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

United Arts Grants Panels: Submitted

GoTriangle Transit Citizen Advisory Committee: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels**Please select your second Board preference: ***

☒ United Arts Grants Panels**Please select your third Board preference: ***

☒ United Arts Grants Panels**Please select your fourth Board preference: ***

☒ United Arts Grants Panels**Please select your fifth Board preference: ***

☒ United Arts Grants Panels**Please select your sixth Board preference: ***

☒ United Arts Grants Panels

Shelia

First Name

R

Middle Initial

Alamin-Khashoggi

Last Name

3715 Amistad Lane

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

What district do you live in?

☒ District 5

Home: (919) 441-2032

Primary Phone

Home: (919) 441-2032

Alternate Phone

srlj42@yahoo.com

Email Address

Beary Special Daycare

Employer

Owner/Operator

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?

With years of experience working in the grassroots community, the arts have been the last to be considered for funding. There are various groups of people that have a tremendous amount of talent that are not showcased and it is difficult to gain access to support for their passion. While there are various avenues available in Raleigh, the smaller communities within Wake County have less resources. It is my experience that funding at the grassroots level affects more individuals than attempting to showcase their work on their own.

Work Experience

Owner/Operator of Beary Special Daycare, Raleigh, NC Constructed-Response Scorer Educational Testing Services (ETS) – Princeton, NJ Founder, Chair, JT Locke Resource Center, Inc., Raleigh, NC Criminal Court Advocate, Interact - Raleigh, NC Administrative Assistant, Department of Medical Assistance - Raleigh, NC Administrative Assistant II, Wake County Human Services - Raleigh, NC Detention Clerk, Wake County Sheriff Department - Raleigh, NC

Volunteer Experience

City of Raleigh Human Relations Commissioner, Former Chair North Carolina Legal Aid Community Advisory Board Counselor, STEPS Program. Wake County Human Services - Raleigh, NC Mentor Monitor (Volunteer) Triumph Administrative Assistant, Department of Medical Assistance - Raleigh, NC Administrative Assistant II, Wake County Human Services - Raleigh, NC Detention Clerk Wake County Sheriff Department - Raleigh, NC

Education

Masters, Religious Studies, Shaw University, NC - December 2013 Masters, Public Administration - North Carolina Central University, NC - May 2010 B. A., Public Administration/Political Science, Shaw University, NC - May 2008

Comments

[SRAlaminResume.docx](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

Commissioner James West

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>

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

EXECUTIVE PROFILE

Visionary with solid experience managing all levels of multiple projects, including budgeting and administration. Offering outstanding presentation, communication and cross-cultural team management skills. A high-energy, results-oriented leader with an entrepreneurial attitude.

SKILLS HIGHLIGHT

- Leadership/communication skills
- Small business development
- Project management
- Business operations organization
- Negotiations expert
- Employee relations
- Self-motivated
- Project Planning
- Start-Ups and Acquisitions
- Strategic Planning
- Team Leadership
- Time and Resource Optimization
- Training and Development
- Interpersonal Skill

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

CORE ACCOMPLISHMENTS

- Founder and Chair of a family resource center that focuses on facilitating and enhancing education from kindergarten to secondary, job training, entrepreneurship and investments
- Developed and implemented policies that positively impact the quality of life and socio-economic condition for community's through Raleigh Human Relations Board
- Mentor entrepreneurs and community organizations that assist in increasing the education and socio-economic conditions of families

EXPERIENCE

2017 – Current

Owner/Operator

Beary Special Daycare – Raleigh, NC

- Affordable Daycare
- Ages 6 weeks – 12 years
- After Schoolers
- Teaching motive skills reading

2016 – Current

Constructed-Response Scorer

Educational Testing Services (ETS) – Princeton, NJ

- Evaluate online samples of performance for standardized tests. Including, but not limited to, short answers, essays, spoken responses and portfolios. Currently scoring for Texas, California and New Jersey educational system

2000 to Current

Founder, Chair

JT Locke Resource Center, Inc., Raleigh, NC

- Initiated, developed, established and oversaw the operations of a comprehensive, family centered resource center
- Trained staff in developing curriculum, taught interactive skills with diverse students/parents/school personnel, and creative approaches to gauge students ability to comprehend
- Utilized standardized tests to determine students comprehension of grade level curriculum
- Trained staff how to administer and interpret tests.
- Developed policies and procedures in compliance with local and state government
- Educated and illustrated to executive staff how to mitigate staff/parents concerns and grievances.
- Accountable for over \$500,000 in grant fund including overall federal/state and customer satisfaction
- Recommended Bill 388 in presentation to state legislator on behalf of NC Parents for Educational Freedom
- Negotiated Raleigh City Council policy regarding facility use by non-profit resulting in implementation of revised policy

