
Profile

Which Boards would you like to apply for?

Alcoholic Beverage Control Board: Submitted
Capital Area Workforce Development Board: Submitted
Wake Technical Community College Board of Trustees: Submitted
Fuquay-Varina Board of Adjustment: Submitted
Fuquay-Varina Planning and Zoning Board: Submitted
Housing Authority: Submitted

Please select your first Board preference: *

☒ Wake County Steering Committee on Affordable Housing

Please select your second Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your third Board preference: *

☒ Economic Development Commission

Please select your fourth Board preference: *

☒ Capital Area Workforce Development Board

Please select your fifth Board preference: *

☒ Housing Authority

Please select your sixth Board preference: *

☒ Alcoholic Beverage Control Board

Kerry

First Name

Bashaw

Last Name

1008 Crystalwater Dr

Street Address

Suite or Apt

Fuquay-Varina

City

NC

State

27526

Postal Code

What district do you live in?

☒ District 2

Home: (919) 330-7882

Primary Phone

Business: (919) 861-5321

Alternate Phone

kdbashaw36@gmail.com

Email Address

Consumer Education Services,
Inc.

Employer

Director of Community
Development

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?

I want to perform my civic duty by serving and want to help Wake County continue to prosper.

Work Experience

Consumer Education Services Inc. - Director of Community Development East Texas Council of Governments - Manager

Volunteer Experience

Board Member - Boys & Girls Club of the Big Pines Chair - Hale-Moore Education Fund

Education

Bachelor of Arts - Baylor University Master of Divinity - Baylor University

Comments

[KB_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 *

☒ 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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Kerry Bashaw

Fuquay-Varina, NC | 919-330-7882 | kdbashaw36@gmail.com

PROFESSIONAL EXPERIENCE

Consumer Education Services, Inc., Raleigh, NC

02/2018 – Present

Director of Community Development

- In charge of implementing programs to the community designed to financially empower families throughout the Research Triangle area
- Created the consumer microloan program (Community Loan Center) and responsible for all program activities

East Texas Council of Governments, Kilgore, TX

10/2013 – 12/2017

Manager

- Managed the small business government loan portfolio (SBA, USDA) and private revolving loan fund
- Created a consumer microloan program (Community Loan Center) by establishing a nonprofit entity, raising capital, and meeting with potential partners

Christian Community Credit Union, San Dimas, CA

09/2003 – 06/2006; 02/2007 –

08/2012

Senior Loan Underwriter (2007-2012)

- Underwrote and approved loans for refinances, purchases, and construction projects; specialized in non-profit organizations
- Performed analysis of financial statements, as well as reviewed overall credit risk of loans. Negotiated and structured commercial loan transactions to satisfy credit union requirements and borrower needs

Ministry Lending Associate (2003-2006)

- Underwrote loans for refinances, purchases, and construction projects; specialized in non-profit organizations
- Performed analysis of financial statements, as well as reviewed overall credit risk of loans

BMC Capital, Dallas, TX

09/2006 – 01/2007

Junior Loan Underwriter

- Underwrote and packaged multi-family commercial loans for third party commercial lender approval
- Performed analysis of financial statements, as well as reviewed overall credit risk of loans

EDUCATION

Baylor University, Waco, TX

Bachelor of Arts

Baylor University, Waco, TX

Master of Divinity

VOLUNTEER EXPERIENCE

Chair

Hale-Moore Education Fund

Board Member

Boys & Girls Club of the Big Pines

Profile

Which Boards would you like to apply for?

Wake Technical Community College Board of Trustees: Submitted

Domestic Violence Fatality Review Team: Submitted

Commission For Women: Submitted

Human Services Board: Submitted

Juvenile Crime Prevention Council: Submitted

Capital Area Workforce Development Board: Submitted

Please select your first Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your second Board preference: *

☒ Commission for Women

Please select your third Board preference: *

☒ Juvenile Crime Prevention Council

Please select your fourth Board preference: *

☒ Human Services Board

Please select your fifth Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your sixth Board preference: *

☒ Capital Area Workforce Development Board

Jordyne

First Name

Blaise

Last Name

1832 Natalie Brook Way

Street Address

Suite or Apt

Raleigh

City

NC

State

27609

Postal Code

What district do you live in?

