

Profile

Which Boards would you like to apply for?

Library Commission: Submitted

Please select your first Board preference: *

Library Commission

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

WILLIAM

First Name

BLOCK

Last Name

Middle Initial

3713 Huntleigh Dr

Street Address

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

District 6

Mobile: (919) 675-9786

Primary Phone

Home: (919) 675-9786

Alternate Phone

wjblock1@gmail.com

Email Address

Retired

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 am a frequent user of library services and think the services provided to the community are an important resource to all its citizens.

Work Experience

I was the finance officer of Cherokee County NC for 13 years prior to my retirement. Prior to that I was a partner in a local CPA practice which did audit work for many local governmental units

Volunteer Experience

In Wake county last year I volunteered at my neighborhood school helping with reading about 3 days a week in one first grade class. I have worked in several local elections as a pole worker I am involved with the neighborhood garden club and I volunteered in the Read and Feed program for one year.

Education

I have a BBA degree from the University of Michigan

Comments

If my experience would be helpful to the Library Board, I would be happy to serve on it.

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

My local library director

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>

Profile

Which Boards would you like to apply for?

Library Commission: Submitted

Please select your first Board preference: *

Wake Technical Community College Board of Trustees

Please select your second Board preference: *

United Arts Grants Panels

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

David

First Name

L.

Middle Initial

Brook

Last Name

1216 Meadow Hill Place

Street Address

Suite or Apt

Raleigh

City

NC

State

27609

Postal Code

What district do you live in?

District 7

Home: (919) 782-8836

Primary Phone

Home: (919) 889-6586

Alternate Phone

brookdavid117@gmail.com

Email Address

Retired from N.C. Dept. of
Cultural Resources

Employer

Director of the Division of
Historical Resources

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?

The public library is one of the greatest educational and uplift bodies in the community. I have always used and enjoyed public libraries since early childhood. I have also written two books and co-wrote a chapter in a nationally award winning text on the development and practice of historic preservation. I have two children, one in grad school at Princeton and one at Wake Tech and have also seen the value of the library through the eyes of a parent.

Work Experience

U.S. Army officer two-years active duty; attorney at law in Ohio; head of the Dept. of Historic Preservation, Ohio Historical Society; State Historic Preservation Officer of Ohio; Assistant Regional Director of Cultural Programs for the Lake Central Regional Office, U.S. Dept. of the Interior; Executive Director of the Preservation Alliance of Louisville and Jefferson County, Kentucky; Administrator of the State Historic Preservation Office of the N.C. Dept. of Cultural Resources (NCDCCR); and from 2003 to retirement in 2013 was Director of the Division of Historical Resources, Office of Archives and History, NCDCCR. As director I oversaw the state's programs in archaeology, archives and records, historical publications, historic preservation, historical research, collections management, and education. In 1998, the then Secretary of Cultural Recourse, Resources, Betty Rae McCain appointed me as the Environmental Sustainability Officer of NCDCCR. In addition, I also later served as member of the North Carolina State Historical Records Advisory Board and as chair of the NCDCCR War of 1812 Bicentennial and World War I Centennial Advisory Planning Committees.

Volunteer Experience

Former member and hearing chairman, Civil Service Commission, Chillicothe, Ohio; former member and secretary, Design Review Board, Chillicothe, Ohio; former member of the Advisory Board, Central Louisville (Kentucky) Downtown Development Plan; Secretary, Raleigh History Club; former member of the Board of Directors, Sister Cities Association of Raleigh; Triangle Community Orchestra, member of Executive Council; former member, Triangle Modernist Houses, Advisory Council, 2012 (architectural history group); and former member of the North Carolina Roanoke Island Commission

Education

B.A., History, Marietta College (Ohio); J.D., College of Law, Ohio State University; M.A., History with minor in Archival Management, North Carolina State University, thesis: The History of the North Carolina Society for the Preservation of Antiquities, 1939-1974; Ed.D., Higher Education Administration, North Carolina State University, dissertation: Henry L. Kamphoefner, the Modernist, Dean of the North Carolina State University School of Design, 1948-1972.

Comments

With my experience with state government, I am very much aware of the importance of electronic information and technology in providing full service to the public. I am also experienced in planning and budgeting. I also believe in providing services to all segments of society and am a firm believer in life-long learning. I have been a guest lecturer at universities in Ohio, Michigan, Kentucky, and North Carolina. Being the father of a child with mild autism I am sympathetic to people with special needs. In tutoring my 21 year old son in his studies at Wake Tech, I am being exposed to and learning much new information from his college courses. I am in excellent health. I swim and walk, and have hobbies of playing the violin and oil painting. If there is no vacancy for the Library Commission, still please keep my application on file.

[Resume of David Brook November 2017.docx](#)

Upload a Resume

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Please upload a file

Demographics



Date of Birth

Gender *

Male

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

Information from Maryanne Friend,
a NCDCCR colleague and friend.

If you selected "Other" above, how?

Please upload a file

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

**Resume
of
David Louis Sterrett Brook**

**1216 Meadow Hill Place
Raleigh, NC 27609
(919) 782-8836
brookdavid117@gmail.com**

November 2017

Education

B.A., History, Marietta College (Ohio).

J.D., College of Law, Ohio State University.

M.A., History with minor in Archival Management, North Carolina State University.

Thesis: *The History of the North Carolina Society for the Preservation of Antiquities, 1939-1974.*

Ed.D., Higher Education Administration, North Carolina State University;

Dissertation: *Henry L. Kamphoefner, the Modernist, Dean of the North Carolina State University School of Design, 1948-1972.*

Work Experience

Attorney at Law, Barrett and Barrett, 1973-75, Chillicothe, Ohio.

Regional Director, South Central Ohio, 1975-78, Ohio Historic Preservation Office, Ohio Historical Society.

Deputy State Historic Preservation Officer of Ohio, 1978-80.

State Historic Preservation Officer of Ohio, 1979-80.

Chief of the Division of Historic Preservation, Ohio Historical Society.

Assistant Regional Director for Cultural Programs, 1980, Lake Central Region, Heritage Conservation and Recreation Service, U.S. Department of the Interior.

Acting Chief of Cultural Programs, Midwest Regional Office, 1981, National Park Service, U.S. Department of the Interior. Declined appointment as chief for geographical and family reasons.

Executive Director, Preservation Alliance of Louisville and Jefferson County, Kentucky, Inc., 1981-84.

Deputy State Historic Preservation Officer of North Carolina, 1984-2004, and Administrator, State Historic Preservation Office, Division of Historical Resources, Office of Archives and History, North Carolina Department of Cultural Resources (NCDCCR).

November 2003 to August 1, 2013, Director, Division of Historical Resources, Office of Archives and History, NCDCCR (acting director to February 2004). Responsible for state archives and records (through April 2012), archaeology, historic preservation, historical publications, educational outreach, collections management, and research.

Served as Environmental Sustainability Officer, NCDCCR, and as a member of the N.C. Interagency Leadership Team on Transportation Planning.

Retired from the North Carolina Department of Cultural Resources, August 1, 2013.

Legislation; Policy Studies; State Committees, Boards, Committees, and Commission

Executive Secretary of the Ohio Historic Sites Preservation Advisory Board, 1978-1980.

As chairman of the legislative drafting committee of the National Conference of State Historic Preservation Officers (NCSHPO), helped to draft the National Historic Preservation Act Amendments of 1980 and 1992. Testified before congressional committee.

As Deputy State Historic Preservation Officer of North Carolina participated in the deliberations of the 1987-1988 N.C. Legislative Research Study Commission Study Committee on Historic Preservation and helped to draft portions of its report and revisions to North Carolina General Statute Chapters 121 and 160A.

Co-authored with Charles Roe of the North Carolina Department of Natural Resources, "Policy Options for the Preservation and Enhancement of North Carolina's Cultural and National Environments." Paper for Governor Martin's task force on policy issues, Raleigh, N. C., 7 August 1986.