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

- 12/2002 to 01/2003 Mentor Monitor (Volunteer)**
Triumph - Raleigh, NC
- Investigated and monitored children from effects of child abuse
- 05/2001 to 10/2001 Criminal Court Advocate**
Interact - Raleigh, NC
- Provided individualized, personalized plans for abused women to assist them in obtaining their personal goals
 - Taught anger management skills to identify source, redirect and tools to control and diminish anger
 - Advised clients on situation safety plans
 - Advocated and interceded in court proceedings for abused clients with protective orders and first hand knowledge of abuse.
 - Prepared protective orders, provided first hand knowledge of physical, mental and emotional abuse to courts.
 - Presented clients with skills to end abuse and solutions to move forward
- 05/2000 to 05/2001 Administrative Assistant**
Department of Medical Assistance - Raleigh, NC
- Coordinated clients and attorneys meetings
 - Liaison between attorneys, clients and Medicaid officials
 - Prepared documents in accordance with policies of NC Department of Human Services, Medicaid and attorneys
- 04/1997 to 05/1999 Counselor, STEPS Program (Volunteer)**
Wake County Human Services - Raleigh, NC
- Mentored, advised, provided contacts, resources and step-by-step plan to obtain personal goals
 - Recommended skills to combat stress, physical abuse, trauma, low-self esteem, to increase self-sufficiency, emotional and mental stability.
 - Trained clients to identify, redirect anger and skills to diminish anger
- 02/1997 to 05/1999 Administrative Assistant II**
Wake County Human Services - Raleigh, NC
- Coordinated client and Medicaid information to investigate issues with either client and/or Medicaid.
 - Enforced policy administration and solved problems.
- 1992 to 1995 Detention Clerk**
Wake County Sheriff Department - Raleigh, NC
- Managed all clients activities while in detention
 - Ensured adherence to judicial policies and procedures
 - Assessed clients to determine appropriate penalty
 - Oversaw and adjusted clients actions based upon court order.
 - Monitored relevant data on clients; maintained consistent status updates to courts and interested parties
 - Implemented accounts payable/receivable for clients
 - Oversaw bi-weekly position rotation for bonding, booking and classifying.
 - Photographed clients and retained personal property during search and for court proceedings

SHELIA ALAMIN-KHASHOGGI

3715 Amistad Lane, Raleigh, NC 27610 | H:919-441-2032 | srlj42@yahoo.com

- Managed charge documentation and verification of clients charge for court review and determination
- Identified charges for magistrate, judges, lawyers, bondsmen, and inquiring public

EDUCATION

Masters, Religious Studies

Shaw University, North Carolina

(President, Graduate Student Government Association – 2012)

December 2013

Masters, Public Administration

North Carolina Central University, North Carolina

May 2010

B. A., Public Administration/Political Science

Shaw University, North Carolina

May 2008

Certification in Campaign Management

Civitas Institute

May 2008

BOARDS

City of Raleigh Human Relations Commissioner, Former Chair

North Carolina Legal Aid Community Advisory Board

AFFILIATIONS

Raleigh-Wake Citizens Association (RWCA)

National Association for the Advancement of Colored People

American Society for Public Administration

Method Civic League, Member

Democratic Women of Wake County

Black Women Empowerment Network

North Carolina Black Caucus

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

Alcoholic Beverage Control Board: Submitted

Historic Preservation Commission: Appointed

United Arts Grants Panels: Submitted

Please select your first Board preference: *

☒ Historic Preservation Commission**Please select your second Board preference: ***

☒ Alcoholic Beverage Control Board**Please select your third Board preference: ***

☒ United Arts Grants Panels**Please select your fourth Board preference: ***

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

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

☒ None Selected

Charles

First Name

P

Middle Initial

Blunt IV

Last Name

2514 Medway Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27608

Postal Code

What district do you live in?

☒ District 5

Mobile: (919) 633-0033

Primary Phone

Fax: (919) 633-0033

Alternate Phone

cpbluntiv@bellsouth.net

Email Address

Retired - IBM

Employer

Finance and Marketing

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?

Work Experience

10 years as Director of the Virginia Alcoholic Beverage Control Commission and a member of the Governor's staff. 30 years with IBM~ mostly in financial management positions

Volunteer Experience

Currently volunteer at the NC Museum of History, Rex Hospital, Step Up Ministry, Christ Episcopal Church and the Wake County Historical Society.

Education

BS in Public Administration from Virginia Tech Masters in Business Administration from Virginia. Postgraduate work in statistics and planning

Comments

Have authored or edited 8 books primarily relating to historical subjects. Am currently involved in a number of historic research projects relating to Wake County and NC.

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

Friends on Boards & commissions

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

United Arts Grants Panels: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels**Please select your second Board preference: ***

☒ Juvenile Crime Prevention Council**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

Ryan

First Name

S

Middle Initial

Boyce

Last Name

635 Highpark Lane

Street Address

Suite or Apt

RALEIGH

City

NC

State

27608

Postal Code

What district do you live in?

☒ District 5

Home: (919) 272-5591

Primary Phone

Business: (919) 890-1388

Alternate Phone

rsboyce@gmail.com

Email Address

State of NC

Employer

Attorney

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

Comments

[Ryan S Boyce 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

[Redacted]

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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RYAN S. BOYCE

635 Highpark Lane, Raleigh, NC 27608
(919) 272-5591 | rsboyce@gmail.com

PROFESSIONAL EXPERIENCE

Supreme Court of North Carolina, Raleigh, North Carolina **March 2017 – Present**
Office of the Chief Justice

Legal and Communications Counsel

- Provide legal and policy guidance to the Chief Justice in his role as head of the North Carolina Judicial Branch.
- Manage all external communications relating to the Office of the Chief Justice.

North Carolina Department of Transportation, Raleigh, North Carolina **January 2016 – March 2017**
Deputy General Counsel

- Lead counsel to the Division of Motor Vehicles and provided legal support on other DOT initiatives.
- Negotiated and approved DMV contracts, settlements, and other agreements.
- Served as agency legislative liaison to the Office of the Governor and the General Assembly during the 2016 Legislative Session.

North Carolina Industrial Commission, Raleigh, North Carolina **December 2013 – January 2016**

Deputy Counsel

November 2014 – January 2016

- Tasked with managing significant internal and external reforms to the state's workers' compensation system.
- Drafted proposed legislation and coordinated with Office of the Governor, General Assembly, and relevant stakeholders to facilitate enactment of legislative agenda and budgetary provisions.
- Served as Acting Administrator and oversaw agency operations for approximately six weeks.

Special Deputy Commissioner/Law Clerk to the Chairman ***December 2013 – November 2014***

- Assessed administrative penalties for violations of the North Carolina Workers' Compensation Act.
- Researched appellate issues and drafted opinions and awards for review by Full Commission panel.