☒ District 4

Mobile: (202) 629-7226

Primary Phone

Fax: (919) 584-3025

Alternate Phone

jordyne.blaise@gmail.com

Email Address

Blaise Consulting

Employer

Lead 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 have recently returned to Wake county on a full time basis and have been committed to volunteer service in the community. I'd like the opportunity to use my skills and expertise to have a positive impact on my immediate community and work to build relationships with county residents committed to public service.

Work Experience

I am an attorney, consultant, and strategist specializing in equity, diversity, inclusion and civil rights compliance in the public and private sector. I am an advanced equity specialist with thoughtful and engaging leadership and organizational skills that take equity from theory to action. I am published nationally as a leading scholar-activist in the arenas of civil rights, black feminist legal and social theory, and intersectionality. Feel free to contact me to serve as your next equity consultant and/or educator, specifically as it relates to Title IX and gender equity, race and gender, cultural competency, intersectionality, or social justice based institutional change.

Volunteer Experience

I have experience working with youth as a mentor for the YMCA, working on international aid projects in Haiti with St. Louisiens for Haiti and throughout the country as a volunteer with habitat for humanity and in rural wake county through youth programs administered through my sorority, Delta Sigma Theta, Sorority, Inc. I also have served as an advocate public speaker and writer on issues such as civil rights and gender equity. I previously served as a Human Relations Commissioner for the City of Raleigh.

Education

BA Georgetown University JD Georgetown University Law Center

Comments

[HU17_Blaise_Professional_Resume-ilovepdf-compressed.pdf](#)

Upload a Resume

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Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

- ☒ African American
☒ Hispanic

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

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JORDYNE BLAISE

jordyne.blaise@gmail.com



jordyneblaise.com



202.629.7226

PROFILE

I am an experienced attorney, consultant, and strategist specializing in equity, diversity, inclusion and civil rights compliance in the public and private sector. I am an advanced equity specialist with thoughtful and engaging leadership and organizational skills that take equity from theory to action.

CORE COMPETENCIES

- Strategic Planning
- Workplace Investigations
- Technical Writing
- Policy Interpretation
- Training (Cultural Competency, Diversity)
- Title IX, Title VII, Title VI Compliance
- Risk Management
- Public Speaking

PUBLICATIONS

ESSENCE: May 2016, *Ain't I A Woman*

ESSENCE: September 2015, *Our Sisters' Keeper?*

ESSENCE: December 2014, *Getting Real about Domestic Violence*

TIME: November 2014, *Kim Kardashian's Nude Photos and Saartjie's Choice: History's Problem with Fascinating Bodies*

PROFESSIONAL EXPERIENCE

Lead Consultant

Blaise Consulting
2015 - Present

- Advise clients, reduce risk, mitigate employee issues and policy concerns
- Provide cultural competency, implicit bias, and federally required training for educational institutions, private companies and government agencies
- Complete compliance reviews and audits for Title IX, ADA, Title VII and Title VI
- Assist small and minority businesses with affirmative action plans, state and federal equal opportunity reporting and MBE certification
- Serve as a contracted investigator of workplace discrimination, harassment

Director of Community Engagement and Equity

Harvard University

2016-2017

- Inaugural Director
- Implemented a range of programs to promote cultural competency and civil discourse and to explore the intersection of social justice and various forms of diversity
- Developed strategic vision from a social justice lens
- Managed library of pedagogical resources on issues of diversity and inclusion in the classroom.

