaw numerous stores and assured high company standards were upheld.

Volunteer Experience

I have volunteered with numerous agencies in the RDU area a few of them are; Friends of Residents in Long-term Care, Ruth Sheets Adult Care Center, LGBT Center of Raleigh, Oak City Outreach, and Healing Transitions.

Education

Bachelor of Social Work, NCSU, May 2017 Master of Social Work Candidate, NCSU, May 2018

Comments

[todcarverresume.docx](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

Thru Bill Lamb at my internship

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>

Robert Tod Carver

408 Seabring Lane □ Raleigh, NC 27603 □ (919) 412-8366 □ rtcarver@ncsu.edu

Education

Wake Technical Community College -- Raleigh NC
Associate in Arts, Spring 2014
College Transfer
Overall GPA 3.53

North Carolina State University -- Raleigh, NC
Bachelor's in Humanities and Social Sciences, May 2017
Social Work
Magna Cum Laude
Overall GPA 3.6, Major GPA 3.7

Professional Experience

Internship

Ruth Sheets Adult Care Center, Raleigh, NC

2017-2017

- Assist in daily functions of a social/health combination model adult day program which includes; monitoring and observing participants throughout the day for any changes, planning and leading a combination of individual and group activities as well as maintaining charts on each participant. Attend and help facilitate bi-weekly support group meetings for caregivers, as well as being available to caregivers daily for support and education.

Research Assistant

NCSU School of Social Work

2016-2017

- Assist faculty in the Social Work School with research projects. Mainly responsible for locating, reviewing and organizing pertinent information that relates to research being conducted. Responsible for reporting findings to the correct individuals in a timely manner, as well as keeping detailed records of all time worked and billed to the correct project.

Building Manager

NCSU Student Centers, Raleigh, NC

2014 -2016

- Opened and closed student centers. Oversaw and set goals for employees doing setups and breakdowns of event/meeting spaces. Met and greeted clients, ensured their reservations were set to their expectations. Constructed daily reports to share with peers and supervisor. Performed evaluations on subordinates.

Store Manager

Rue 21, Raleigh, NC

2010-2012

- Oversaw total store operations of a retail location. Ensured all customers received excellent service. Hired, trained and managed twenty-five employees, including four subordinate managers. Constructed schedules, implemented plan-o-grams, performed employee evaluations. Set sales goals based on company trends, balanced cash drawers and ensured inventory controls were in place and followed.

District Director

Wet Seal, Foothill Ranch, CA

2004-2009

- Oversaw fifteen retail locations throughout North Carolina. Hired and trained management teams for all locations. Followed up on store operations in each location. Set sales goals and inventory levels in all locations. Performed quarterly audits on each location, retrained staff on unsatisfactory audit sections, celebrated successes. Oversaw the remodel of three locations, and new openings of two locations.

Volunteer Experience**Kitchen Volunteer**

Healing Transitions, Raleigh, NC

September 2016-December 2016

- Greet and serve food to individuals in a recovery facility, provide compassionate listening and moral support.

Receiving Associate

Habitat ReStore, Fuquay-Varina, NC

January 2015- May 2015

- Receive and document donations, stock sales floor, assist customers.

Center Volunteer

LGBT Center of Raleigh, Raleigh NC

August 2014– December 2015

- Answer phones, greet visitors, inform clients of services available, assist clients in library, general cleaning of center.

Activities and Memberships

- National Association of Social Work, Student Member, 2014-present
- National Association of Social Work, NCSU Student Liaison, 2016-2017
- NCSU Department of Social Work Student Affairs Committee, Board Member, 2016-present
- NCSU Baccalaureate Student Social Work Association, Student Member, 2016-2017
- NCSU Men in Social Work (MiSW) Association, Secretary, 2017-present