U.S. Court of Appeals for the Fourth Circuit, Greenville, South Carolina **July 2012 – August 2012**
Summer Clerk for Chief Judge William B. Traxler, Jr.

- Researched appellate briefs on multiple legal issues including evidence, criminal appeals, and constitutional rights.
- Authored opinions in both civil and criminal appeals for circulation to a three judge panel.

United States House of Representatives, Washington, DC **September 2007 – August 2010**
Committee on Transportation & Infrastructure

Legislative Assistant

December 2008 – August 2010

- Prepared all briefing/hearing materials and coordinated all legislation and industry outreach related to aviation security, economic affairs, commercial space, and general aviation regulatory issues.
- Drafted sections of and participated in staff level pre-conference committee negotiations on the "FAA Reauthorization Act of 2009" and the "Airline Safety and Federal Aviation Administration Extension Act of 2010".
- Managed numerous House bills and resolutions from introduction to passage, and staffed Members of Congress during floor proceedings.

Staff Assistant

September 2007 – December 2008

- Coordinated all legislative activity between committee staff and Ranking Member John L. Mica.
- Drafted legislative memoranda and official letters, managed supply accounts, and responded to requests from Member offices and industry representatives.

EDUCATION

Charleston School of Law

Juris Doctor, May 2013

- Merit Scholarship Recipient
- Three-time Dean's List Recipient

University of North Carolina at Chapel Hill

B.A., American History, May 2007

PUBLICATIONS AND PRESENTATIONS

“Disorder in the House: Constitutional Challenges in Prosecuting Members of Congress for Federal Crimes” <i>Resolved: Journal of Alternative Dispute Resolution</i> , Vol. IV, Issue II.	Fall 2013
Presenter, 19 th Annual North Carolina Workers’ Compensation Conference Raleigh, North Carolina	October 2014
Panelist, Southern Association of Workers’ Compensation Administrators “National Regulators College” Orlando, Florida	August 2015
Presenter, Workers’ Compensation Institute “Conference on Multistate Workers’ Compensation Law” Orlando, Florida	August 2015
Presenter, 20 th Annual North Carolina Workers’ Compensation Conference Raleigh, North Carolina	October 2015
“New Reforms Expose Misclassification Schemes in NC” <i>Journal of Insurance Fraud in America</i> , Spring 2016 Issue.	Spring 2016
Delegate, Autonomous Vehicle World Congress Detroit, Michigan	October 2016

COMMUNITY INVOLVEMENT

North Carolina Lincoln List <i>Secretary/Treasurer</i>	September 2013 - Present
North Carolina State Library Commission <i>Appointed by Governor Pat McCrory</i>	June 2014 - Present
Wake County Bar Association <i>Bench/Bar Committee</i> <i>Communications & Technology Committee</i>	May 2017 - Present
Regional Judicial Opioid Initiative <i>Leadership Committee</i>	May 2017 - Present
South Carolina Bar Association <i>iCivics Committee</i>	July 2017 - Present

HONORS

Honorable Order of Kentucky Colonels <i>Governor Steven L. Beshear</i>	April 2010
Honors for Outstanding Pro Bono Service <i>Charleston School of Law</i>	May 2013
ACYPL Delegate to Commonwealth of Australia <i>United States Department of State</i>	September 2017

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

United Arts Grants Panels: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels**Please select your second Board preference: ***

☒ Morrisville Planning and Zoning Board**Please select your third Board preference: ***

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

☒ Population Health Task Force**Please select your fifth Board preference: ***

☒ Morrisville Board of Adjustment**Please select your sixth Board preference: ***

☒ None Selected

Michelle

First Name

C

Middle Initial

Collins

Last Name

212 Hammond Wood Place

Street Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

What district do you live in?

☒ District 7

Mobile: (336) 255-5041

Primary Phone

Home: (919) 462-9276

Alternate Phone

mccollins14@icloud.com

Email Address

The University of North Carolina
at Chapel Hill

Employer

Manager, Research Training
Programs

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?

I have always been an advocate of volunteering and giving back. Unfortunately, for a few years, I was not able to give my time as I would have liked. Now that I have the opportunity, I would be more than honored to serve on a board or commission that serves the people in the state of North Carolina.

Work Experience

I currently serve as the Manager of Research Training Programs at the UNC Carolina Population Center at the University of North Carolina at Chapel Hill. I am responsible for the day-to-day administration of the Population and Biosocial Research Training Programs. Prior to my current position, I was responsible for directing and administering the research program for the Department of Surgery at UNC. This included providing support to faculty members, residents, and post-doctoral research associates in all aspects of research administration from finding new funding opportunities to managing the grant submission process. Prior to that, I served as the Managing Director for the UNC Nutrition Obesity Research Center. I was responsible for managing the day-to-day operations of a multi-million dollar, multiple investigator, NIH-funded research center. This included managing the activities for the Center's internal and external advisory committees, providing professional support and guidance to core directors and core managers, overseeing grant and recharge center budgets, coordinating the Pilot & Feasibility grant program, managing the web site and social media, preparing and writing annual progress reports, and overseeing the competitive renewal grant process. In addition to my experience at the university level, I also have another five years of experience in project and research management in the non-profit sector. This experience includes grant writing and proposal development, identifying and soliciting prospective donors for funding, developing and fostering relationships with various community partners, and providing assistance with various strategic and organizational planning initiatives.