Equal Opportunity Officer + Deputy Title IX Coordinator

NC State University

2014-2016

- Investigated complaints of discrimination and harassment
- Manage compliance under Title IX, Title VII, and related federal laws and policy guidelines.
- Created and lead training and outreach for faculty, staff, students
- Monitored Title IX-related activities,
- Advise university-wide assessment methods related to gender/sex equity, and lead Sexual Assault Response Team.
- Developed internal and external partnerships to implement campus wide diversity and inclusion initiatives and directives

JORDYNE BLAISE 2

Equal Opportunity Specialist

District of Columbia
Department of Transportation
2011-2014

- Developed equal opportunity, affirmative action, and diversity programs, specializing in Title VI and Title VII compliance
- Served as Title VI Coordinator and Language Access Coordinator
- Advised agency leadership on federal program requirements, provided training, and investigated complaints of discrimination
- Served as agency public involvement specialist, provided technical assistance in reaching minority populations
- Drafted legislation for introduction, enrollment and engrossment, reviewed legislation before the Committee on Government Operations.
- Drafted press releases and talking points.
- Managed relationships between stakeholders, developers, and certified business enterprises (CBEs) to ensure diverse participation in major economic development projects.

Attorney Advisor (Temp)

US Commission on Civil Rights
2011

- Drafted commission report on Federal enforcement of civil rights laws in Inter-Student Violence cases
- Analyzed statistical data, reviewed discovery, processed complaints
- Planned briefing on inter-student violence

Assistant Attorney General (Temp)

DC Office of the Attorney General
2010-2011

- Civil Litigation division
- Defended civil actions brought against the District including challenges under the First, Fourth, Fifth and Eighth Amendment, Civil Rights cases, false arrest, employment discrimination, administrative decisions of agencies, education services, contracts, and class actions

Legal Intern

Department of Education
Office for Civil Rights
2010

- Conducted complainant interviews and ascertained relevant facts to determine Department action.
- Drafted notification letters, letters of transfer, and letters of finding
- Provided technical assistance to colleges by researching relevant civil rights standards and developing strategies to implement them
- Lead mediations

EXPERTISE

Employment Law
Affirmative Action Plans
Civil Rights Law
Mediation
Leadership Coaching

EDUCATION + LICENSURE

2010	Bar Admission: State Bar of Florida
2010	Juris Doctor Georgetown University
2006	Bachelor of Arts, English Georgetown University Law Center

SKILLS

Adobe Photoshop
Web Design
Banner, PeopleSoft, Oracle
Social Media
Graphic Design
Microsoft Office Suite

COMMUNITY LEADERSHIP

Delta Sigma Theta Sorority, Incorporated
City of Raleigh Human Relations Commission (2014-2016)
Georgetown University African American Advisory Board
YMCA of the Triangle Community Hope Mentor
Fannie Lou's Girls, Board of Directors
St. Louisiens for Haiti, Board of Directors
Habitat for Humanity

Profile

Which Boards would you like to apply for?

Planning Board: Submitted

Rolesville Board of Adjustment: Submitted

Wake Technical Community College Board of Trustees: Submitted

Rolesville Planning Board: Submitted

WakeMed Hospital Board of Directors: Submitted

United Arts Grants Panels: Submitted

Greater Raleigh Convention and Visitors Bureau: Submitted

Open Space and Parks Advisory Committee: Submitted

Eastern Wake Fire Rescue Department Inc. Board of Trustees Firemens' Relief Fund: Submitted

Rolesville Rural Fire Department Board of Trustees Firemen's Relief Fund: Submitted

Please select your first Board preference: *

☒ WakeMed Hospital Board of Directors

Please select your second Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your third Board preference: *

☒ Open Space and Parks Advisory Committee

Please select your fourth Board preference: *

☒ Rolesville Planning Board

Please select your fifth Board preference: *

☒ Rolesville Rural Fire Department Board of Trustees Firemen's Relief Fund

Please select your sixth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

David

First Name

L

Middle Initial

Heath

Last Name

1026 Virginia Water Drive

Street Address

Suite or Apt

Rolesville

City

NC

State

27551

Postal Code

What district do you live in?