Former Ex Officio Member, North Carolina Highway Historical Marker Advisory Committee

Founding Chair, North Carolina Department of Cultural Resources, War of 1812 Bicentennial Planning Committee

Founding Chair, North Carolina Department of Cultural Resources, World War I Centennial Planning Committee

Former member, North Carolina Department of Cultural Resources, Civil War 150 Planning Committee

Former member, North Carolina House Study Committee on Abandoned Cemeteries, 2006

Former member, North Carolina State Historical Records Advisory Board.

Former member of the North Carolina Roanoke Island Commission

Publications and Papers

Paper. "The Future of Historic Preservation and the New Federalism," October 1982, Louisville, Annual Conference of the National Trust for Historic Preservation.

Paper. "The National Historic Preservation Act and Development: Current Issues," 30 September 1993, Asheville, North Carolina, published proceedings. Section of Natural Resources, Energy, and Environmental Law, American Bar Association.

Article. "World War II and Its Effects on the North Carolina State Department of Archives and History," *Carolina Comments*, July 1994.

Steering committee member, *Handbook for Historic Preservation Commissions in North Carolina*, a joint publication of Preservation North Carolina and the State Historic Preservation Office, Division of Archives and History, N.C. Department of Cultural Resources, 1994.

Paper. "Our Rightful Heritage: Tryon Palace and the Preservation Crusade," Tryon Palace Decorative Arts Symposium, 21 March 1995.

Chaired special staff committee of North Carolina Office of Archives and History in 1997-1998. Produced January 1998, research paper, "North Carolina American Revolutionary War and War of 1812 Sites Submitted for Placement on a Preliminary Database for the American Battlefield Protection Program."

Paper. "Henry L. Kamphoefner, the Modernist, Dean of the North Carolina State University School of Design, 1948-1972." April 2006, Annual Meeting of the Society of Architectural Historians, Session on Architectural Education in the South, Savannah, Georgia; October 2008, Annual Meeting of the Southeast Chapter of the Society of Architectural Historians, Greensboro, North Carolina.

Co-authored with Dr. Elizabeth Lyon chapter titled "The States: Backbone of Preservation," in *A Richer Heritage: Historic Preservation in the Twenty-First Century*, ed. Robert Stipe (Chapel Hill: University of North Carolina Press, 2003).

Book. *A Lasting Gift of Heritage: A History of the North Carolina Society for the Preservation of Antiquities, 1939-1974* (Raleigh: North Carolina Department of Cultural Resources and Preservation North Carolina, Inc., 1997).

Book. *Passion for the Palace: Minnette Chapman Duffy, Her Life and Dream to Restore Tryon Palace* (New Bern: Tryon Palace Commission, 2015).

Teaching and Education

Ohio Social Studies teacher's certificate for secondary schools (lapsed). Student teaching included American History and Geography, Fort Frye High School, Beverly, Ohio.

Course instructor, Ohio University-Portsmouth Branch. Developed and taught non-credit survey course on historic preservation.

Guest lecturer on historic preservation and architectural history at the Ohio State University, Eastern Michigan University, University of Michigan, University of Louisville, University of North Carolina at Wilmington, North Carolina State University, and Peace College (Raleigh, NC).

Member of advisory committee for associate of arts degree program in historic preservation technology, Randolph Community College, North Carolina.

Certified by Wake Technical Community College Continuing Education as having completed twenty hours of instruction in Substitute Effective Teacher Training. January 2017.

As stated above, degree of Doctor of Education, Department of Adult and Community College Education, College of Education, North Carolina State University, awarded 2005.

Professional Activities including Organizational Boards

Former member of the Ohio Bar Association

Former member of the Board of Directors of the National Conference of State Historic Preservation Officers.

Founder (1982) and former president and treasurer of the National Council of Preservation Executives (NCOPE), a national organization of executive directors of nonprofit, private preservation organizations. NCOPE functions merged in 2001 with the National Trust for Historic Preservation.

Former member of the Board of Directors and Executive Committee of the Commonwealth Preservation Council of Kentucky, 1981-1984.

Former member of the Board of Directors, Preservation North Carolina.

Former ex officio member, Board of Directors, Friends of the Archives (North Carolina State Archives)

Former member, National Association of Government Archives and Records Administrators.

Former member, Executive Council, Historical Society of North Carolina (academic and public historians).

Civic Activities and Other Organizational Memberships and Boards

Former member and hearing chairman, Civil Service Commission, Chillicothe, Ohio.

Former member and secretary, Design Review Board, Chillicothe, Ohio.

Former member of the Advisory Board, Central Louisville (Kentucky) Downtown Development Plan

North Carolina Military History Society.

Secretary, Raleigh History Club

Former member of the Board of Directors, Sister Cities Association of Raleigh.

Triangle Community Orchestra, violinist; member of Executive Council.

Former member, Triangle Modernist Houses, Advisory Council, 2012 (architectural history group)

Wake County Autism Society.

Member, Carolina Charter Corporation

Military

U.S. Army Officer, two years active duty. Assistant Foreign Intelligence Officer, and Legal Assistance Officer, Aberdeen Proving Ground, Maryland, 1971-1973. Honorable discharge with rank of captain.

Honors and Awards

Wolfe Scholarship, Marietta College.

Phi Alpha Theta National History Honorary.

Phi Kappa Phi, national honor society (awarded at North Carolina State University).

Robert E. Stipe Professional Award, Preservation North Carolina.

Spirit of 1812 Award, The National Society United States Daughters of 1812.

The Order of the Long Leaf Pine, State of North Carolina.

Personal Data

Born in Parkersburg, West Virginia. Native of Belpre, Ohio. Was student body president of Belpre High School.

Married (March 3, 1990, Raleigh, NC) Mary Ashley Wilson “Ashley” of Raleigh, North Carolina. Children of David and Ashley Brook are Mary Grayson Brook “Mary Grayson,” born December 16, 1992, in Raleigh, a graduate of the University of North Carolina at Chapel Hill, and currently a doctoral student in German studies, Princeton University; and James Sterrett Brook “Sterrett,” born April 15, 1996, in Raleigh, NC, a student at Wake Technical Community College, Raleigh.

Profile

Which Boards would you like to apply for?

Library Commission: Submitted

Please select your first Board preference: *

Library Commission

Please select your second Board preference: *

Commission for Women

Please select your third Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your fourth Board preference: *

City of Raleigh Planning Commission

Please select your fifth Board preference: *

Wake County Steering Committee on Affordable Housing

Please select your sixth Board preference: *

Economic Development Commission

Brittany

First Name

M

Middle Initial

Bryan

Last Name

618 North Boylan Avenue

Street Address

Suite 732

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

District 5

Home: (919) 930-4843

Primary Phone

Mobile: (919) 371-8139

Alternate Phone

brittanymbryan@gmail.com

Email Address

EBSCO

Employer

Regional 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 have lived in Wake County for almost 11 years and during that time I have been active in the community. I firmly believe that it is important to give back to the community where you live so that it can be a great community for everyone. I want to continue to do that in a meaningful way and the Boards and Commissions in Wake County offer a wonderful opportunity to support continue to support the community. I am particularly interested in the Library Commission as libraries have been an important part of my life since I was a child. I learned to read by using the library when I was a toddler. Living in the countryside of a small town, library books offered me a way to explore worlds unlike mine and "meet" people unlike any I had met before. They helped me to become grounded and learn that my perspective was not the only perspective that was important. They challenged me to grow and be willing to experience things that were different. I learned about people, culture, history, adventure, ethics, and so much more all from the comfort of our local public library. This continued into my school years where I was a volunteer in the school library. I spent hours there before and after school as my mother worked at the school meaning I would arrive early and stay late. The library was a fascinating place to me - a wealth of knowledge was at my fingertips and I could completely lose myself in endless adventures there. As I grew older, I realized that while I loved the books at the library, libraries are about much more than books. They are the center of a healthy community. They are places where everyone in a community is truly equal. They are places where businesses start, families find comfort for difficult situations, individuals get assistance applying for jobs, children make friends, students get help for school projects, neighbors come together - the possibilities are endless. For the past 11 years I have worked professionally with libraries as a part of a library company, EBSCO Information Services. During this time, I have visited thousands of libraries (meeting even more librarians and library staff), attended multiple professional library conferences each year, and have been a presenter at library conferences and library meetings. Because of this work, I get to see first-hand how libraries across the country are giving people opportunities they would not otherwise have. I have been lucky enough to get to see how the library is a place where lives are changed. The Wake County Libraries are transformative places. They are places where everyone is welcome and where everyone is treated equally. Libraries are one of the greatest endeavors of a truly democratic society and a free and open library is more American than apple pie. The work that happens in the libraries in Wake County make our cities and neighborhoods better. That work helps our area be regularly touted as one of the best places in the United States to live. The experience I have (and continue to get on a daily basis) would benefit the library commission as I get to see libraries in all different phases of growth and in a variety of communities. I get to learn from what others are doing well and where initiatives have failed (and why). I would be honored to get to share that experience with the Library Commission and in turn learn from the other members of the Commission.