Volunteer Experience

The Beehive Collective Raleigh, NC Member 7/2008 - 1/2012 The Beehive Collective is a group of young professionals who pool their collective talents and resources together to organize fun and educational projects that raise money for the causes they care about. • Provided assistance in soliciting grant applications from local community groups and organizations. • Assisted in reviewing grant proposals and selecting projects for funding. North Carolina Commission on Volunteerism and Community Service Raleigh, NC Commissioner 2/2006 - 12/2009 The North Carolina Commission on Volunteerism and Community Service is a statewide commission that is responsible for encouraging community service and volunteerism among North Carolinians. • Provided assistance in reviewing AmeriCorps applications, assisted in making funding decisions for AmeriCorps programs. • Assisted in designing and implementing a training program for the MLK day of service in 2009. Other Affiliations: • Alumni, Leadership North Carolina Class XI, 2003-2004.

Education

The University of North Carolina at Greensboro Greensboro, NC • Master of Public Administration, Concentration in Nonprofit Management, 2003. • Bachelor of Science, Human Development and Family Studies, Minor in Political Science, 2001.

Comments

[Resume_for_Michelle_Collins_August_2018.pdf](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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

MICHELLE C. COLLINS, MPA, CPRA

• 212 Hammond Wood Place • Morrisville, NC 27560 •

• Phone (336) 255-5041 •

• E-mail: mccollins14@icloud.com •

EDUCATION

The University of North Carolina at Greensboro

Greensboro, NC

- Master of Public Administration, Concentration in Nonprofit Management, 2003.
- Bachelor of Science, Human Development and Family Studies, Minor in Political Science, 2001.

SKILLS & CERTIFICATIONS

- Certified Pre-Award Research Administrator (CPRA), Research Administrators Certification Council.
- Level I Certification: Tar Heel Certificate Program in Research Administration.
- 16 years of combined research administration and program management experience.
- 10 years of experience at UNC managing the day-to-day operations of a multi-million dollar, multi-investigator, NIH-funded P30 research center.
- 1.5 years of research administration experience for an academic department in the UNC School of Medicine.
- 5 years of fundraising and grant management experience in the non-profit sector.
- Currently managing two NIH-funded T32 grant programs for a large university-based research center.
- Experience with UNC's Connect Carolina, InfoPorte, WordPress, RAMSeS, Cayuse424, eRA Commons, xTrain, NIH RePORTER, Proposal Central, NSF, PubMed, SPIN Funding Database, and the NIH Manuscript System.
- Member, Society of Research Administrators International.

EXPERIENCE

University of North Carolina at Chapel Hill

Chapel Hill, NC

Manager of Research Training Programs, UNC Carolina Population Center

8/2018 - Present

The UNC Carolina Population Center is a community of scholars and professionals collaborating on interdisciplinary research, methods, and training that advance understanding of population issues. The goal of the Center's training programs is to ensure that a diverse and highly trained workforce is available to assume leadership roles in biomedical, behavioral, and clinical research.

Responsibilities:

- Oversees the day-to-day administration of the Population and Biosocial (T32) Research Training Programs.
- Responsible for corresponding with NIH and the Office of Sponsored Research on behalf of each program.
- Assist in preparing and writing annual progress reports and the competitive renewal grant applications.
- Maintain and write content for the program websites, weekly newsletters, and other program communication materials.
- Maintain systems to track and report on research productivity for all current and past research trainees.
- Research and inform trainees of professional development and funding opportunities.

University of North Carolina at Chapel Hill

Chapel Hill, NC

Research Administrator, Department of Surgery

2/2017 - 8/2018

The UNC Department of Surgery is an internationally-recognized leader in surgical care and research and provides the full complement of surgical sub specialties, from nine clinical divisions, to patients.

Responsibilities:

- Provide support to faculty members, residents, and post-doctoral research associates in all aspects of research administration.
- Oversee, prepare and compile all components of grant submissions ensuring proposals are formatted, assembled, and submitted in compliance with UNC and granting agency requirements.
- Research and inform investigators of funding opportunities.
- Prepare grant budgets, work timelines, and checklists for each grant submitted through the department.
- Assist in the maintenance and editing of biosketches, other support, departmental resources, and other grant template documents.
- Responsible for corresponding with funding agencies and the Sponsored Programs Office for just-in-time requests and securing additional information from investigators.
- Work with the finance team to ensure proper setup of initial budgets for new awards.
- Plan and organize the department's annual Research Day for residents and alumni.
- Manage and update the research section of the Department of Surgery website.
- Serve as the Department representative for the UNC Healthcare System's Heart & Vascular Research Committee

Major Accomplishments:

- Instrumental in the development of the new quarterly department newsletter, including editing and writing content.
- Development a new system to track and report on research productivity, including grant submissions, IRB approvals, funding interests and other administrative tasks.

University of North Carolina at Chapel Hill

Chapel Hill, NC

Grant Assistant, UNC Center for Health Promotion and Disease Prevention

7/2015 - 12/2015

The UNC Center for Health Promotion and Disease Prevention addresses pressing health problems by collaborating with communities to conduct research, provide training, and translate research findings into policy and practice.

Responsibilities:

- Provided assistance with proposal development, coordination of documents, routing, and proposal submission. *This was a temporary-part time position.*

University of North Carolina at Chapel Hill

Chapel Hill, NC

Managing Director, UNC Nutrition Obesity Research Center

4/2007 - 2/2017

The UNC Nutrition Obesity Research Center is one of twelve research centers in the country funded by the National Institutes of Health that is specifically designed to support nutritional sciences and obesity related research.

Responsibilities:

- Responsible for overseeing the final implementation, design, and updates for the NORC Central website until my replacement was named (this was done on a volunteer basis for 2 months after I officially started at my position in the Department of Surgery).
- Responsible for managing the day-to-day operations of the UNC Nutrition Obesity Research Center.
- Responsible for monitoring core usage and center budgets (grant and recharge).
- Assists in managing the Center's Pilot & Feasibility (P&F) grant program.
- Served as the liaison between the Center and its members, provided support to the core directors and core managers, and coordinated internal and external advisory committee activities and meetings.
- Responsible for preparing and writing annual progress reports and the competitive renewal grant applications.
- Responsible for maintaining the center's web site and social media pages, overseeing the seminar series, creating marketing materials, and generating quarterly e-newsletters.
- Accountable for being the primary liaison between the UNC Nutrition Obesity Research Center and the UNC Nutrition Research Institute (Kannapolis Research Campus).