☒ District 1

Home: (919) 423-4506

Primary Phone

Home: (252) 523-0800

Alternate Phone

seahawkalum@yahoo.com

Email Address

IFC

Employer

CFO

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:

☒ Rolesville

Interests & Experiences

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

I want to volunteer in the community and take the time to give back to the area that I love. I have a particular skill set in finance that will serve the community and WakeMed well.

Work Experience

I am a CPA by trade and the CFO of a private equity firm in the triangle.

Volunteer Experience

Education

Bachelor of Science and Masters of Accounting

Comments

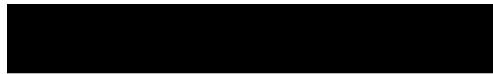
[DavidHResume_-IFC.doc](#)

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?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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David L. Heath

1026 Virginia Water Drive
Rolesville, NC 27571
Home Phone (919) 423-4506
seahawkalum@yahoo.com

EMPLOYMENT

2013 - Present Chief Financial Officer, International Farming Corporation, Kinston, NC

Directed finance team for farmland real estate fund group over a family of private equity asset management funds owning real estate and operating companies domestically and internationally.
Responsible for all aspects of financial operations including treasury, cash management, capital structure, debt negotiations, financial analysis, budgeting, tax and compliance, operations.
Responsible for financial reporting for all entities and day to day accounting operations, including investor reporting
Led financial due diligence on acquisition of operating companies
Review firm risk and identify areas for risk mitigation
Responsible for coordinating tax and organizational structuring deals and fund entities
Responsible for the annual appraisal and valuation process of \$1.3b of farmland
Produce and coordinate the annual budgeting process
Facilitate relationships between farming operation functions from acquisitions to operations

2007 - 2013 Vice President, Financial Accounting, Credit Suisse, Raleigh, NC

Controller for North American Investment Banking (IB) and Asset Management (AM) divisions across multiple legal entities in US, Canada, and Mexico.
Maintain the financial reporting for the IB and AM division of the bank, including the consolidation of various AM funds and other special purpose entities.
Manage the external audit process, including the preparation of financial statements for both divisions, working with KPMG to complete audits of 6 legal entities annually.
Prepare and review regulatory reporting filings including FOCUS, FRY-7N, TIC-S1, and other ad hoc requests.
Participate in the new business process, including the purchase accounting review of new entities and basic financial statement review during diligence phase, including recent \$425m investment in a non-consolidated entity.
Monthly responsibilities include head office reporting, preparation of quarterly financials, reviewing journal entries, preparing and reviewing analytics, account reconciliation and signoffs, SOX controls and related testing, investigating suspense related questions and resolutions, preparation of regulatory reports and daily various follow-ups as needed.
Participate in the conversion from US GAAP to IFRS for American and Canadian entities.

2004 - 2007 Senior Associate, Deloitte & Touche, Raleigh, NC

Managed 4-6 staff people on various financial statement and compliance audit engagements ranging from small manufacturing

firms with revenues greater than \$10 million to large complex financial institutions with revenues greater than \$1 billion. Experience with Sarbanes Oxley requirements and testing as well as other regulatory compliance audits, including FDICIA, HUD, GNMA, FNMA audits.

2000-2004 Operations Manager, United Parcel Service, Wilmington, NC
Managed package operation group of 35 Teamster's Union employees as well as six supervisors. Responsible for staffing, payroll, safety and compliance training.
Worked to ensure that the operation was maintained in accordance with OSHA standards. Maintained various items on the Balanced Scorecard in order to ensure a profitable operation.

EDUCATION

University of North Carolina at Wilmington, Wilmington, NC
Masters of Science in Accounting
Bachelors of Business Administration
CPA license, North Carolina

Profile

Which Boards would you like to apply for?

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

jmeayers@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

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Profile

Which Boards would you like to apply for?

