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

---

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

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

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

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

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

---

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

---

☒ None Selected

---

Natalie

First Name

---

R

Middle Initial

---

Britt

Last Name

---

305 Taylor Street

Street Address

---

Suite or Apt

---

RALEIGH

City

---

NC

State

---

27607

Postal Code

**What district do you live in?**

---

☒ District 4

---

Home: (919) 417-3753

Primary Phone

---

Business: (919) 600-5364

Alternate Phone

---

nrbritt71@gmail.com

Email Address

---

DHIC, Inc.

Employer

---

Vice President, Real Estate  
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:

☒ Raleigh

---

## Interests & Experiences

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

To give back to the community where I was born and raised and have lived for my entire life. I believe my educational background and profession could be very helpful to the County in a period of great growth and change.

## Work Experience

22 years with DHIC, Inc., the Triangle's premier non-profit affordable housing developer. Current role is Vice President. Real Estate Development.

## Volunteer Experience

Triangle Land Conservancy, TCREW, Women's Leadership Initiative of ULI Triangle, teaching yoga at the NC Correctional Institute for Women

## Education

Masters and undergraduate degrees from UNC-Chapel Hill

## Comments

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Upload a Resume

[NBritt-Resume.pdf](#)

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

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Please upload a file

---

## Demographics

  
Date of Birth

Gender \*

☒ Female

**Ethnicity \***

---

☒ Caucasian

---

**Other**

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

---

☒ Other

a friend

---

If you selected "Other" above, how?

Please upload a file

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

# NATALIE BRITT

919-417-3753 • [nrbritt71@gmail.com](mailto:nrbritt71@gmail.com)

305 Taylor Street  
Raleigh, NC 27607

## KEY STRENGTHS & SKILLS

---

20+ year career in affordable housing development in North Carolina. Started career at Raleigh-based nonprofit directly after graduate school and remains committed to the mission. While progressing from supporting real estate development activities to managing the real estate development team.

**Affordable housing finance**  
**Project management**

**Effective communicator**  
**Team builder**

## PROFESSIONAL EXPERIENCE

---

**DHIC, Inc., Raleigh, NC**

SEP 1996 – Present

***Vice President, Real Estate Development***

- Manages real estate development activities and three Project Managers
- Participates in DHIC's company-level management team
- Directs real estate development and is involved in all aspects of the development process including:
  - Site searches and investigations
  - Assembling the design and legal consultants and other members of the development team
  - Negotiating and securing financing
  - Completing due diligence and closing
  - Overseeing construction, marketing and lease-up of new rental communities
  - Ensuring the implementation of special populations targeting & supportive services plans
  - Nurturing relationships with local municipal and NCHFA staff members, financial institutions and other partners
- Completed 18 rental developments with various combinations of financing including conventional mortgage loans, housing and historic tax credits, tax-exempt bonds, local government loans, and other below market loans and grants for a total of 1,193 units and a development cost of \$157 million+

## EDUCATION/VOLUNTEERING/INTERESTS

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**MASTER OF REGIONAL PLANNING:** Dept. of City and Regional Planning, University of North Carolina, Chapel Hill, NC

**BACHELOR OF ARTS:** International Studies & Spanish, University of North Carolina, Chapel Hill, NC

**VOLUNTEERING:** ULI Triangle's Women's Leadership Initiative Steering Committee; Leadership Raleigh Class 25; Triangle Commercial Real Estate Women Board member; Triangle Land Conservancy's Land Protection Committee; teaching yoga at NC Correctional Center for Women

**INTERESTS:** yoga, cycling, hiking, traveling, dogs, college basketball

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

---

Board of Adjustment: Submitted

City of Raleigh Board of Adjustment: Submitted

City of Raleigh Planning Commission: Submitted

Planning Board: Submitted

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

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☒ City of Raleigh Board of Adjustment**Please select your second Board preference: \***

---

☒ Board of Adjustment**Please select your third Board preference: \***

---

☒ City of Raleigh Planning Commission**Please select your fourth Board preference: \***

---

☒ Economic Development Commission**Please select your fifth Board preference: \***

---

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

---

☒ None Selected

---

Stephen

First Name

---

Craig

Middle Initial

---

Cadwallader, Jr

Last Name

---

4852 Little Falls Drive

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27609

Postal Code

**What district do you live in?**

---

☒ District 6

---

Home: (919) 255-8533

Primary Phone

---

Business: (919) 420-1556

Alternate Phone

---

ccadwallader@gmail.com

Email Address

Avison Young

Employer

Vice President, Capital Markets

Job Title

---

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

☐ Yes ☒ No

---

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

☒ Raleigh

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## Interests & Experiences

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

Originally from Raleigh, but also have over 15 years of experience running real estate throughout the southeast and now focused in the investment arena; I believe I have a good understanding of what can positively impact the city in which we live. I've seen both positive and negative development projects which have contributed in different ways. I believe we need to take a bigger picture view to highest and best land use when planning out our city. I'd welcome the opportunity to partner with many civic leaders who have the same view of bettering our city with a long term approach as opposed to a short sided view not in the public's best interest.

---

## Work Experience

Investments, Financial Management, Operating Experience, Customer Service

---

## Volunteer Experience

Current: Habitat for Humanity-Annual Fund Committee, Triangle Community Coalition Board Member  
Previous: Young Associates Steering Committee for NC History Museum, Triangle Apartment Association (executive board) treasurer and secretary

---

## Education

Bachelor's Degree- NC State University

---

## Comments

Strong background in real estate operations~ energetic~ thoughtful~ as well as eager to learn and create a better place. Look forward to further discussing any opportunity.