Major Accomplishments:

- Played a key role in writing and editing the Center's \$5 million, five-year competitive renewal grant in 2010. The grant received a priority score of 12 (on a 10 (best) to 90 (worst) scale). This is the highest score the Center has received for a renewal application and the best score of all of the other competing applications that year.
- Instrumental in writing and managing a \$300,000 American Recovery and Reinvestment Act (ARRA) grant for the NORC to purchase new equipment and expand its Pilot & Feasibility grant program.
- Responsible for writing a short proposal to NIH for the creation of the NORC Central web site. This is a collaborative web site for all NIH-funded NORC research centers.
- Responsible for the implementation, design, and maintenance of the Center's service request system database. This database offered our research cores the ability to store service requests, track usage, and create invoices.
- Instrumental in overseeing the development of the NORC Mobile Metabolic Unit. This mobile unit was created to conduct body composition assessments in community based studies across the state of North Carolina.

**United Way of Greater Greensboro
Independent Contractor**

Greensboro, NC

4/2007 - 6/2007

The United Way of Greater Greensboro is a non-profit agency that works with community partners to meet emerging needs in the city of Greensboro, NC.

Responsibilities:

- Provided assistance with preparing for the annual combined federal government campaign.
- Responsible for training and providing assistance to my replacement.

**United Way of Greater Greensboro
Resource Development Manager**

Greensboro, NC

4/2004 - 4/2007

Responsibilities:

- Responsible for managing all of the medical and federal government accounts.
- Assisted in identifying strategies for overall campaign growth, responsible for working with volunteers to design solicitation strategies.
- Responsible for designing and implementing the annual employee campaign manager training program.

Major Accomplishments:

- In 2005, the Piedmont Triad Federal campaign raised over \$738,000 for local, national, and international charities surpassing 2004's campaign totals by \$78,500.
- In 2004, the federal campaign raised over \$660,500. This was the largest increase of any managed campaign in 2004 for the Greensboro United Way and the largest increase for the federal campaign locally since its inception.
- The federal campaign had the 2nd highest percent increase in contributions in 2004 for middle-sized campaigns nationally. The local campaign was recognized for its achievements at the national level by the Office of Personnel Management at a ceremony at the White House in Washington, DC.
- Assisted in turning several non-giving medical and federal government accounts into giving accounts in 2004 and 2005.
- Implemented a new employee campaign manager training program and designed new training materials.

**Junior Achievement of Central North Carolina
Independent Contractor**

Greensboro, NC

4/2004 - 12/2005

Junior Achievement of Central North Carolina is a youth organization that was created to assist young people in the transition from school to work.

Responsibilities:

- Responsible for researching and identifying viable grant opportunities.

- Responsible for preparing and submitting grant proposals and progress reports to funders.

**Junior Achievement of Central North Carolina
Operations/Grants Manager**

**Greensboro, NC
9/2002 - 4/2004**

Responsibilities:

- Responsible for preparing grant proposals and progress reports, assisted in managing the gift acknowledgement process.
- Assisted in the planning of special events and the annual funding campaign.
- Responsible for researching and identifying viable grant opportunities.

Major Accomplishments:

- This position started as a part-time appointment and turned into a full-time position after I received my Master's degree.
- Secured funding from the JC Penney's After School grant program to develop first after school alliance with the Boys & Girls Club in Greensboro.
- Secured grant funding for a new elementary expansion project.

**The Volunteer Center of Greensboro
Assistant Program Manager (Temporary Contract Position)**

**Greensboro, NC
1/2003 - 6/2003**

The Volunteer Center of Greensboro is a non-profit agency that promotes volunteerism, supports non-profit groups, and builds community partnerships.

Responsibilities:

- Assisted in securing grant funding from the Points of Light Foundation for a special volunteer initiative honoring September 11th victims.
- Assisted in recruiting and securing over 50 local volunteer groups to complete projects honoring victims.
- Accountable for evaluating and reporting projects to the Points of Light Foundation.

**The University of North Carolina at Greensboro
Graduate Assistant**

**Greensboro, NC
8/2001 - 5/2002**

The University of North Carolina at Greensboro is a public university located in Greensboro, North Carolina. This graduate assistantship was funded by a fellowship grant by the Cemala Foundation.

Responsibilities:

- Responsible for writing press releases and newsletter articles for the graduate program.
- Provided updates for the department web site and conducted research for faculty members.
- Assisted in graduate student recruitment activities and promoted the nonprofit management certificate program to prospective students.

AWARDS & RECOGNITIONS

- UNC Employee Forum Professional Development Grant Recipient, 2017.
- UNC Gillings School of Global Public Health, Department of Nutrition, Staff Excellence Award, 2011.
- UNC Gillings School of Global Public Health, Department of Nutrition, Star Heel Award, 2009.

LEADERSHIP & PROFESSIONAL AFFILIATIONS

**The Beehive Collective
Member**

**Raleigh, NC
7/2008 - 1/2012**

The Beehive Collective is a group of young professionals who pool their collective talents and resources together to organize fun and educational projects that raise money for the causes they care about.

- Provided assistance in soliciting grant applications from local community groups and organizations.
- Assisted in reviewing grant proposals and selecting projects for funding.

North Carolina Commission on Volunteerism and Community Service

Raleigh, NC

Commissioner

2/2006 - 12/2009

The North Carolina Commission on Volunteerism and Community Service is a statewide commission that is responsible for encouraging community service and volunteerism among North Carolinians.