Juvenile Crime Prevention Council: Submitted

Durham and Wake Counties Research and Production Service District Advisory Committee: Submitted

Human Services Board: Submitted

Wake Technical Community College Board of Trustees: Submitted

Capital Area Workforce Development Board: Submitted

Commission For Women: Appointed

Please select your first Board preference: *

☒ None Selected

Please select your second Board preference: *

☒ None Selected

Please select your third Board preference: *

☒ None Selected

Please select your fourth Board preference: *

☒ None Selected

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

Sharrian

First Name

Taylor

Last Name

12020 Diamond Creek Road

Street Address

Apartment 207

Suite or Apt

Raleigh

City

NC

State

27614

Postal Code

What district do you live in?

☒ District 6

Home: (336) 918-2398

Primary Phone

Home: (336) 918-2398

Alternate Phone

sharrianewtaylor@gmail.com

Email Address

State of North Carolina-
Department of Health and
Human Services

Employer

Disability Determination Services

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I am vested in the progression of human kind, especially vulnerable and minority populations. I have worked with various populations, such as individuals with disabilities, the elderly, low socioeconomic persons, women, as well as many more; and have aimed in all of my vocational and volunteer activities to advance those in society. I would love to serve on a Board or Commission as I could use the knowledge and experience I have gained to aid in furthering the former.

Work Experience

Please see Resume

Volunteer Experience

Member of The Young Professionals Board October 2016- Present Meals on Wheels of Wake County • Ensure organization's activities align with the goals and overall mission of Meals on Wheels • Plan and coordinate outreach and fundraising events within the community • Represent the organization in the community • Volunteer and help with organization needs • Assist in making organization decisions, when needed, with Board of Directors Director of Operations & Funds Administration December 2015- Present Empowering Mothers on the Move (M.O.M.S.) • Created mission and vision and ensure short and long term goals align with them • Ensure compliance with government regulations • Assist in annual strategic planning process • Ensure organization is financially responsible and an effective accountability system is implemented • Plan and engage in outreach activities promoting organization, especially in low-income communities • Provide financial advice and engage in discussion for possible support from community stakeholders • Plan and coordinate fundraising events and monthly activities

Education

University of North Carolina at Charlotte May 2016 Masters of Art in Public Administration: Nonprofit Management Graduate Report: The Impact of Job Density on Job Density and Employment on Crime Rates: An Analysis on the Neighborhood Level University of North Carolina at Greensboro December 2013 Post- Baccalaureate Certificate in Public Affairs: Nonprofit Management University of Alabama in Huntsville May 2012 Bachelors of Art in Sociology

Comments

[Taylor_Sharrian_Resume_3.docx](#)

Upload a Resume

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Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

- ☒ African American
- ☒ Hispanic

Other

How did you become aware of Wake County volunteer opportunities?

- ☒ County Website

If you selected "Other" above, how?

Please upload a file

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SHARRIAN TAYLOR

12020 Diamond Creek Road

Raleigh, NC 27614

(336) 918-2398

sharrianewtaylor@gmail.com

EDUCATION

University of North Carolina at Charlotte

Masters of Art in Public Administration: Nonprofit Management

May 2016

Graduate Report: "The Impact on Job Density and Employment on Crime Rates: An Analysis on the Neighborhood Level"

University of North Carolina at Greensboro

December 2013

Post- Baccalaureate Certificate in Public Affairs: Nonprofit Management

University of Alabama in Huntsville

May 2012

Bachelors of Art in Sociology

WORK EXPERIENCE

Disability Determination Specialist

June 2016- Present

North Carolina Disability Determination Services- State of North Carolina

- Utilize various computer applications and software packages to ensure successful completion of work responsibilities
- Perform web-based research to make critical decisions
- Elicit, read and process a large quantity of medical information quickly and accurately
- Analyze and summarize complex data for the purpose of applying established rules and procedures to develop a course of action
- Manage caseloads in an efficient and accurate manner
- Apply government policies related to court decisions and administrative rulings to adjudicate cases