[CC-Resume.docx](#)

Upload a Resume

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

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Please upload a file

---

## Demographics

Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

---

## 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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## 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>

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# STEPHEN “CRAIG” CADWALLADER, JR.

(919) 255-8533 [|ccadwallader@gmail.com](mailto:ccadwallader@gmail.com) | [Linkedin.com/in/CraigCadwallader](https://www.linkedin.com/in/CraigCadwallader)

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High energy, business-savvy executive with 15 years of progressive operating experience across a vast range of multifamily asset types. Asset classes range from lease up / new construction, tax credit, student housing, market rate, to value add product types. Have demonstrated the ability to combine vision, experience, and expertise to project management with leadership to support client relations, financial analysis, strong intercommunication skills, as well as direct management of the sales process. **Areas of expertise include:**

- |                                |                        |                             |
|--------------------------------|------------------------|-----------------------------|
| • Relationship Building        | • Project Management   | • Financial / Data Analysis |
| • Direct Client Interactions   | • Capital Improvements | • Communication Skills      |
| • Staff Oversight / Management | • Renovations          | • Team player               |
| • Sales / Financially Driven   | • Leadership           | • Results Oriented          |

## PROFESSIONAL EXPERIENCE

---

AVISON YOUNG, Raleigh, NC  
06/2017-Present

### Vice President of Capital Markets | Multifamily Investment Sales

- Responsible for helping expand Avison Young's Multifamily Investment Sales practice in North Carolina.
- Specialize in the marketing, disposition, acquisition, and financing of multifamily assets throughout the southeast.
- Act as an advisor to buyer and seller clients as related to their commercial real estate needs.
- Provide superior levels of service through valuations, consultation, research, and brokerage activities.

TRIBRIDGE RESIDENTIAL, LLC., Raleigh, NC  
03/2013-02/2017

### Regional Portfolio Manager

- Senior associate in Triangle market.
- Responsible for management and preservation of NC multi-family portfolio (2,200+ units), comprised of student housing and market rate (conventional) assets. Prior work also includes tax credit.
- Properties located throughout the Raleigh, Cary, Charlotte, and Mooresville markets. Each asset in various stages of lease-up, renovation or development. Renovation projects target 20% + premiums.
- Previous markets include: Tampa, St. Petersburg, Orlando, Atlanta, Durham, and Austin markets.
- Primary focus to maximize NOI and COI while also contribute to capital assessments and formulation of new budgets. Act as direct relation to execute investor goals on each corresponding asset. Responsible for budgets in excess of \$23MM.
- Assist asset management in oversight of 6 commercial parcels located across 2 residential sites.
- Identify, build, and mentor on-site teams. Responsible for management of 40+ staff members with an average 6 direct reports.
- Direct client relations with Pritzker Realty, HIMCO, BayNorth Capital, HQ Capital, BlueRock, Summit Properties, Arbor Realty
- Assisted in transactional volume in excess of \$600MM through both acquisitions and dispositions of 20+ properties.



TRIBRIDGE RESIDENTIAL, LLC., Raleigh, NC

10/2012-02/2013

**Area Manager**

- Oversaw all student housing assets under management as well as consulted with 3<sup>rd</sup> party clients on outside student housing projects. (3 projects combined in excess of 3,000 rental units/beds)
- Developed, prepared, and managed operating budgets for all student housing assets. This included reforecasting of financial reports as necessary.
- Engaged in all HR related functions including recruiting, interviewing, hiring, training, and development of new employees.
- Administered multiple capital renovation projects totaling approximately \$6.1MM.
- Advised on development of training materials for student housing operations.
- Advised on 3<sup>rd</sup> party student housing assets outside of

TRIBRIDGE RESIDENTIAL, LLC., Raleigh, NC

6/2007-09/2012

(Formerly JLC Southeast & Julian LeCraw & Company, LLC)

**Property Manager**

- Managed, operated, and converted property operations from a "Class B" conventional community to a "Class A" student housing community (550+ rental units).
- Oversaw all property operations, managed property budgets (\$2.5+MM), capital expenditures (\$350K), and conducted market analysis. This included rebranding and repositioning of property.
- During re-development, leased property from 28% to 98% occupancy with a 20% premium added to existing rates.
- Awarded "Best Community" for 2008 within the company amongst a portfolio size of 30 properties, based on cash flow and NOI growth of 40%.
- Consistently, maintained occupancy in excess of 93%
- Responsible for oversight of staff of 13, plus additional temporary staff as needed.

JULIAN LECRAW & COMPANY, LLC., Raleigh, NC

06/2007-09/2008

THE MEDALLION DEVELOPMENT GROUP

**Development Associate**

- Lead overall on-site efforts of re-branding and repositioning the property in the marketplace.
- Contributed to re-development planning of the property, while acting as on-site supervisor of all redevelopment work (\$5.4MM).

UNIVERSITY PARTNERS, Raleigh, NC

- 5/2007

5/2005

FIRSTWORTHING RESIDENTIAL COMPANY, L.P.

**Property Manager**

- Managed and operated a \$36MM "Class A" student housing asset with 700+ rental units.
- Oversaw all property operations, managed property budgets, capital expenditures, and conducted market analysis.
- Implemented property budgets (\$3MM)
- Awarded Platinum 99%+ Occupancy Award; Best Marketing 2006-2007; Most Creative Marketing Award, and repeatedly ranked top 3 in the company amongst a portfolio size of 27 properties, based on occupancy percentage.
- Asset continuously maintained 18-23% NOI growth averaging \$350-\$400K.
- Consistently, maintained occupancy in excess of 93%
- Managed a staff of 16. Additionally, responsible for training 2 new managers within the region.