- Provided assistance in reviewing AmeriCorps applications, assisted in making funding decisions for AmeriCorps programs.
- Assisted in designing and implementing a training program for the MLK day of service in 2009.

Other Affiliations:

- Alumni, Leadership North Carolina Class XI, 2003-2004.

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

City of Raleigh Planning Commission: Submitted
Greater Raleigh Convention and Visitors Bureau: Submitted
Housing Authority: Submitted
Juvenile Crime Prevention Council: Submitted
Planning Board: Submitted
United Arts Grants Panels: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Housing Authority

Please select your second Board preference: *

☒ City of Raleigh Planning Commission

Please select your third Board preference: *

☒ Commission for Women

Please select your fourth Board preference: *

☒ Juvenile Crime Prevention Council

Please select your fifth Board preference: *

☒ United Arts Grants Panels

Please select your sixth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Tiffany

First Name

L

Middle Initial

Davis

Last Name

4217 Fawn Glen Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27616

Postal Code

What district do you live in?

☒ District 5

Mobile: (919) 889-0458

Primary Phone

Business: (919) 263-4461

Alternate Phone

tiphanie427@yahoo.com

Email Address

The Perry Group

Employer

Closing 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 think it is very important to give back and I have a wide skill set that I am interested in utilizing for the improvement of my community.

Work Experience

Administrative/Executive Assitant, Office Manager, Licensed Real Estate Broker, Notary Republic, and Photographer

Volunteer Experience

None

Education

BA - Business Management

Comments

[Resume - Tiffany Davis v2018-RE.pdf](#)

Upload a Resume

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

Please upload a file

Demographics


Date of Birth

Gender *

☒ Female

Ethnicity *

- ☒ African American
☒ Native American
☒ Other

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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



TIFFANY DAVIS

LICENSED REAL ESTATE PROFESSIONAL

PERSONAL PROFILE

To partner with a highly motivated Team, focused on continued growth, that will utilize my diverse skill set and encourage opportunities for professional development

CONTACT



4217 Fawn Glen Drive
Raleigh, NC 27616



Tiphanie427@yahoo.com



(919) 889-0458



/tiffany-davis-2369188

EDUCATION

Real Estate, Residential Broker,
State of NC

Notary, Notary Public, Wake
County, State of NC

Insurance, Property & Casualty,
State of NC (Inactive)

Bachelors of Arts, Business
Management, Strayer University

SKILLS OVERVIEW

- Organized and detail oriented with the ability to think critically and adapt to change
- Experienced customer service professional with quality communication and people skills
- Resourceful team player successful in trouble shooting and proactive problem solving
- Proficient in multiple transaction and database management systems
- Adept at graphic design and social media management
- Experienced at coaching, training and meeting organization
- Highly creative with a background in photography

WORK EXPERIENCE

The Ida Terbet Group

NOV 2013- CURRENT

Social Media Manager- Design ad campaigns and landing pages to generate and capture new lead information. Create custom graphics and content to strengthen brand awareness across all relevant social platforms. Develop drip campaigns to maintain client contact after closing. Audit agents sites and coach toward improved social awareness.

Listing Manager- Prepare contracts, marketing materials and CMA's for all listing appointments. Review new files for compliance and prepare for data entry. Organize necessary contractors for each listing and oversee to project completion. Establish and maintain open communication with clients. Manage all relocation business and prepare required ERC/BMA. Develop and implement new systems to increase efficiency. Design and publish marketing materials for new listings. Coordinate team meetings and social events. Train staff and new hires on policy and procedures.

Coldwell Banker Howard Perry Walston

JUNE 2012 - NOV 2014

Realtor/Broker- Developed and maintain client database. Counsel clients throughout the home buying, selling or leasing process. Responsible for accurate record keeping and document submission. Answering inbound customer service calls. Manages all files from contract to closing. Troubleshooting and problem solving.

Relief Agent- Greet prospective clients and collect information for company database. Answer all questions relating to the builder and the community. Independently manage end of business day activities.

Exam Proctor- Administer final exams for students completing the pre-licensing study. Greet and check-in real estate professionals for continuing education classes. Follow all established procedures, and independently manage all end of business day activities.

Professional Property Management

JAN 2004 - APRIL 2012

Executive Assistant- Assisted the owners of the company with scheduling and correspondence. Organized and lead Board meetings. Developed a system to streamline the collection policies and procedures. Managed account collections for over 175 communities. Planned and executed company socials, charity events, and any other assigned tasks.

Assistant Property Manager- Developed budgets, attended Board meetings and recorded minutes, designed newsletters, issued work orders, approved invoices, and handled all client relations for premium accounts.

Receptionist- Managed multi -line phone systems while greeting clients and guests. Accepted, processed and documented payments. Managed supply inventory and ordering. Planned and assisted with the execution of the company's website upgrade. Developed and published the first company resource manual. Assisted the office manager with all requested tasks.

The Greer Group

AUG 1999 - JAN 2004

Administrative Assistant - Filled variously assigned office positions with diverse companies. Required to adapt quickly and efficiently to meet the needs of each client. Managed multi-line phone systems and customer service requests. General reception, office management, inventory management, scheduling, trouble shooting, planning and any other assigned tasks.