Work Experience

August 2013 - Present: Regional Sales Manager, EBSCO Information Services (Ipswich, Massachusetts)
June 2007 - August 2013: Marketing Specialist/Coordinator and Sales Coordinator for the NoveList Division (Durham, North Carolina) of EBSCO Information Services
November 2004 - June 2007: Continuing Legal Education Conference Coordinator for Court Clerks, Law Clerks, and General Sessions Judges, Tennessee Administrative Office of the Courts - Tennessee Supreme Court (Nashville, Tennessee)
January 2004 - May 2004: Legislative Session Researcher, Office of Legal Services - Tennessee State Legislature (Nashville, Tennessee)
May 2004 - December 2006: Program Coordinator and Instructor, YMCA of Middle Tennessee (Nashville, Tennessee)

Volunteer Experience

Current: Voter Registration Captain with You Can Vote Marketing and Outreach Volunteer with You Can Vote League of Women Voters of Wake County - Redistricting Committee Member Wake County Democratic Party Precinct Secretary Volunteer with Various Nonprofits through Activate Good Past: Volunteer with Haven House Family Services Volunteer with Salvation Army Shelter Volunteer with Food Bank of Central and Eastern Carolina Volunteer with Interfaith Food Shuttle Volunteer with Green Chair Project Board Member and Marketing Chair for Activate Good Special Events Volunteer for Activate Good Food Coordinator for Safe Haven Family Shelters (Nashville, Tennessee)

Education

Pursued graduate-level coursework in international studies and public administration and policy at NC State University Bachelor of Arts, Political Science and History; Minor: French - King College, Bristol, Tennessee Language and Culture Studies - Jacques Lefevre Institute, Merville-Franceville, Normandy, France

Comments

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

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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Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Library Commission: Appointed

Please select your first Board preference: *

Library Commission

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

Michael

First Name

Burkhart

Last Name

Middle Initial

15 W 2ND ST

Street Address

Suite or Apt

WENDELL

City

NC

State

27591

Postal Code

What district do you live in?

District 1

Home: (919) 605-1851

Primary Phone

Home: (919) 546-2819

Alternate Phone

mburkhart41@gmail.com

Email Address

Duke Energy

Employer

Lead IT Engineer

Job Title

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

Yes No

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

Wendell

Interests & Experiences

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

I'd like to contribute my time and talents to serving fellow Wake county residents by participating and advocating for programs that support individuals in need. My family has resided in Wake county for 20 years and we have benefited greatly from services such as parks and recreation, library services, and services related to my child with disabilities.

Work Experience

I've worked as a software engineer and held project leadership responsibilities for 30 years. My work experience is in information systems support in oil/gas and electric utility industries. My educational background is in accounting/finance and information systems. My current interests include data science and data visualization.

Volunteer Experience

Served Two years on the Wake County Library Commission Wake Adults Volunteering Educational Services - volunteered in Raleigh and in the Zebulon GED program Active member of Wendell Baptist Church - Children's Sunday School teacher

Education

MBA - University of Houston 1995; BSBA - University of Arkansas 1988

Comments

I have three children and I'm an active school volunteer. I'd welcome the opportunity to serve and advocate for services that benefit Wake county residents. Thank you.

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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Profile

Which Boards would you like to apply for?

Fire Commission: Appointed
GoTriangle Transit Citizen Advisory Committee: Submitted
Library Commission: Submitted
Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

Library Commission

Please select your second Board preference: *

Fire Commission

Please select your third Board preference: *

Triangle Transit Authority Board

Please select your fourth Board preference: *

Juvenile Crime Prevention Council

Please select your fifth Board preference: *

Aircraft Noise Abatement Committee

Please select your sixth Board preference: *

Citizen's Energy Advisory Commission

Satish

First Name

S

Middle Initial

Garimella

Last Name

207 Spencor Mill Rd

Street Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

What district do you live in?

District 7

Mobile: (919) 699-1043

Primary Phone

Home: (919) 468-8220

Alternate Phone

garimella@gmail.com

Email Address

AT&T

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:

Morrisville

Interests & Experiences

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

To understand and server the community better .

Work Experience

o 18 + years of experience of IT industry with proven track record of success that requires a wide range of skill set, roles and industry verticals experience. o 17 + Years of experience in Telecom sector and expertise in Trouble Ticketing and Trouble Management systems. o Experienced in a broad spectrum of IT support including trouble resolution, administration and monitoring IT platforms, analysis, design, troubleshooting, customizations and implementation of software applications including systems/networks/databases and Remedy applications.

Volunteer Experience

Town Council , Morrisville HOA President of Breckenridge , 1140 homes from last 5 years Board of Directors at The Friends of the North Carolina Museum of Natural Sciences

Education

BS in Electronics MS in Computer Science

Comments

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

Male

Ethnicity *

Asian

Other

How did you become aware of Wake County volunteer opportunities?

County Website

If you selected "Other" above, how?

Please upload a file

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Library Commission: Submitted

Please select your first Board preference: *

Library Commission

Please select your second Board preference: *

Commission for Women

Please select your third Board preference: *

Economic Development Commission

Please select your fourth Board preference: *

Planning Board

Please select your fifth Board preference: *

Wake County Steering Committee on Affordable Housing

Please select your sixth Board preference: *

Greater Raleigh Convention and Visitors Bureau

Nila
First Name

M.
Middle Initial

Kucharski
Last Name

4224 White Chapel Way
Street Address

Suite or Apt

Raleigh
City

NC
State

27615
Postal Code

What district do you live in?

District 6

Mobile: (919) 302-4013

Primary Phone

Business: (919) 841-4644

Alternate Phone

manilateam@aol.com

Email Address

Carolina MaxRealty, Inc.

Employer

President & Founder

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 believe that the God given talents, intelligence and skills one has or has acquired needs to be utilized for the good of the overall citizenry / community. Also, I acknowledge that one needs to return in service to the community that has given you so much. I have received so much in life and I feel I need to return some time, resources and talent/skills.

Work Experience

Former Educator - As a Secondary School Instructor in my country (Ministry of Education) Training Manager & Agency Manager of an Insurance /Financial Company in my country Sales Representative - Jefferson Pilot Insurance/Financial co. currently Lincoln National President / Founder of Carolina MaxRealty, Inc. (a small residential real estate company in Raleigh)

Volunteer Experience

Choir member of our Church Parish St. Raphael and currently Our Lady of Lourdes) Member of the Social Action Ministry at the St. Francis Catholic Church Divine Mercy Chaplet Leader at our church Facilitator - Good News People Registration Member - Diversity Committee Former Newsletter Editor, Vice President, - Philippine American Association of NC Editor - NC Pinoy Chairman (with my husband) for a fund raising gala of the Couples for christ to help poor children's education Former Newsletter Editor - Gabriela Silang Society - Asso. of Philippine American Women in the Triangle Area

Education

Graduate - Bachelors of Arts Degree (have some units for masteral degree)

Comments

I have no prepared and ready resume. Just please go to our website www.CarolinaMaxRealty.com. Please click at the top that says "About" And you will see some infomation about myself. Thank you.

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 *

Asian

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

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?