UNIVERSITY PARTNERS, Raleigh, NC

- 5/2005

6/2004

FIRSTWORTHING RESIDENTIAL COMPANY, L.P.

**Assistant Property Manager**

- Managed and collected income in excess of \$300K
- Assisted with overall property operations as required
- Teamed with Property Manager, Marketing Manager, and Corporate Marketing Director to ensure proper techniques were utilized.

UNIVERSITY PARTNERS, Raleigh, NC

4/2002 – 11/2003

FIRSTWORTHING RESIDENTIAL COMPANY, L.P.

**Leasing & Marketing Associate - (Part-time while in school)**

- Teamed with Marketing and Property Managers to provide marketing, leasing and property management support.
- Analyzed new markets and effective marketing strategies to keep property at full occupancy.
- Developed effective marketing strategies to compete against increased competition.
- Top Leasing Agent over six (6) month period

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## EDUCATION

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**Bachelor of Arts in Multidisciplinary Studies (2004)**

Concentrations in Communications & Marketing

Minor Business Management

NORTH CAROLINA STATE UNIVERSITY

**North Carolina Real Estate Broker**

SUPERIOR REAL ESTATE SCHOOL

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## CERTIFICATIONS / AWARDS

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**CERTIFICATIONS:**

- **CCIM Candidate** (in process, working toward)
- **NC Real Estate Brokers License**
- **CAPS** (Certified Apartment Portfolio Supervisor)

**AWARDS: (Property Management)**

- Best Community for 2008
- Platinum 99%+ Occupancy 2007
- Best Marketing 2006-2007
- Most Creative Marketing Event Award 2006

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## PROFESSIONAL ASSOCIATIONS/VOLUNTEER EXPERIENCE

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**TRIANGLE COMMUNITY COALITION (TCC)**

- Board of Directors (2018-Current)

**URBAN LAND INSTITUTE (ULI)**

- Round Table Committee (2017-Current)

**HABITAT FOR HUMANITY (Habitat-Wake)**

- Fund Development Committee (2

**MEMBERSHIP ASSOCIATIONS**

- Urban Land Institute Member
- Ducks Unlimited Member
- NCSU Wolfpack Club & Alumni Club



---

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

---

Planning Board: Submitted

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

---

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

---

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

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

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

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

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☒ Planning Board

Meredith

First Name

D.

Middle Initial

Crawford

Last Name

Pepperwood Farm, LLC

Street Address

5544 Dunallie Drive

Suite or Apt

Fuquay Varina

City

NC

State

27526

Postal Code

**What district do you live in?**

---

None Selected

Home: (919) 851-5400

Primary Phone

Business: (919) 762-8786

Alternate Phone

crawfordmeredith@aol.com

Email Address

Member/Manager, Owner  
(eligible for Woman Owned  
Small Business)

Job Title

Pepperwood Farm, LLC

Employer

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

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## Interests & Experiences

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

I am a Raleigh native. I would like to provide my time and careful consideration in order to serve the County Commissioners and the people of Wake County. I hope to bring a unique perspective to the Board, by offering my experiences in farming, livestock, and maintaining a working farm in Wake County.

## Work Experience

\*Douthit and Company, LLC. Raleigh 1994-present: Real Estate Property Management. NC Real Estate Commission Broker's License. \*Former Coach of the NCSU Equestrian Team for Intercollegiate Horse Show Association, 2 years. \*Owner/Operator of Pepperwood Farm, LLC. 15+ years, Horse Boarding, Hay Production, Breeding of Hanoverian and Oldenburg Horses, Welsh Ponies. \*Qualifies as Woman Owned Small Business for Pepperwood Farm, LLC

## Volunteer Experience

\*Ethics Board, Intercollegiate Horse Show Association, 2 years. \*Background Check and Approval as Leader/Volunteer/ Chaperone for Minor children: 4H Leader, NC First Lego League Volunteer, St. David's School Chaperone Junior Classics League. \*Judge for NC Therapeutic Riding Center Benefit Horse Show \*Trained and contributed horses (or free) to Horse and Buddy Therapeutic Riding Program. \*Christ Church Episcopal, Raleigh, 6 years Volunteer Camp Counselor Vacation Bible School. \*Host and Host site for multiple unit coordination of Mounted Patrol Units Combined Training and Continuing Education. \*Host and Evacuation Site for Wilmington Mounted Unit during the recent hurricanes.

## Education

\*W. G. Enloe High School, Raleigh. \*1994 UNC Chapel Hill, BA Political Science, Public Policy Minor. \*Graduate of "REINS" (Regional Equine Information Network Specialist) under Dr. Bob Mowrey (NCSU), Cooperative Extension. \*"Keeping the Family Farm" 3 years Seminar attendee. Offered by Wake Co. Water and Soil (Department of USDA).

## Comments

Professional Memberships: Member of: \*NC Farm Bureau, \*NC State Employees Credit Union, \*NC Forage and Grass Council, \*Friends of Agriculture. Wake County Voluntary Agriculture District Life Associations: \*United States Equestrian Federation, \*United States Dressage Federation, \*American Hanoverian Society, \*Welsh Pony and Cob Society. \*Granted/Sold Conservation Easements in Perpetuity to DENR for Restoration Services for Stream Buffer Mitigation at Pepperwood Farm, John Skvarla, Recorded 2013.

---

Upload a Resume

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

\_\_\_\_\_  
Please upload a file

---

## Demographics



Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ Caucasian

---

## Other

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

☒ Other

\_\_\_\_\_  
Mrs. Dale Threatt-Taylor

If you selected "Other" above, how?