C O N T A C T



4217 Fawn Glen Drive
Raleigh, NC 27616



Tiphannie427@yahoo.com



(919) 889-0458



/tiffany-davis-2369188

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

City of Raleigh Board of Adjustment: Submitted
City of Raleigh Planning Commission: Submitted
Open Space and Parks Advisory Committee: Submitted
United Arts Grants Panels: Submitted
GoTriangle Transit Citizen Advisory Committee: Submitted

Please select your first Board preference: *

☒ City of Raleigh Planning Commission

Please select your second Board preference: *

☒ Economic Development Commission

Please select your third Board preference: *

☒ GoTriangle Board of Trustees

Please select your fourth Board preference: *

☒ Open Space and Parks Advisory Committee

Please select your fifth Board preference: *

☒ City of Raleigh Board of Adjustment

Please select your sixth Board preference: *

☒ United Arts Grants Panels

Benjamin

First Name

L

Middle Initial

Delgado

Last Name

600 Saint Mary's Street

Street Address

Apt 102

Suite or Apt

Raleigh

City

NC

State

27605

Postal Code

What district do you live in?

☒ District 5

Mobile: (757) 694-1129

Primary Phone

Home: (757) 694-1129

Alternate Phone

ben.lan.del@gmail.com

Email Address

Cutty International, Inc
Employer

Executive Vice President
Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I want to see Wake County grow to be its best. As a younger resident in Raleigh I have an incredible amount of time ahead in the City and County. This long future can either be ruined with bad policy or leveraged into greater successes through proactive and forward thinking measures. It is imperative to me that citizen involvement shape the path forward. While I do not seek large political aspirations, I do believe that involving myself on a board or commission will allow me to play my part in the future of Wake County.

Work Experience

Currently I am working for an entrepreneurial intellectual property firm. My work includes industries such as: renewable energy, clean water, advanced materials, augmented reality, and healthcare. Prior to this I was a project manager in the sports and television industry. I worked on mergers and acquisitions for clinical research centers during my college internship. I worked through high school and college at restaurants from fine dining to fast casual.

Volunteer Experience

Habitat for humanity, some hospital work.

Education

Grassfield High School Chesapeake, VA Graduated 2011 University of South Carolina Columbia, SC Graduated 2015 with B.S.B.A. in Management and Entrepreneurship

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

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

Historic Preservation Commission: Appointed
Library Commission: Submitted
Open Space and Parks Advisory Committee: Submitted
Planning Board: Submitted
United Arts Grants Panels: Submitted
Yates Mill Park Advisory Board: Submitted

Please select your first Board preference: *

☒ Historic Preservation Commission

Please select your second Board preference: *

☒ Library Commission

Please select your third Board preference: *

☒ Planning Board

Please select your fourth Board preference: *

☒ United Arts Grants Panels

Please select your fifth Board preference: *

☒ Open Space and Parks Advisory Committee

Please select your sixth Board preference: *

☒ Yates Mill Park Advisory Board

Carrie

First Name

Ehrfurth

Last Name

1011 Stewart Street

Street Address

Suite or Apt

Fuquay-Varina

City

NC

State

27526

Postal Code

What district do you live in?

☒ District 2

Home: (919) 755-2250

Primary Phone

Home: (919) 434-1439

Alternate Phone

ehrfurtc@yahoo.com

Email Address

Hedgehog Holdings, LLC
Employer

Historic Preservationist
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

September 2005-present: Historic Preservationist, Hedgehog Holdings, LLC, Raleigh, NC August 2008-October 2009: Architectural Historian, consulting with Belk Architecture, Durham, NC February 2005-April 2005: Research Assistant, Longleaf Historic Resources, Raleigh, NC October 2004-July 2005: Museum Educator, Page-Walker Arts and History Center, Town of Cary, Cary, N

Volunteer Experience

Annual Haw River Clean up events Preservation North Carolina volunteer Historic House Tour guide, UNCG

Education

Graduating May 2015, MBA, Meredith College, August 2005, Graduate Certificate in Historic Preservation, UNCG-Greensboro, December 2003, MA in Art History, PSU, State College, PA June 2001 BA in Art History, Lawrence University, Appleton, WI

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

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

Adult Care Home Community Advisory Committee: Appointed
Domestic Violence Fatality Review Team: Submitted
Human Services Board: Submitted
Juvenile Crime Prevention Council: Submitted
Nursing Home Community Advisory Committee: Submitted
United Arts Grants Panels: Submitted

Please select your first Board preference: *

☒ Human Services Board

Please select your second Board preference: *

☒ Juvenile Crime Prevention Council

Please select your third Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your fourth Board preference: *

☒ United Arts Grants Panels

Please select your fifth Board preference: *

☒ Criminal Justice Partnership Advisory Board

Please select your sixth Board preference: *

☒ Adult Care Home Community Advisory Committee

Phyllis

First Name

B

Middle Initial

Fulton

Last Name

1801 Lisburn Court

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Home: (919) 772-2617

Primary Phone

Home: (919) 630-0817

Alternate Phone

pmbpfef@aol.com

Email Address

Retired

Employer

Retired

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:

☒ Garner

Interests & Experiences

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

I retired from North Carolina DHHS with several years of services to families in need of protective services and services to assure the community's well-being. I am very interested in being appointed to the Wake County Community Child Protection Team (CCPT) G.S. 7B 1409, in addition to the above listed boards and commissions.

Work Experience

Licensed Master Social Worker with experience in all levels of social services on the county~ state and national level. Retired from the NC Division of Social Services in 2013. Prior to retirement~ I was coordinator of the state wide Community ...

Volunteer Experience

President of Garner High School PTSA and Platen elementary school in Frankfurt Germany. Secretary of local chapter of university alumni association. Member of Community Advocacy Committee Organized conferences~ reunions~ etc....

Education

High School graduate - PW Moore High School - 1965 NC A&T BS Degree in Social Services 1969 University of Northern Colorado - MA Psychology - 1980 Continuous training in social services areas...

Comments

Hobbies~ bowling~ developing MS Power Pint programs~ social planning. Married 47 years to military retiree. Two adult daughters.