United Arts Grants Panels: Submitted
Library Commission: Submitted
Historic Preservation Commission: Submitted
Commission for Women (Old): Submitted

Please select your first Board preference: *

United Arts Grants Panels

Please select your second Board preference: *

Commission for Women

Please select your third Board preference: *

Library Commission

Please select your fourth Board preference: *

Historic Preservation Commission

Please select your fifth Board preference: *

None Selected

Please select your sixth Board preference: *

None Selected

Jeanne

First Name

N.

Middle Initial

Lawson

Last Name

920 Bennington Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

What district do you live in?

District 6

Mobile: (919) 961-3811

Primary Phone

Home: (919) 866-9966

Alternate Phone

jnlawson@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?

As a Raleigh resident since 1980, I am interested in serving on a Board or Commission because of my commitment to making this area continue to be the best possible place to live. Our explosive growth and the challenges we face as a result have made me aware of the need to step up and serve on public committees. I'd like to contribute my time and energy to the overall good of the community.

Work Experience

My career has been spent largely in the nonprofit sector, as development director or development officer. I specialized in forming relationships with donors and potential donors, sharing information and answering their concerns. I have also distributed grants, opened scholarships, and assisted nonprofits with fundraising and donor events. I have managed Boards of Directors and women's giving circles. Connecting with people from all parts of the community has been important to me in my career as well as personally. I've been a development officer with the North Carolina Community Foundation as well as the Museum of Life and Science and Hospice of Wake County, among other nonprofits.

Volunteer Experience

I currently volunteer with A Note in the Pocket (children and families' donated clothing), the Leukemia & Lymphoma Society of NC (weekly office volunteer), several committees at my church, and am on the Board of Life Plan Trust (financial and life skills for adults with disabilities). My history is on my LinkedIn page.

Education

B.A. English, UNC-Chapel Hill, 1978.

Comments

If other Boards or Commissions have a vacancy besides the ones I've selected, I'd like to be notified to see if I can contribute my time and skills, if it's a good fit.

[Jeanne N. Lawson Boards _ Commissions Resume.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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Jeanne Newsom Lawson

920 Bennington Drive

Raleigh, North Carolina 27615

Phone: 919.961.3811 (cell)

919.866.9966 (home)

Email: jnlawson@nc.rr.com

LinkedIn: <https://www.linkedin.com/pub/jeanne-lawson/67/959/227>

Married, 3 children

Professional Profile

Key Strengths and Areas of Expertise

- Donor relationships
- Member and public communications
- Scheduling and planning
- Special event organization and implementation
- Major donor cultivation and relationships
- Public relations and press relations
- Volunteer and corporate partner relations
- Meeting planning and implementation

Experience

North Carolina Museum of Life and Science, Durham
2016

January 2015 - February

Manager of Development Planned and implemented a coordinated matrix of communication and solicitation strategies involving email, direct mail, personal calls, visits and volunteer engagement, all focused on shaping a sustainable tradition of annual support. Managed relationships with corporate, foundation and individual donors in coordination with development team. Managed printing and mailing of monthly renewal appeals to corporate and individual supporting members. Working with a development team, produced frequent donor reports to engage the board in stewardship calls and coordinated regular stewardship tasks and communications. Prepared prospect research and wrote grant proposals. Worked with Guest Relations and Reservations staff to support member access and services for business members and supporting members. Provided support for the \$7.1M Capital Campaign, including donor cultivation, potential donor research, pledge tracking and reporting, special event invitation list and development strategy.

Hospice of Wake County Foundation, Raleigh
2014

March 2013 - July

Major Gifts Coordinator Researched, cultivated and solicited donors in major gifts program. Successfully launched \$6 million Capital Campaign to expand Hospice Home with VP Director of Development; worked with Campaign Cabinet consisting of community leaders and volunteers; oversaw coordination of campaign details, including outreach to potential donors, donor research, approach strategy, and campaign progress. Worked with campaign consultant firm Capital Development to set up committees, provide structure and set goals for the campaign. Met with major donors and researched potential donors for outreach. Educated donors to increase gifts by writing and editing quarterly newsletter; created and wrote monthly update to Campaign Cabinet. Developed strategies for reaching major donors in 5-county service area. Managed Legacy Society activities, including annual reception, and implemented planned giving strategies with donors.

North Carolina Community Foundation, Raleigh
March 2013

August 2008 -

Northern Piedmont Regional Director Responsibilities included all aspects of the Community Foundation's work, including donor relations and stewardship, fund development and Board development for a 7-county area of the state that included Wake, Johnston and Franklin counties. Oversaw more than \$30 million in charitable endowment funds and scholarships and directed an

annual distributions process for these funds; developed close working relationships with 11 Boards and women's giving circles to build philanthropy throughout 7 counties. Directed an annual grants plan and strategy process with each of the Boards and giving circles; opened and developed new endowment funds and scholarships by cultivating donors and strengthening relationships. Acted as liaison with non-profits seeking funding from Community Foundation; presented workshops on grant writing and donor cultivation to non-profits and potential grantees. Initiated and implemented strategies to promote the Community Foundation's work in local community leadership opportunities throughout the 7 counties by serving on task forces featuring local community elected leaders, clergy, business professionals and education leaders.

Curamericas Global, Inc., Raleigh 2006 -2008

Director of Development and Marketing International health-focused agency concentrated on curbing maternal and infant deaths in Guatemala, Bolivia and Liberia. Responsible for all fundraising and development, including marketing and communications. Planned and executed plans and strategies for annual giving and planned giving campaigns; researched new grant opportunities; wrote grant and foundation applications and all direct mail campaigns. Planned and conducted meetings with donors and potential donors and church organizations. Gave presentations to groups and represented the organization at conferences. Initiated and led meetings with church pastors and missions committees. Designed and wrote quarterly donor newsletter as well as initiated e-newsletters to donors, church missions committees, and volunteers.

N.C. Center for Women in Public Service, Peace College, Raleigh 2005 - 2006

Executive Assistant Statewide non-profit offering training and support to women regardless of party affiliation planning to run for any public office. Managed the day-to-day activities of the Center, including training workshops and the annual Summer Institute that attracted candidates statewide. Handled all correspondence and kept donation records; represented the Center's activities statewide; wrote press releases and coordinated fundraising projects; managed databases of contacts and workshop attendees; built and cultivated successful relationships with past Institute attendees, guest speakers, sponsors, and press contacts.

Friends of Residents in Long Term Care, Raleigh 2004 - 2005

Administrative Director Statewide non-profit focused on improving quality of life for people in nursing homes, adult day care homes, and other long term care facilities. Managed daily operations and coordinated and executed development, membership, education and outreach projects; oversaw newsletter writing and production, website maintenance, communications with the Board of Directors, accounts payable and payroll areas. Managed the steering committee for Fall Fun Fling for Friends, a fundraiser that brought in over \$10,000.

The Autism Society of North Carolina (ASNC), Raleigh 1997- 2004

Executive Assistant Managed daily operations, correspondence, and ongoing projects; acted as liaison with eleven parent advocates statewide; coordinated activities with the 22-member Board of Directors; solicited, scheduled and managed internationally known speakers for the annual statewide conference. Acted as liaison with ASNC staff and 37 statewide parent support groups; developed new parent chapters; coordinated with statewide United Way, SECC and CFC organizations.

Johnson/Ferguson/Avant Advertising Agency, Raleigh 1985- 1986

Account Executive Built and maintained relationships with clients in Wake and New Hanover counties, including planning, budgeting, and executing print, radio and television advertising campaigns. Resigned when my oldest child was born.

SAS Institute, Inc., Cary 1983- 1985

Employee Communications Specialist Developed internal communications including monthly staff newsletter; served as press liaison to newspaper, magazine and specialty publications; conducted tours of the facility and gave presentations to local and international guests; founded on-site Toastmaster's chapter and served as first president.

**Carolina Power & Light Company, (Progress Energy), Raleigh
1981-1983**

Communications Specialist Wrote print advertising and communications for the Conservation and Load Management Department; acted as liaison with McKinney & Silver Advertising Agency to develop system-wide advertising campaigns; acted as liaison with the Corporate Communications Department and other departments system-wide; presented customer programs and advertising campaigns to employees statewide.