\_\_\_\_\_  
Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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---

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

---

Human Services Board: Submitted  
Juvenile Crime Prevention Council: Submitted  
Planning Board: Submitted  
Raleigh-Durham Airport Authority: Submitted  
Commission For Women: Submitted

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

---

☒ Commission for Women

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

---

☒ Human Services Board

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

---

☒ Criminal Justice Partnership Advisory Board

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

---

☒ Greater Raleigh Convention and Visitors Bureau

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

---

☒ Morrisville Board of Adjustment

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

---

☒ Raleigh-Durham Airport Authority

Linda

First Name

C

Middle Initial

Cuttler

Last Name

510 Founders Walk Drive

Street Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

**What district do you live in?**

---

☒ District 7

Mobile: (412) 657-6325

Primary Phone

Business: (919) 383-0426

Alternate Phone

lcuttler@gmail.com

Email Address

Hope Centre of Advancement

Employer

Clinical Director

Job Title

---

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

☐ Yes ☒ No

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

☒ Morrisville

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## Interests & Experiences

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

I feel I'm in a great position in my life to help make change and to be a part of the process for change. I have served on boards in the past and present and I have always been interested in helping families and communities grow.

## Work Experience

28 yrs in the human service field as a therapist, director and owner of my own agency.

## Volunteer Experience

chairwomen of the board for juvenile detention center~ pittsburgh pa board of advisers for Heinz Endowment pittsburgh (current) board of directors for fatherhood int program board of advisors for Juvenile Crime Prevention Council (current)

## Education

MS degree San Fran International Univ MS degree Geneva College ba degree Duquesne University

## Comments

[CUTTLERLINDAFemale04-17-1959\\_Resume\\_02.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?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

---

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

## LA director/manager

### Personal Information

Name: LINDA CUTTLER

Email: LCUTTLER@GMAIL.COM

Phone: 412-657-6325

Home Location: US-NC-Morrisville-27560 (Can work for any employer)

### Experience

Job Categories: **Government** (10 Years experience)

Total years experience: 19 Years

### Company Information

#### Company Name: Family Legacy

**Start date February to Present**

Company Name: Jacobs Ladder

Start Date: July 2009

Job Title: Child therapist, family counseling

End Date: Present

Company Name: CJC/WB Center

Start Date: August 2005

Job Title: Assessment Specialist P/T for

End Date: Present

Company Name: Juvenile Court Project

Start Date: September 2002

Job Title: Program Director

End Date: December 2008

Company Name: Healthy Start Inc

Start Date: August 1997

Job Title: Certified Addiction Counselor

End Date: September 2002

Company Name: The Whales Tale Youth and Family Counseling Center

Start Date: April 1994

Job Title: Youth and Family Specialist

End Date: August 1997

Company Name: Bridgestone/ Firestone Company

Start Date: January 1989

Job Title: Sales Manager

End Date: April 1994

Company Name: Christian Life Skills

Start Date: January 1992

Job Title: Counselor

End Date: April 1994

Company Name: Westinghouse Electric Transportation Division

Start Date: May 1985

Job Title: Purchasing agent

End Date: January 1989

Company Name: Army Corps of Engineers

Start Date: September 1980

Job Title: writer

End Date: January 1984

**Additional Skills And Qualifications**

Managed Others : Yes (12 others)

Languages Spoken : English

Most recent wage:

Felony Conviction: No

Security Clearance: No

Military Experience:

**Education**

<b>School:</b> Duquesne University	<b>Major:</b> Communications/child development	<b>Degree:</b> Bachelor's Degree	<b>Graduation Date:</b> December 1983
<b>School:</b> Geneva College	<b>Major:</b> organizational leadership	<b>Degree:</b> Master's Degree	<b>Graduation Date:</b> May 2002
<b>School:</b> San Francisco International University	<b>Major:</b> family counseling	<b>Degree:</b> Master's Degree	<b>Graduation Date:</b> May 2005

**Desired Position**

Desired wage :

Desired employment type: Full-Time

Desired commute: 25 miles

Desired travel: Negligible

Linda Cuttler  
503 Courthouse Drive.  
Morrisville, NC 27560  
(919-650-3712) home and fax #  
(412) 657-6325 Cell  
lcuttler@gmail.com

Objective: To work in social services as a manager/director with an agency or company utilizing my professional skills, education and experience.

**Professional Work Experience:**

**Family Legacy**

Substance Abuse Consultant

February 2010 to Present

Responsibilities include:

- Intensive In Home Substance Abuse Consultant
- Therapy session on consumers suffering with substance abuse
- Group facilitator for adults and adolescents consumers
- Juvenile court liaison for drug court and criminal court
- Trainer of 7 Challenges
- Paper work and progress note taking

**Jacobs Ladder**

Child therapist/family counseling

July 2009-January 2010

Responsibilities include:

- Therapy sessions with children with special needs
- Family counseling with families of children with special needs
- Conducted floor time play to help children develop social skills and motor skills
- Help families understand the process of dealing with a child with special needs
- Maintain records
- Develop treatment plans for clients
- Complete assessments on families

**Juvenile Court Project**

Project Director

September 2002- December-2008

Responsibilities Include:

- Developed a social service unit within the Juvenile Court Project
- Developed and designed the paperwork needed for the project
- Supervise the Parental Support Unit counseling staff
- Meet with local organizations to further advance the Juvenile Court Project
- Counseled adult clients with drug and alcohol and mental health issues
- Administer and develop protocol for a team approach
- Conduct trainings for the agency and the court system and juvenile judges on drug and alcohol
- Supervise all incoming referrals from the attorneys on clients with drug and alcohol issues
- Participate in panel discussions and trainings in the community on juvenile law
- Coordinate and supervise all outreach events
- Attend court as needed on behalf of the client