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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

Adult Care Home Community Advisory Committee: Submitted
Alliance Behavioral Healthcare: Submitted
Council on Fitness and Health: Submitted
United Arts Grants Panels: Submitted
Wake County Water Partnership: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Commission for Women

Please select your second Board preference: *

☒ Council on Fitness and Health

Please select your third Board preference: *

☒ Wake County Water Partnership

Please select your fourth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

☒ Alliance Behavioral Healthcare

Please select your sixth Board preference: *

☒ United Arts Grants Panels

Emily

First Name

Hughes

Last Name

6311 Terra Verde Drive

Street Address

Apt. 221

Suite or Apt

RALEIGH

City

NC

State

27609

Postal Code

What district do you live in?

☒ District 7

Mobile: (704) 906-6260

Primary Phone

Business: (919) 707-3007

Alternate Phone

emilyhughes1093@gmail.com

Email Address

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 giving back to the community and helping with something I am passionate about. The boards I've showed interest in are all things that I have some background or knowledge in. I would love to give my spare time to the county that I call home. I have extensive knowledge in government, especially local government, and a love for volunteering.

Work Experience

I worked in local government in a small town near Charlotte as a Communications Specialist and Clerk while I worked on my Master of Public Administration. When I graduated, I knew I wanted to work for the state to learn more and serve my home state. I currently work as a Public Information Officer for the NC Department of Agriculture and Consumer Services. I write, edit and publish press releases and speeches for the department.

Volunteer Experience

Parkway cleanups, coaching soccer, tutoring in Spanish, volunteering at local events.

Education

Appalachian State University -Bachelor of Science in Communication, Journalism Appalachian State University -Bachelor of Arts in Spanish Arkansas State University -Master of Public Administration

Comments

[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

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Emily Hughes

6311 Terra Verde Dr. Apt. 221 ☐ Raleigh, NC 27609
Phone: 704.906.6260 ☐ E-mail: emilyhughes1093@gmail.com

[EH
]

Objective

Public Relations | Bilingual (English & Spanish) | Creative Content Development Government | Communications

A government professional in the public relations and journalism field seeks to apply current educational credentials and job experiences to a professional role. Adept research skills contribute to the ability to remain cognizant of current trends within selected markets. Demonstrates positive and professional interpersonal skills when liaising with peers and clients. Capable of prioritizing workload to continuously meet all set deadlines. Continuously strives to create captivating, informative content for employers.

Experience

NC Department of Agriculture & Consumer Services, Raleigh, North Carolina
2018 - Present

August

Public Information Officer II

- Author and edit press releases on behalf of the department for the media and public.
- Create content and maintain the blog for the department to provide updates, links, ideas and sources for the public.
- Prepare and edit speeches for the NC Agriculture Commissioner for events.
- Serve as a public information officer for various divisions within the department such as Emergency Programs, Research Stations, NC State Fair, Soil and Water Conservation and Special Projects.
- Assist the Commissioner's office in preparing any content to come from the NC Agriculture Commissioner.
- Work with the local media to distribute information from the department.
- Coordinate releases, blogs, and social media surrounding major events within the department such as the NC State Fair and NC Agriculture Day.

TOWN OF STALLINGS, Stallings, North Carolina
August 2018

May 2016 -

Communications Specialist/Deputy Town Clerk

- Author all press releases for the Town of Stallings for distribution to local media.
- Develop original marketing and advertising material for the Town.
- Create content and maintain the website for the Town of Stallings to provide concise and updated information for the public.
- Assist in organizing and advertising public events for the Town of Stallings.
- Maintain Town Council minutes and attend Town Council meetings as the Deputy Town Clerk.
- Generate social media posts and media content in an attractive manner on behalf of the Town.
- Serve as a staff liaison to all media relations for the Town of Stallings.
- Assist the Historical Committee of the Town as a staff liaison to preserve and feature the history of Stallings.
- Work with the Technology Committee of the Town as a representative to amend and modernize the website for the Town.



- Prepare and plan the Town's internal events and communications to promote staff involvement.

PEACH ROOTS, Chicago, Illinois
2015

September - December

Public Relations Intern

- Authored various press releases and emailed copies to different restaurants and hotels.
- Conducted research for clients to aid with individualized marketing needs.
- Created engaging social media posts and organized media content for each client.

NATASHA MORGAN, New York, New York
March 2015

September 2014 -

Public Relations Intern

- Identified current music events, museums, and venues in Los Angeles, New York, and Europe for client sponsorship.
- Procured contact information for the press, agencies, and agents in Los Angeles, New York, and Europe.
- Scheduled and developed monthly event calendar for client.

Education

ARKANSAS STATE UNIVERSITY

August 2016 - May 2018

Master of Public Administration
Laude

Cum

APPALACHIAN STATE UNIVERSITY

August 2012 - May 2016

Bachelor of Science in Communication, Journalism
Bachelor of Arts in Spanish

Professional Licenses

NORTH CAROLINA NOTARY PUBLIC

Commission expires May 31, 2023

FEMA Certification

Completed on Nov. 15, 2018



Interests and Community Involvement

UNION COUNTY CHAMBER OF COMMERCE

Women in Business

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

PI ALPHA ALPHA

International honors society for public affairs and
administration

ALPHA PHI SORORITY

Director of Continuous Open Bidding

Director of Social Events

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

United Arts Grants Panels: Submitted**Please select your first Board preference: ***

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

☒ United Arts Grants Panels**Please select your third Board preference: ***

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

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

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

☒ Alliance Behavioral Healthcare

roxie

First Name

lapoint

Middle Initial

Last Name

220 snow ave

Street Address

Suite or Apt

raleigh

City

NC

State

27603

Postal Code

What district do you live in?

☒ District 4

Home: (919) 508-0777

Primary Phone

Home: (919) 508-0777

Alternate Phone

roxsbox@outlook.com

Email Address

self employed

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:

None Selected

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

Comments

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Other

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

Please upload a file

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