**Carolina Marketing Group, High Point
1981**

1980-

Account Executive Cultivated and maintained client relationships; designed and implemented local, regional and statewide campaigns; wrote and conducted surveys of customer opinions; turned a profit for the company for the first time in its history.

**Long, Haymes & Carr, Inc., Winston-Salem
1980**

1978-

Copywriter Created print, radio, and television advertising for regional clients including Wachovia Bank & Trust, Holly Farms Chicken, and Pilot Life Insurance.

Education

B.A., English, The University of North Carolina at Chapel Hill, 1978

References

Beth Boney Jenkins, Vice President of Development, NC Community Foundation, 919-256-6932, bjenkins@nccommunityfoundation.org

June Brotherton, former Executive Director, Friends of Residents in Long Term Care, 919-303-5141, jbrotherton@gmail.com

Rebecca Leggett, Director of Programs and Research, North Carolina Independent Colleges and Universities,
919-832-5817 rbleggett@earthlink.net

Profile

Which Boards would you like to apply for?

Open Space and Parks Advisory Committee: Submitted

Library Commission: Submitted

Juvenile Crime Prevention Council: Submitted

Jury Commission: Submitted

Housing Authority: Submitted

Historic Preservation Commission: Submitted

Fire Commission: Submitted

Domestic Violence Fatality Review Team: Submitted

Council on Fitness and Health: Submitted

Cary Planning and Zoning Board: 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

Apex Board of Adjustment: Submitted

Alcoholic Beverage Control Board: Submitted

Adult Care Home Community Advisory Committee: 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

First Name

Leaver

Last Name

709 Scissortail Lane

Street Address

Suite or Apt

apex

City

NC

State

27523

Postal Code

What district do you live in?

District 3

Mobile: (347) 622-1158

Primary Phone

Home: (347) 622-1158

Alternate Phone

liamleaver21@gmail.com

Email Address

swimgear of NC

Employer

Branch 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:

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 1 million 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 **Section Leader** Camp Carroll, South Korea
- 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 **Force Protection Leader** Pacific Missile Range Facility, HI
- 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
- **Execute 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 Solders 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?

Population Health Task Force: Submitted
Wake County Steering Committee on Affordable Housing: Submitted
Library Commission: Submitted
Human Services Board: Submitted
Council on Fitness and Health: Submitted

Please select your first Board preference: *

Commission for Women

Please select your second Board preference: *

Population Health Task Force

Please select your third Board preference: *

Council on Fitness and Health

Please select your fourth Board preference: *

Human Services Board

Please select your fifth Board preference: *

Library Commission

Please select your sixth Board preference: *

Wake County Steering Committee on Affordable Housing

Alexandra
First Name

M
Middle Initial

Lindahl
Last Name

1012 Chesters Hollow Dr
Street Address

Suite or Apt

Raleigh
City

NC
State

27603
Postal Code

What district do you live in?

District 2

Home: (919) 345-6889

Primary Phone

Business: (919) 350-5970

Alternate Phone

allie.lindahl@gmail.com

Email Address

WakeMed Health & Hospitals

Employer

Nursing Administration 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:

Unincorporated Wake County

Interests & Experiences

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

As a lifelong resident of Wake County, I love seeing our area grow and succeed. The public schools, libraries, hospitals, and other facilities in our area are some of the top in our country, but with growth come challenges. I would love to see Wake County continue to grow and excel, while still retaining a "small-town" feel where all residents are considered, not just those that have the loudest voice. I am not an outspoken person. I much prefer to sit back, listen, and take into account the opinions of those around me before speaking my mind. I have learned that the best solutions are rarely the first ones that come to mind, and often come from in depth discussions. I want to be a voice for those (like myself) who are not always comfortable standing up for what they believe in, even if it's an unpopular experience.

Work Experience

I have worked at WakeMed Health & Hospitals for 12 years, primarily in pediatric critical care. For the last year, I have worked in a nursing administration role to facilitate improvement in the electronic health record and support bedside nurses through practice and policy changes that are evidenced-based and best practice.

Volunteer Experience

Parent volunteer, Exploris Elementary, Raleigh, NC 2016-present. I assist in the classroom, provide transportation for field trips, and engage families in our capital campaign.

Education

East Carolina University - Bachelors of Science in Nursing - December 2007 East Carolina University - Masters of Science in Health Informatics - May 2017

Comments

[Resume - 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?

Other

Facebook Post

If you selected "Other" above, how?

Please upload a file

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Alexandra M Lindahl

1012 Chesters Hollow Drive • Raleigh, North Carolina 27603 • 919.345.6889 • Allie.Lindahl@gmail.com

Education

East Carolina University
Master of Science in Health Informatics &
Information Management
Graduated May 2017

East Carolina University
Bachelor of Science in Nursing
Graduated December 2007

Employment

WakeMed Health & Hospitals
Nursing Administration Specialist
October 2016 – Present

Promote excellence in nursing practice throughout the system by integrating nursing science and information science to manage and communicate data, information, knowledge, and wisdom in nursing practice. Provide clinical oversight to healthcare systems development, and works with clinical teams to provide efficient workflows and ensure patient safety, both in nursing practice and as it relates to information systems. Integral in developing real-time dashboards to view patient care data related to organizational priorities, performing gap analyses and developing plans and interventions to optimize and standardize EHR and nursing practice.

WakeMed Health & Hospitals
Critical Care Registered Nurse, Pediatric Intensive Care Unit
January 2008 – October 2016

Provide nursing care in the county's only Pediatric ICU. Handle medical emergencies related to acute exacerbations of chronic diseases such as asthma, diabetes, seizure disorders, and cerebral palsy, traumas such as car accidents, falls and non-accidental traumas, poison ingestions. Assess and stabilize patients quickly and accurately. Monitor and titrate medication drips as ordered. As charge nurse, assign patients based on acuity, support staff nurses with assessments, medication administration and procedures, assist physicians with minor procedures requiring moderate sedation, collaborate with other unit to determine staffing needs. Build trust and working rapport with staff, patients, and family members to enable effective communication imperative for patient care. Led unit-based continuous quality improvement committee for 2.5 years, functioned as unit resource for technology and EHR-related initiatives, oriented and precepted new staff and students.

MDInterconnect
Clinical Consultant and Education Specialist
January 2016 – August 2016

Assist with RapidConnect implementation by suggesting changes and improvements to increase usability for clinical staff. Train medical, clinical, and administrative staff at WakeMed and community physician practices on use of RapidConnect. Develop education plan for pilot and system-wide implementation. Assist in producing training videos using screencasts and videos. Follow up with users to provide support and receive suggestions for changes.

Awards and Recognition

East Carolina University College of Allied Health Outstanding Graduate Student – 2017 – Selected by faculty
WakeMed Professional Nursing Excellence – 2015 – Peer nominated for support during Epic implementation
WakeMed Foundation Helton Scholarship Recipient – 2015
East Carolina University College of Allied Health HealthPort Scholarship - 2015

Certifications & Affiliations

Registered Nurse, North Carolina Board of Nursing – December 2007 - Present

Critical Care Registered Nurse, American Association of Critical Care Nurses – July 2014 – Present

Certified Pediatric Nurse, Pediatric Nursing Certification Board – December 2011 – Present

Pediatric Advanced Life Support (PALS) Instructor – 2011 – Present

Advanced Cardiac Life Support (ACLS) – 2008 – Present

Basic Life Support (BLS) – 2005 – Present

American Association of Critical Care Nurses, Member – 2010 – Present

American Nursing Informatics Association, Member – 2014 – Present

American Medical Informatics Association, Member – 2017 - Present

Profile

Which Boards would you like to apply for?

Library Commission: Submitted

Please select your first Board preference: *

Library Commission

Please select your second Board preference: *

Housing Authority

Please select your third Board preference: *

Jury Commission

Please select your fourth Board preference: *

Triangle Transit Authority Board

Please select your fifth Board preference: *

Yates Mill Park Advisory Board

Please select your sixth Board preference: *

Centennial Authority

William

First Name

E.