- Coordinate jail referrals and conduct trainings on legal issues around juvenile law
- Keep accurate records regarding the activities of the Parental Support Advocates

### **CJC/WB**

President/CEO

Assessment Specialist P/T for the EAP for the Bar foundation of PA

August 2005-present

Responsibilities Included:

- Drug and alcohol assessments on attorneys and judges referred by the Supreme Court of Pa. wanting to practice law in Pa.
- Write report on finding and report to the State Supreme Court and the EAP
- Refer attorneys and judges to level of treatment recommended and help facilitate funding
- Keep accurate records and files for state review

### **Healthy Start Inc.**

Certified Addiction Counselor

July 1997- June 2002

Responsibilities Included:

- Provided substance abuse assessments for women and children
- Utilize the Pennsylvania Client Placement Criteria to determine the appropriate level of care
- Develop preliminary treatment plans
- Educate clients about community resources and organizations
- Represent the organization through public speaking and trainings
- Provided clinical supervision
- Assisted in the implementation of Healthy Families project 2000 proposal
- Provided expert testimony on court proceedings on behalf of the client

### **The Whales Tale Youth and Family Counseling Center**

Youth and Family Specialist

1994-1997

Responsibilities Included:

- Worked as part of an integrated and professional treatment team providing drug and alcohol services to women and families in recovery at all levels of care.
- Facilitated parenting, life skills, and psycho educational groups
- Represented the Whales tale by providing behavioral health education for schools and other community organizations

- Developed treatment plan with clients while in treatment
- Facilitated treatment groups for inpatient and outpatient treatment
- Developed case management support for clients
- Facilitated individual, group, and family therapy sessions
- Crisis counseling
- TSS support staff

### **Christian Life Skills**

Counselor

1992-1994

Responsibilities Included:

- Provided individual and group counseling to troubled youth
- Taught life skill classes
- Made referrals for special needs
- Crisis counseling

Bridgestone/ Firestone Company

1989-1994

United States Postal Service

1988-1989

Westinghouse Transportation

Purchasing Agent/ Transportation Division

1985-1988

### **Education:**

BA, Sports, Media Communications/ Child Development

Duquesne University

1983

MS, Organizational Leadership and Development

Geneva College

2002

MS, Family Counseling

San Francisco International University

2005

Licenses and Certificates

☐☐ **Pennsylvania Certified Addiction Counselor (certificate # 4255) (working on license)**

**International Certified Alcohol & Drug Counselor NCSAPPB #123067**

**Pennsylvania Certification of Competency in Problem Gambling (working on national certification)**

## **North Carolina Certified Substance Abuse Counselor (CSAC) #2427 working on License**

### **Achievement and other Interest**

- **AAU- Coached and counseled young basketball talent**
- **Volunteer as Youth and Young Adult Counselor associated with East End Cooperative Ministries.**
- **Received the Community Impact Award of the year in sports on April 27<sup>th</sup> 2003**
- **Nominated and elected to the Board of Advisers for the Shuman Juvenile Detention Center and current Chairman of the Board.**
- **Head Basketball coach for Trinity Christian High School (Boys Varsity) WPIAL**
- **Selected to be on future Geneva College brochures**
- **Awarded the Willie Stargell "Say no to drugs and alcohol and violence" MVP Award, June, 2005 & 2008**
- **Nominated to the Board of Advisors for the National Fatherhood Initiative.**
- **President and Founder of the Cuttler Hoops Classic for boy's basketball AAU.**
- **Nominated to the The Heinz Endowment African American Men and Boys Advisory Board**

---

**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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**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>



# 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

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### 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

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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 Planning Commission: Submitted  
Council on Fitness and Health: Submitted  
Planning Board: Submitted  
Wake County Steering Committee on Affordable Housing: Submitted

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

---

☒ Council on Fitness and Health

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

---

☒ City of Raleigh Planning Commission

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

---

☒ Wake County Steering Committee on Affordable Housing

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

---

☒ Economic Development Commission

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

---

☒ Knightdale Land Use Review Board

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

---

☒ Open Space and Parks Advisory Committee

---

Jeremy

First Name

---

L

Middle Initial

---

Eddie

Last Name

---

4529 Aviemore Crescent

Street Address

---

4529

Suite or Apt

---

Raleigh

City

---

NC

State

---

27604

Postal Code

**What district do you live in?**

---

☒ District 5

---

Home: (919) 798-1224

Primary Phone

---

Home: (919) 798-1224

Alternate Phone

---

educatorjeddied@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

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## **Interests & Experiences**

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

I am interested in serving on a Board or Commission because as a Raleigh resident I firmly believe that our city is only as strong as the passionate citizens that step up to volunteer and serve. As someone who moved to Raleigh from Michigan, I believe that I would be a tremendous asset to any board or commission due to the fact that I am a homeowner, educator, and passionate resident of this great city. I see both the triumphs and struggles that our residents face. I feel that I could be the voice on boards and commissions as we look to move our great city forward for ALL residents.

## Work Experience

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**ASSISTANT PRINCIPAL • GRAND RAPIDS PUBLIC SCHOOLS • DECEMBER 2017 - CURRENT •**  
Served as the 7th Grade Assistant Principal • Assisted in the development and establishing of the school goals and objectives and the planning of the school's instructional program. • Led the school's comprehensive testing program. • Led the Instructional Leadership Team • Assisted to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community. • Coordinate community outreach efforts. • Lead the development and implementation of a comprehensive tutoring/mentoring program. • Developed school-wide safety and security plan. • Development and implementation of culturally responsive teaching practices. • Analyzed data as it relates to school suspension for target population • Working with school administration to develop school-wide equity teams. • Establishing and cultivating community relationships that are focused on cultivating college partnerships.