Note Taking Administrator

August 2015- June 2016

Office of Disability Services, University of North Carolina at Charlotte

- Manage note taking database of over 850 student note taker volunteers and 850+ students with disabilities
- Recruit and oversee volunteers from the UNC Charlotte student population of over 28,000 individuals
- Train volunteers on correct program procedures
- Liaison between students with disabilities, volunteers, and university faculty/staff
- Foster constructive, long-lasting relationships with clients, student volunteers, and faculty/staff
- Assist with management of testing services and administrative duties in compliance with ADA legislation

Development Intern

May 2015- August 2015

Isabella Santos Foundation

- Create and coordinate donor mailings, appeal and thank you letters
- Process donations as well as prepare acknowledgement letters and other correspondences regularly
- Create lists, queries, reports and other systems for categorizing and differentiating groups for individualized recognition and special events
- Ensure the accuracy and integrity of the data by monitoring changes to existing data in Sales Force

Learning Strategies Graduate Assistant

August 2014- June 2015

University Center for Academic Excellence, University of North Carolina at Charlotte

- Conduct over 100 workshops and classroom presentations on topics such as communication, time management, and learning styles
- Establish and organize innovative outreach programs to bring awareness of the University Center for Academic Excellence services to students
- Provide students with academic support in order to reach departmental goals of educational success
- Conduct individual meetings and workshops teaching time management, study skills and academic strategies
- Assemble and analyze data for annual reports including narrative performance assessments
- Foster interpersonal relationships with students, faculty, and staff

Site Supervisor

August 2013- June 2014

Childcare Services Branch

YMCA of Northwest North Carolina

- Recruit, train, and supervise volunteers for programmatic events and activities
- Provide interactive guidance and leadership to K-12 students and staff
- Train employees on implementing government and organization policies in daily work activities
- Supervise and assist staff in leading age appropriate activities
- Tailor after-school program by identifying and meeting students' needs
- Build positive, beneficial networks with parents and school staff to develop and implement strategies that improve students' social and academic growth based on identified student needs
- Coordinate and schedule various programs and activities that focus on character development, physical activity, academic support and arts and crafts

Housing Outreach Specialist (Contract position)

August 2012- October 2012

United Way of Forsyth County Inc.

- Assisted Housing Case Managers with intake assessments, and in information and data gathering for rapid re-housing clients
- Identified sites in an 8 county area for key outreach services, and educated key personnel at these sites on program services in order to help identify potential clients for rapid re-housing program
- Completed quarterly data report on program achievements for funders

Community Planning and Investment Intern

May 2012- August 2012

United Way of Forsyth County Inc.

- Assisted with organization of annual Point-in-Time street count of unsheltered homeless people
- Coordinated and lead the development of voter registration program
- Created Request for Proposals to seek applicants for available service contract
- Compiled and organized data to be used in fund raising solicitation calls
- Assisted with the design of a coordinated intake/assessment center for the homeless services as well as assisting with the project development and best practice research and form development

COMMUNITY ACTIVITIES

Member of The Young Professionals Board

October 2016- Present

Meals on Wheels of Wake County

- Ensure organization's activities align with the goals and overall mission of Meals on Wheels
- Plan and coordinate outreach and fundraising events within the community
- Represent the organization in the community
- Volunteer and help with organization needs
- Assist in making organization decisions, when needed, with Board of Directors

Director of Operations & Funds Administration

December 2015- Present

Empowering Mothers on the Move (M.O.M.S.)

- Created mission and vision and ensure short and long term goals align with them
- Ensure compliance with government regulations
- Assist in annual strategic planning process
- Ensure organization is financially responsible and an effective accountability system is implemented
- Plan and engage in outreach activities promoting organization, especially in low-income communities
- Provide financial advice and engage in discussion for possible support from community stakeholders
- Plan and coordinate fundraising events and monthly activities