Middle Initial

Little

Last Name

6501 Golden Lantern Ct.

Street Address

Apt. 306

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

District 7

Home: (919) 771-7652

Primary Phone

Home: (919) 771-7652

Alternate Phone

wlittle@wcpss.net

Email Address

Wake County Public Schools

Employer

Clerical 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?

To be involved in the process that helps continued growth in Raleigh. As a citizen, I couple my experiences and education and familiar knowledge of government to offer valuable counsel.

Work Experience

Clerical Assistant 07/2016 to Current • Administer medications to students with instruction from school nurse. • Communicate effectively and positively with parents, youth, fellow staff members, community partners, volunteers and school personnel. • Enter and maintain student attendance records electronically on occasion. • Facilitate a bi-weekly mentoring group catered to minority male students. • Handle incoming telephone calls and route voice messages to appropriate staff. • Handle student injuries promptly and provide first aid. • Interpret and comply with Wake County Public School District policies. • Manage student health room containing confidential medical records and medications. • Participate in one-on-one interactions with kids involved in simple misconduct to help them change for the better and improve in school. • Receive and deliver mail appropriately. OFFICE TEAM STAFFING, INC RESEARCH Raleigh, NC Regulatory Records Specialist 04/2016 to 07/2016 • Maintained the security and compliance of sensitive documents. • Managed the timely collection, maintenance, and distribution of study documentation. • Processed, scanned, indexed, routed, and maintained files in accordance with INC Research policy. • Retrieved and relayed information to overseas sites. • Reviewed Informed Consent Forms (ICF) to ensure they were in compliance with Good Clinical Practices (GCP) and International Conference on Harmonization (ICH) guidelines. • Submitted information thru an internal database. ORANGE COUNTY LICENSE PLATE AGENCY Chapel Hill, NC Clerk 10/2014 to 02/2015 • Accepted customers' payments and updated accounts on a daily basis. • Handled registration for cars to be titled and submitted data to North Carolina Department of Motor Vehicles. • Interpreted and complied with North Carolina Division of Motor Vehicle policies. • Issued and transferred auto plates and registrations. • Maintained motor vehicle files and transaction records as required by North Carolina. • Notarized documents. • Processed license plate registrations. • Provided customers with explanation of penalties and property tax fees. RADIO SHACK Morrisville, NC Sales Associate 04/2014 to 10/2014 • Answered technical questions and concerns. • Assisted in opening and closing of location. • Filed and maintained transaction reports. • Handled operation functions related to shipping and stocking. • Interpreted and applied store policies. • Managed inventory and maintained the store. • Processed credit card, cash, and check payments. • Provided excellent customer service, made refunds and exchanges as necessary. • Provided impeccable customer support. CAMBRIA SUITES RDU Morrisville, NC Front Desk Associate / Night Auditor 04/2013 to 09/2013 • Arranged for shuttle services and assisted guest with transport needs. • Followed specified procedures to audit the shift closing of all front office staff, including personally closing shift three and completing an audit summary for all shifts. • Handled guest reservations and other clerical duties with a focus in quality and courtesy. • Offered referral for services and handled requests for information. • Participated in training new hires as front desk agents. • Performed nightly tasks that include generating daily reports, balancing revenue, authorizing guest's credit cards, and tracking sales data. • Prepared daily report of totals for direct and upper level management. • Processed guest arrivals and departures including all necessary payments. • Recorded guest comments or complaints referring customers to managers as necessary. PEARSONTOWN ELEMENTARY SCHOOL, DURHAM PUBLIC SCHOOLS Durham, NC Paraprofessional 09/2008 to 05/2011 • Documented daily events, health information and incidents. • Initiated concise plans to address work related issues. • Managed funds for the school's teacher assistant organization. • Organized a yearly event to celebrate the progress of children with special needs. • Participated in the implementation of IEP goals for the purpose of meeting IEP goals and/or district benchmarks. • Worked cooperatively with physical, occupational, and speech therapists to develop and execute rehabilitative IEP. • Worked directly with students to accommodate special academic needs and goals.

Volunteer Experience

Martin Street Baptist Church Food Drive 2016-

Education

B.A: PUBLIC ADMINISTRATION December 2013 North Carolina Central University

Comments

N/A

[William E. Little 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 *

Male

Ethnicity *

African American

Other

How did you become aware of Wake County volunteer opportunities?

Current Wake County Volunteer

John Burns

If you selected "Other" above, how?

Please upload a file

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

WILLIAM E. LITTLE

6501 Golden Lantern Ct. Apt. 306, Raleigh, NC 27613

Home: (919) 771-7652

SUMMARY

Energetic and friendly Clerical Assistant with 9 years experience in fast-paced environments. Multi-talented and highly motivated, providing the highest level of office support. Focused on driving productivity and exceeding objectives.

PROFESSIONAL EXPERIENCE

LYNN ROAD ELEMENTARY

Raleigh, NC

Clerical Assistant

07/2016 to Current

- Administer medications to students with instruction from school nurse.
- Communicate effectively and positively with parents, youth, fellow staff members, community partners, volunteers and school personnel.
- Enter and maintain student attendance records electronically on occasion.
- Facilitate a bi-weekly mentoring group catered to minority male students.
- Handle incoming telephone calls and route voice messages to appropriate staff.
- Handle student injuries promptly and provide first aid.
- Interpret and comply with Wake County Public School District policies.
- Manage student health room containing confidential medical records and medications.
- Participate in one-on-one interactions with kids involved in simple misconduct to help them change for the better and improve in school.
- Receive and deliver mail appropriately.

OFFICE TEAM STAFFING, INC RESEARCH

Raleigh, NC

Regulatory Records Specialist

04/2016 to 07/2016

- Maintained the security and compliance of sensitive documents.
- Managed the timely collection, maintenance, and distribution of study documentation.
- Processed, scanned, indexed, routed, and maintained files in accordance with INC Research policy.
- Retrieved and relayed information to overseas sites.
- Reviewed Informed Consent Forms (ICF) to ensure they were in compliance with Good Clinical Practices (GCP) and International Conference on Harmonization (ICH) guidelines.
- Submitted information thru an internal database.

ORANGE COUNTY LICENSE PLATE AGENCY

Chapel Hill, NC

Clerk

10/2014 to 02/2015

- Accepted customers' payments and updated accounts on a daily basis.
- Handled registration for cars to be titled and submitted data to North Carolina Department of Motor Vehicles.
- Interpreted and complied with North Carolina Division of Motor Vehicle policies.
- Issued and transferred auto plates and registrations.
- Maintained motor vehicle files and transaction records as required by North Carolina.
- Notarized documents.
- Processed license plate registrations.
- Provided customers with explanation of penalties and property tax fees.

RADIO SHACK

Morrisville, NC

Sales Associate

04/2014 to 10/2014

- Answered technical questions and concerns.
- Assisted in opening and closing of location.
- Filed and maintained transaction reports.
- Handled operation functions related to shipping and stocking.

- Interpreted and applied store policies.
- Managed inventory and maintained the store.
- Processed credit card, cash, and check payments.
- Provided excellent customer service, made refunds and exchanges as necessary.
- Provided impeccable customer support.

CAMBRIA SUITES RDU

Morrisville, NC

Front Desk Associate / Night Auditor

04/2013 to 09/2013

- Arranged for shuttle services and assisted guest with transport needs.
- Followed specified procedures to audit the shift closing of all front office staff, including personally closing shift three and completing an audit summary for all shifts.
- Handled guest reservations and other clerical duties with a focus in quality and courtesy.
- Offered referral for services and handled requests for information.
- Participated in training new hires as front desk agents.
- Performed nightly tasks that include generating daily reports, balancing revenue, authorizing guest's credit cards, and tracking sales data.
- Prepared daily report of totals for direct and upper level management.
- Processed guest arrivals and departures including all necessary payments.
- Recorded guest comments or complaints referring customers to managers as necessary.