**ASSISTANT PRINCIPAL • WAKE COUNTY PUBLIC SCHOOLS • JUNE 2016 – DECEMBER 2017 •**  
Served as the Assistant Principal of Instruction for the school • Assisted in the development and establishing of the school goals and objectives and the planning of the school's instructional program. • Assisted in the evaluation of the school program and of staff and assists to initiate needed improvements. • Assisted in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program. • Assisted to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community. • Communicated and carried out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community • Coordinated the integration of technology program for both campuses • Coordinated the textbook procedures for the northern campus • Acted as the Safety Coordinator for both campuses

**ATHLETIC DIRECTOR • GREENVILLE COUNTY SCHOOLS • JUNE 2015 – JUNE 2016 •**  
Supervise a team of highly dedicated coaches that truly upheld the mission of Mauldin Middle School Athletics. • Oversee a budget for the athletic program and assist the facilities supervisor in developing a facilities and ground budget. • Articulated a clear philosophy and vision for learning. • Developed, reviewed, and revised the athletic handbook

**SOCIAL STUDIES TEACHER • GREENVILLE COUNTY SCHOOLS • AUGUST 2013 – JUNE 2016**  
Teacher (8th Grade) 2015 – 2016 Teacher (6th Grade) 2013 – 2015 • Integrated technology-driven instruction when appropriate as well as differentiated instructional methods. • Analyzed student data based on the diverse needs of students to drive instruction. • Managed student behavior and informed parents as well as administration if concerns were to arise. • Collaborated with staff and parents to increase quality of student outcomes. • Developed male mentoring program that assisted our at-risk males to become more self-confident. • Served on the Greenville County Schools Materials Review Committee

**PROGRAM IMPROVEMENT SPECIALIST • DETROIT PUBLIC SCHOOLS • JANUARY 2011 – JANUARY 2012 •**  
Developed professional development trainings for the Career and Technical Education teachers. • Implemented a workforce readiness advisory board to advise on policies and procedures. • Managed articulation agreement, programs of study, and postsecondary linkages. • Assisted with postsecondary and job placement of high school graduates. • Monitored budgetary activity to ensure fiscal integrity

## Volunteer Experience

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Big Brother Big Sister of the Upstate – Board of Directors 2015 – Present National Council for the Social Studies (Membership Committee) 2015 – Present National Interscholastic Athletic Administrators Association 2015 – Present South Carolina Association of Athletic Administrators 2015 – Present National Council for the Social Studies Chairman 2014 – 2015 Association of Middle Level Education 2014 - Present National Council for the Social Studies Vice-Chairman 2013 – 2014 National Alliance of Black School Educators 2012 – Present South Carolina Education Association 2012 – Present Teacher Programs Facilitated New Teacher Development Program 2015 – Present Golden Horseshoe Award (Staff Recognition Program) 2015 – Present Integrating Technology into the 21st Century Classroom (SCCSS) 2014

## Education

---

ED.S• 2016 • OAKLAND UNIVERSITY MAT • 2013 • CLEMSON UNIVERSITY BBA • 2010 • SIENA HEIGHTS UNIVERSITY

## Comments

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[School Leadership Resume .docx](#)

Upload a Resume

---

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

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Please upload a file

---

## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ African American

---

## Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

---

If you selected "Other" above, how?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS



## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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



## OBJECTIVE

To secure a leadership position where I am able to enhance curriculum, support staff, and meet the needs of the 21<sup>st</sup> century workforce development

## SKILLS

- Able to analyze school data
- Experienced in curriculum development and improvement
- Experienced in differentiating instruction
- Experienced in instructional design and development
- Experienced in integration of technology across the curriculum
- Experienced in leadership and team building
- Experienced in managing articulation agreements
- Experienced in managing federal grants
- Experienced in developing new teacher/staff development programs

## EXPERIENCE

### ASSISTANT PRINCIPAL • GRAND RAPIDS PUBLIC SCHOOLS • DECEMBER 2017 - CURRENT

- Served as the 7<sup>th</sup> Grade Assistant Principal
- Assisted in the development and establishing of the school goals and objectives and the planning of the school's instructional program.
- Led the school's comprehensive testing program.
- Led the Instructional Leadership Team
- Assisted to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
- Coordinate community outreach efforts.
- Lead the development and implementation of a comprehensive tutoring/mentoring program.
- Developed school-wide safety and security plan.
- Development and implementation of culturally responsive teaching practices.
- Analyzed data as it relates to school suspension for target population
- Working with school administration to develop school-wide equity teams.
- Establishing and cultivating community relationships that are focused on cultivating college partnerships.

### ASSISTANT PRINCIPAL • WAKE COUNTY PUBLIC SCHOOLS • JUNE 2016 - DECEMBER 2017

- Served as the Assistant Principal of Instruction for the school
- Assisted in the development and establishing of the school goals and objectives and the planning of the school's instructional program.
- Assisted in the evaluation of the school program and of staff and assists to initiate needed improvements.
- Assisted in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.
- Assisted to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
- Communicated and carried out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community
- Coordinated the integration of technology program for both campuses
- Coordinated the textbook procedures for the northern campus
- Acted as the Safety Coordinator for both campuses

### ATHLETIC DIRECTOR • GREENVILLE COUNTY SCHOOLS • JUNE 2015 - JUNE 2016

- Supervise a team of highly dedicated coaches that truly upheld the mission of Mauldin Middle School Athletics.
- Oversee a budget for the athletic program and assist the facilities supervisor in developing a facilities and ground budget.
- Articulated a clear philosophy and vision for learning.
- Developed, reviewed, and revised the athletic handbook

### SOCIAL STUDIES TEACHER • GREENVILLE COUNTY SCHOOLS • AUGUST 2013 - JUNE 2016

Teacher (8<sup>th</sup> Grade) 2015 – 2016  
Teacher (6<sup>th</sup> Grade) 2013 – 2015

- Integrated technology-driven instruction when appropriate as well as differentiated instructional methods



EMAIL



TWITTER HANDLE



TELEPHONE



LINKEDIN URL



EMAIL



TWITTER HANDLE



TELEPHONE



LINKEDIN URL

---

**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

Middle Initial

---

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

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

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Please upload a file

---

## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ Caucasian

---

**Other**

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

☒ 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>

---

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

---

Board of Adjustment: Submitted  
City of Raleigh Board of Adjustment: Submitted  
City of Raleigh Planning Commission: Submitted  
Housing Authority: Submitted  
Planning Board: Submitted  
Raleigh-Durham Airport Authority: Submitted  
GoTriangle Board of Trustees: Submitted  
Wake County Steering Committee on Affordable Housing: Submitted

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

---

☒ City of Raleigh Planning Commission

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

---

☒ Housing Authority

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

---

☒ Planning Board

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

---

☒ Board of Adjustment

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

---

☒ City of Raleigh Board of Adjustment

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

---

☒ Triangle Transit Authority Board

Dustin

First Name

S

Middle Initial

Engelken

Last Name

5901 Hourglass Ct

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

**What district do you live in?**

---

☒ District 7

Mobile: (703) 475-8504

Primary Phone

Business: (919) 782-1165

Alternate Phone

dengelken1@gmail.com

Email Address

Triangle Apartment Association

Employer

Government Affairs Director

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

---

## Interests & Experiences

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

I have a great deal of experience in local government and a strong desire to serve my community.

## Work Experience

As a former City Council aide and District Manager in New York, I have worked on issues related to city planning, community development, housing and transit, among many others. In my current role as Government Affairs Director at the Triangle Apartment Association, I work every day on these issues in concert with community leaders and elected officials. I have a particularly strong background in housing and community development which I believe would be of great benefits to the volunteer boards to which I have applied.

## Volunteer Experience

In the past, I was a volunteer member of Community Board 7 in the Bronx, a community board which is roughly analogous to our CACs. I also have volunteered on numerous political campaigns serving in a variety of roles on each campaign. Locally, I am actively involved in my daughter's preschool and I am excited about the opportunity in engaging in additional service opportunities.

## Education

I hold a BA in Religious Studies and a BA in International Studies, both of which were obtained at Manhattan College in New York City. I also recently completed a Certificate program in Professional Fundraising from Boston University.

## Comments

[Dustin Resume January 2019.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

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

# Dustin Engelken

5901 Hourglass Court, Raleigh, NC 27612 \* [dengelken1@gmail.com](mailto:dengelken1@gmail.com) \* (703) 475-8504

---

## Executive Summary

- Veteran government affairs professional with experience leading advocacy campaigns at the state and local level in New York and North Carolina
- Proven track record of advancing policy agendas through direct lobbying efforts, engagement and education of key stakeholders, and community organizing

## Education

- Manhattan College, B.A. Global Studies, B.A. Religious Studies, Graduated May 2010
- Boston University, Certificate in Professional Fundraising, Graduated December 2018

## Work Experience

### **Triangle Apartment Association**

*Government Affairs Director*

**Raleigh, NC**

*March 2018 – Present*

- Responsible for creating and executing strategic programs of work for public policy initiatives and for the organization's Political Action Committee and Government Affairs Committee
- Serve as a primary contact among legislators and candidates for legislative and outreach purposes, cultivating relationships with federal, state and local elected officials across the Triangle
- Research and analyze state and local legislative and regulatory actions which may affect the multifamily housing industry in addition to developing a proactive policy agenda
- Design and deliver public policy and legislative affairs presentations to internal stakeholders and external groups including chambers of commerce, business associations and civic organizations
- Manage internal and external communications to ensure message continuity and influence public policy making including serving as an industry spokesperson in the media

### **Bronx Community Board 7**

*District Manager*  
2015

**Bronx, NY**

*April 2014 – October*

- Managed the operations of the Community Board with direct supervision of two employees, an office budget of approximately \$300,000 and a volunteer Board with fifty members and ten committees
- Monitored and evaluated the delivery of municipal services in a community district with approximately 150,000 residents and actively participated in coordinating the delivery of services with relevant city agencies
- Made policy and strategy recommendations related to local zoning and land use decisions, negotiated directly with developers and city agencies on development projects and managed the Uniform Land Use Review Process
- Facilitated the development of budget priorities and participation in the formulation of the City budget through District and Borough Budget Consultations

### **Mercury Public Affairs**

*Director of Government Affairs*  
April 2014

**New York, NY**

*August 2012 –*

- Cultivated and maintained strong relationships with state and local elected officials, agency staff, non-profit organizations, business leaders and others
- Developed, managed and executed legislative and policy agendas on behalf of a variety of clients at both the state and local level across New York on issues ranging from local land use to municipal waste management

- Provided research and policy analysis on a variety of issues in support of both the government relations and public relations teams
- Managed state and local lobbying compliance for a staff of twelve lobbyists by developing new internal reporting requirements to better monitor and report on contracts and lobbying activity

**New York City Council Member Annabel Palma**

**Bronx, NY**

*Legislative and Communications Director*  
2012

*October 2011 – August*

- Managed the Council Member's legislative operation, including drafting policy proposals, developing legislative language and working with committee staff and representatives of the City Council Speaker's Office to advance legislation
- Researched federal, state and municipal legislation and administrative actions and made recommendations for votes, sponsorship and other actions
- Developed the capital and expense budget allocations for individual member items as well as leading the Bronx Delegation's separate expense and capital budget allocation process
- Executed the Council Member's communications strategy including serving as chief spokesperson and drafting all media materials such as press advisories and releases, public statements and speeches