PEARSONTOWN ELEMENTARY SCHOOL, DURHAM PUBLIC SCHOOLS

Durham, NC

Paraprofessional

09/2008 to 05/2011

- Documented daily events, health information and incidents.
- Initiated concise plans to address work related issues.
- Managed funds for the school's teacher assistant organization.
- Organized a yearly event to celebrate the progress of children with special needs.
- Participated in the implementation of IEP goals for the purpose of meeting IEP goals and/or district benchmarks.
- Worked cooperatively with physical, occupational, and speech therapists to develop and execute rehabilitative IEP.
- Worked directly with students to accommodate special academic needs and goals.

EDUCATION AND TRAINING

B.A: PUBLIC ADMINISTRATION
North Carolina Central University

December 2013

CERTIFICATIONS

Certified Notary Public for the State of North Carolina (expires: 11/16/19)

EXTRACURRICULAR ACTIVITIES

Professional Entertainer

Musician / Vocal Coach / Actor

1995 – Present

- Marketing Director “Spare the Rod, Spoil the Child” Gospel Stage Play – November 2016 to Present
- Vocal Coach “Aladin” High School Musical – April 2018
- Full-time Church Musician (various churches in Raleigh, Durham, & Chapel Hill) - July 2003 to January 2018
- Comedy Performance for the Tuskegee Airmen, Richmond, VA - May 30, 2012
- NCATA Annual Conference, Sheraton Hotel, Greensboro, NC – September 29, 2010
- Opening Comedy Act for Natalie Cole - April 2007

Wake County Public School System

Lead Coordinator for First Tee 2017 – 2018 School Year

Lead Mentor for Helping Hands program 2017 – 2018 School Year

Profile

Which Boards would you like to apply for?

Wake County Water Partnership: Submitted
Wake Technical Community College Board of Trustees: Submitted
GoTriangle Board of Trustees: Submitted
Raleigh-Durham Airport Authority: Submitted
Planning Board: Submitted
Open Space and Parks Advisory Committee: Submitted
Library Commission: Submitted
Human Services Board: Submitted
Historic Preservation Commission: Submitted
Alcoholic Beverage Control Board: Submitted

Please select your first Board preference: *

Wake County Water Partnership

Please select your second Board preference: *

Alcoholic Beverage Control Board

Please select your third Board preference: *

Centennial Authority

Please select your fourth Board preference: *

Library Commission

Please select your fifth Board preference: *

Economic Development Commission

Please select your sixth Board preference: *

Triangle Transit Authority Board

Jay

First Name

Meyers

Last Name

Middle Initial

5708 Carriage Park Court

Street Address

Suite or Apt

Fuquay-Varina

City

NC

State

27526

Postal Code

What district do you live in?

District 2

Home: (919) 625-0214

Primary Phone

Home: (919) 625-0214

Alternate Phone

jmeyers@fuquay-varina.org

Email Address

Town of Fuquay-Varina

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:

Fuquay-Varina

Interests & Experiences

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

Work Experience

24 years of general civil engineering including Morrisville Town Engineer~ Fuquay-Varina Town Engineer~ and currently Public Utilities Director for the Town of Fuquay-Varina...

Volunteer Experience

Town of Morrisville Planning Board memeber

Education

BS in Civil Engineering

Comments

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

Male

Ethnicity *

Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

Other

Lelia Goodwin

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>

Profile

Which Boards would you like to apply for?

Library Commission: Submitted

Please select your first Board preference: *

Library Commission

Please select your second Board preference: *

United Arts Grants Panels

Please select your third Board preference: *

Open Space and Parks Advisory Committee

Please select your fourth Board preference: *

Keep America Beautiful Advisory Board

Please select your fifth Board preference: *

Planning Board

Please select your sixth Board preference: *

Raleigh-Durham Airport Authority

Maritza Elle

First Name

E

Middle Initial

Pearce

Last Name

5628 N Hawthorne Way

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

District 6

Home: (919) 977-4477

Primary Phone

Mobile: (919) 667-8100

Alternate Phone

maritzapearce@gmail.com

Email Address

Hunter Rowe

Employer

Real Estate Broker

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'm interested in serving so that I can be more active in the community. The library has been a part of my life since going as a child to Cameron Village.

Work Experience

Entrepreneur, home school mom and now real estate broker.

Volunteer Experience

Volunteered for the Summit church from 2010 to 2016 as the morning director of volunteers.

Education

Bachelor of Arts in Political Science from Appalachian State University.

Comments

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

Female

Ethnicity *

Hispanic

Other

How did you become aware of Wake County volunteer opportunities?

Other

Friend of a current volunteer.

If you selected "Other" above, how?

Please upload a file

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Profile

Which Boards would you like to apply for?

- Wake County Water Partnership: Submitted
- Wake County Steering Committee on Affordable Housing: Submitted
- Library Commission: Submitted
- Human Services Board: Submitted
- Capital Area Workforce Development Board: Submitted
- Adult Care Home Community Advisory Committee: 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

Middle Initial

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?

Please upload a file

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?

Library Commission: Submitted

Please select your first Board preference: *

Library Commission

Please select your second Board preference: *

Historic Preservation Commission

Please select your third Board preference: *

Greater Raleigh Convention and Visitors Bureau

Please select your fourth Board preference: *

Open Space and Parks Advisory Committee

Please select your fifth Board preference: *

Commission for Women

Please select your sixth Board preference: *

Wake Technical Community College Board of Trustees

Carla

First Name

Anne

Middle Initial

Stancil

Last Name

1406 Mahonia Court

Street Address

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

What district do you live in?

District 6

Mobile: (919) 306-0627

Primary Phone

Home: (919) 306-0627

Alternate Phone

carlastancil@gmail.com

Email Address

Allscripts

Employer

Talent Development 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:

Raleigh

Interests & Experiences

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

I am primarily interested in serving on the Wake County Library Commission. I want to give back to my community and I am very interested in ongoing planning and maintenance of our libraries.

Work Experience

Allscripts, Chicago, IL (Remote position in Raleigh, NC) Senior Sales Operations Consultant 2009 – Present Responsible for internal education and communications program for largest sales force in the healthcare IT industry. Support internal sales education by planning and executing programs to on-board and educate new hires and provide on-going education for existing team members via workshops, webinars, and annual event for 700+ attendees with multiple education tracks. Create web-based learning for internal sales team via Brainshark and LMS. Manage education programs, learning credits, and operations in Saba Learning Management System. Own communication program to a team of over 700 individuals by creating and maintaining multi-faceted process which includes a SharePoint intranet site, very active blog, and thoughtful use of mass email. Provide analysis and project management to team to supporting pricing proposals for large deals, writing and managing complex requests for proposals. Write and edit responses to Requests for Proposals, manage knowledge base, technical documents.

McKesson Provider Technologies, Alpharetta, GA (Remote position in Raleigh, NC) Marketing Programs Manager 2007 – 2009 Fast-paced marketing position emphasizing increased market share for the largest healthcare IT company in the US. Designed and drove ANCC approved education programs for healthcare clinicians via webinar. Managed marketing projects and campaigns across multiple surgical solutions. Developed and managed SharePoint site to accomplish greater communication across teams. Managed appearances at large industry trade shows and customer-focused events.

Payment Processing, Inc. (PPI), San Francisco, CA 2006 –2007 Marketing Manager Planned and implemented B2B marketing and communications programs for a wide range of campaigns across all marketing channels. Effectively crafted key messages and positioning to target audiences across all media. Designed and executed e-marketing campaigns.

Hill-Rom, Batesville, IN and Cary, NC 2004 – 2006 Marketing Communications Manager Planned and executed appearances at both large and small healthcare industry events. Developed processes, standards, and styles for corporate brand identity. Managed budget to ensure maximum return for expenditures.

Varian, Inc. (formerly VanKel Technology Group), Cary, NC 1998-2004 Marketing Communications Manager 2000 – 2004 Created and managed marketing communications department for successful pharmaceutical testing equipment manufacturer. Developed, coordinated, and promoted domestic and international educational series consisting of approximately 100 events worldwide. Promoted events and campaigns via print, web, and direct mail.

Technical Communications Manager 1998-2000 Created and managed technical communications department for successful pharmaceutical testing equipment manufacturer. Implemented initial set of standards and practices where none existed before. Managed team of writers and web developers.

Volunteer Experience

I have served with the Wake County Genealogical Society in various positions for the past 5 years. I currently serve as President of the Society. Human Services Helen Wright Center for Homeless Women: Help provide meals and companionship to women requiring transitional housing. 2 years. 2013 – present. Hospice of Wake County: Provide respite, emotional, and practical support to patients and their families. Also served as grief companion to offer active listening and companionship to newly bereaved. 11 years. 1997 – 2008 The Caring Place: Served as a support sponsor and caring partner to families working toward independent living and self-reliance for 5 years. 1989 - 1994 Volunteer Families for Children: Served as volunteer foster family offering short-term temporary shelter to children whose families were in crisis for 9 years. 1991 – 2000 Cub Scouts of America: Volunteered as adult leader for 3 years, co-leader for 1 year, Pop-corn fund raising chair for 2 years. 1995 - 2000 Education Foreign Student Exchange: Hosted Italian student studying and working in US. 2007-2008 Parent/Teacher/Student Association: Served as Middle Creek High School PTSA President for 2 years, Vice President for 1 year, and Fund Raising Co-Chairperson for 1 year. 2004 – 2007 Middle Creek High School Library: Volunteered 2 hours per week in public high school library shelving books and processing new book purchases for 2 years. 2004 - 2006 West Lake Middle School Library: Volunteered 2 hours per week in public high school library shelving books and processing new book purchases for 3 years. 2001 - 2003 West Lake Middle School Room Parent: Served as room parent to homeroom, assisting teacher with class outings, special events, and in communications with parents. 3 years. 2001 – 2003 Oak Grove Elementary School Library: Volunteered 2 hours per week in public high school library shelving books and processing new book purchases for 3 years. 2001 - 2003 Animal Rescue Carolina Poodle Rescue: Fostered abandoned poodles awaiting the re-homing process, transported them to new homes or foster families for 5 years. 2002 -2007 North Carolina Lab Rescue Network: Transportation volunteer for Labs needing a lift to their new home or foster family. 1998 – 2001

Education

BS in Criminal Justice, Western Carolina University, 1983 Certification as Litigation Paralegal, National Center for Paralegal Training, 1984

Comments

[Carla Stancil Resume 2018.docx](#)

Upload a Resume

[Carla Stancil volunteer resume.docx](#)

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

Wake County Genealogical
Society

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>

Volunteer Resume for Carla Stancil

CarlaStancil@gmail.com 919/306-0627 (cell)

Wake County Genealogical Society: Previously served as VP Communications. Currently serving as President.

Emerald Chase HOA: Served 4 years as Secretary, 2010 - 2016.

Human Services

Helen Wright Center for Homeless Women: Help provide meals and companionship to women requiring transitional housing. 2 years. 2013 - present.

Hospice of Wake County: Provide respite, emotional, and practical support to patients and their families. Also served as grief companion to offer active listening and companionship to newly bereaved. 11 years. 1997 - 2008

The Caring Place: Served as a support sponsor and caring partner to families working toward independent living and self-reliance for 5 years. 1989 - 1994

Volunteer Families for Children: Served as volunteer foster family offering short-term temporary shelter to children whose families were in crisis for 9 years. 1991 - 2000

Cub Scouts of America: Volunteered as adult leader for 3 years, co-leader for 1 year, Pop-corn fund raising chair for 2 years. 1995 - 2000

Education

Foreign Student Exchange: Hosted Italian student studying and working in US. 2007-2008

Parent/Teacher/Student Association: Served as Middle Creek High School PTSA President for 2 years, Vice President for 1 year, and Fund Raising Co-Chairperson for 1 year. 2004 - 2007

Middle Creek High School Library: Volunteered 2 hours per week in public high school library shelving books and processing new book purchases for 2 years. 2004 - 2006

West Lake Middle School Library: Volunteered 2 hours per week in public high school library shelving books and processing new book purchases for 3 years. 2001 - 2003

West Lake Middle School Room Parent: Served as room parent to homeroom, assisting teacher with class outings, special events, and in communications with parents. 3 years. 2001 - 2003

Oak Grove Elementary School Library: Volunteered 2 hours per week in public high school library shelving books and processing new book purchases for 3 years. 2001 - 2003

Animal Rescue

Carolina Poodle Rescue: Fostered abandoned poodles awaiting the re-homing process, transported them to new homes or foster families for 5 years. 2002 -2007

North Carolina Lab Rescue Network: Transportation volunteer for Labs needing a lift to their new home or foster family. 1998 - 2001

Volunteer Resume for Carla Stancil

CarlaStancil@gmail.com 919/306-0627 (cell)

Carla A. Stancil

Raleigh, NC 27615
919.306.0627 (c)
CarlaStancil@gmail.com

Professional Profile

Enthusiastic and experienced professional with 25+ years of experience in developing and managing internal education programs, communications, sales support, event planning and project management in the healthcare IT sector.

Core Competencies

- Develop/implement adult education programs, eLearning
- Social media, SaaS, LMS
- Creative, positive, high energy
- Writing and editing
- Project planning/management
- Flexible, adaptable, highly organized
- Communications planning/execution

Professional Experience

Allscripts, Raleigh, NC

Talent Development Consultant 2017 - Present

Mar

Create and deliver classroom employee development trainings and eLearning for large software developer of Electronic Healthcare Record solutions for hospitals and health systems. Ensure alignment with corporate strategy and initiatives; develop and manage company-wide communication strategies on training initiatives, deliver new employee onboarding training, support company-wide education initiatives to targeted groups such as leaders and new college grads, work with SMEs on needs analysis and recommend and develop programs to meet those needs.

Senior Sales Operations Consultant 2009 - Mar 2017

Aug

Supported internal sales education by planning and executing programs to on-board and educate new hires, provide on-going education for existing team members via workshops, webinars, and annual event for 700+ attendees with multiple education tracks, conducted regular training needs analysis, managed sales communication pathways, managed best practices and policies for consistency throughout these programs using instructional design best practices.

McKesson Provider Technologies, Alpharetta, GA (Remote position in Raleigh, NC)

Marketing Programs Manager Aug 2009

Jan 2007 -

Fast-paced marketing position emphasizing increased market share for the largest healthcare IT company in the US. Designed and drove ANCC approved education programs for healthcare clinicians via webinar, managed marketing projects and campaigns across multiple surgical solutions, managed communication strategies and appearances at large industry trade shows and customer-focused events.

Payment Processing, Inc. (PPI), San Francisco, CA 2006 -2007

Marketing Manager

Planned and implemented B2B marketing and communications programs for a wide range of campaigns across all marketing channels effectively crafting key messages and positioning to target audiences across all media, designed and executed e-marketing campaigns.

**Hill-Rom, Batesville, IN and Cary, NC
2004 - 2006**

Marketing Communications Manager

Planned and executed appearances at both large and small healthcare industry events, developed processes, standards, and styles for corporate brand identity, managed budget to ensure maximum return for expenditures.

**Varian, Inc. (formerly VanKel Technology Group), Cary, NC
1998-2004**

**Marketing Communications Manager
- 2004**

2000

Created and managed marketing communications department for successful pharmaceutical testing equipment manufacturer, developed, coordinated, and promoted domestic and international educational series consisting of approximately 100 events worldwide, promoted events and campaigns via print, web, and direct mail.

**Technical Communications Manager
1998-2000**

Created and managed technical communications department for successful pharmaceutical testing equipment manufacturer, implemented initial set of standards and practices where none existed before, managed team of writers and web developers.

Education

- BS, Western Carolina University
- Certification as Litigation Paralegal, National Center for Paralegal Training
- Ongoing education in instructional design, SharePoint, writing, editing, project management

Technical Skills

- Microsoft Office, SharePoint
- Salesforce.com, Oracle, SnagIt, WebEx, SABA Learning Management System, Brainshark
- Captivate, Photoshop Elements, Survey Gizmo, QStream

Professional Development/Associations

- American Association for Training and Development
- SharePoint User Group
- International Association of Business Communicators