**New York City Council Member Annabel Palma**

**Bronx, NY**

*Communications Manager*  
2011

*February 2011 – October*

- Managed the Council Member's internal and external communications strategy including drafting speeches, talking points and other public statements
- Prepared press advisories, releases, statements and Op-Eds on diverse topics related to the Council Member's work in the Bronx and as Chair of the Council's Committee on General Welfare
- Acted as a personal aide to the Council Member, traveling and attending meetings, events, and briefings with her both in the district and at City Hall
- Provided continued support to the constituent services division, helping to manage cases with numerous city agencies on issues including social services, housing and employment

**New York City Council Member Annabel Palma**

**Bronx, NY**

*Constituent Liaison*

*April 2010 – January 2011*

- Served as staff for the Council Member at public meetings across the district, acting as a spokesperson and working with community leaders to express her policy positions
- Fielded questions and concerns from the community and managed interactions between constituents and City agencies and aided in developing policy and messaging based on feedback from constituents
- Drafted correspondence, memos and public statements on community issues
- Assisted the Council Member with appointments to local boards and community organizations and served as liaison between the office and these organizations

## **Campaign Experience**

- Campaign Volunteer for Quinn for New York (2013-Mayor)
- Campaign Volunteer for David Weprin for NY-9 (2011-Congress)
- Field Organizer for Greenfield 2010 (2010-City Council)
- Campaign Volunteer for Quinn 2009 (2009-City Council)

## **Skills**

- |                        |                        |
|------------------------|------------------------|
| • Government Relations | • Public Policy        |
| • Public Relations     | • Fundraising          |
| • Media Relations      | • Volunteer Management |
| • Political Campaigns  | • Public Speaking      |
| • Community Organizing | • Coalition Building   |

**Languages**

- German: Proficient
- French: Beginner

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

---

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

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

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☒ 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

---

Daniel

First Name

---

S

Middle Initial

---

Kadis

Last Name

---

4040 Ed Drive

Street Address

---

Suite 201

Suite or Apt

---

Raleigh

City

---

NC

State

---

27612

Postal Code

**What district do you live in?**

---

☒ District 7

---

Home: (919) 618-1268

Primary Phone

---

Home: (919) 861-2102

Alternate Phone

---

dkadis@centrexproperties.com

Email Address

---

Centrex Properties, Inc.

Employer

---

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 served on the Board of Adjustment many years ago and enjoyed that experience. I have time these days and would welcome getting involved again.

## Work Experience

I have been in Commercial Real Estate for the last 20+ years. I have leased, managed and developed property throughout the Triangle and NC during this time. Member of Urban Land Institute

## Volunteer Experience

Volunteered and served on the Board at Triangle Land Conservancy from approx 2003 to 2013. I was Chair of the Conservation Strategies Committee towards the end of my tenure with the organization. Actively engaged in the acquisition of process of the Walnut Hill preserve with proceeds from Wake & Johnston Co.. I was a member of the Board at WakeUP Wake County from approximately 2010 to 2016. I was Chair of their Board at the end of my tenure and this was during the passing of the 1/2 cent sales tax referendum for Transit in Wake Co.

## Education

University of Colorado Boulder (1993) - Double BA in Biology & Geography Georgetown University (1999)  
- Masters Degree in Public/Environmental Policy

## Comments

[DSK\\_bio\\_1\\_2017.docx](#)

Upload a Resume

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

Please upload a file

---

## Demographics



Date of Birth

Gender \*

☒ Male

Ethnicity \*

☒ Caucasian

---

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

colleague

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>

## **Daniel S. Kadis, LEED AP**

2015 Fairview Road – Unit #110  
Raleigh, NC 27612

President - Centrex Properties, Inc. – Raleigh, North Carolina

### **Personal Information and Educational/Professional Experience:**

A native of Goldsboro, North Carolina, Daniel (“Danny”) Kadis attended college in Boulder, Colorado where he graduated with double B.A.s in Biology and Geography from the University of Colorado in 1993. After a few jobs in the environmental industry, he joined Centrex Properties, Inc., his family’s commercial real estate business, in 1995 and in 1997 left the company in order to earn a Masters Degree in Public Policy from Georgetown University. Danny returned to Centrex, following graduation from Georgetown’s Public Policy Institute, in June, 1999. He is currently President of Centrex where he oversees the day-to-day operations of the company.

In the spring of 2012 Danny co-founded CommunitySmith, LLC, which engaged in Public/Private Partnerships to focus on community revitalization in secondary markets in the Southeast. With an emphasis on revitalization, adaptive re-use and preservation of historic buildings, CommunitySmith worked with local stakeholders, municipalities and colleges/universities in order to promote economic development in the downtowns or “Main-Street” regions of the communities where they worked. In April 2015 Danny voluntarily left his role at CommunitySmith and is no longer affiliated with the company.

### **Community Service, Professional Affiliations & Personal Interests:**

Danny served as an appointee to the City of Raleigh’s Board of Adjustment from 2003 to 2005, and he earned his Leadership in Energy and Environmental Design Accredited Professional (LEED AP) designation in 2009. Danny served on the Board of Directors for WakeUP Wake County from 2011 to 2016. He was Board Chair from 2013 through 2014 and Chair of the Land Use and Transportation Committee from 2015 to 2016. He served on the Board of Directors at Triangle Land Conservancy from 2008 to 2014 where he chaired the Conservation Strategies Committee from 2013 through 2014. He is currently a full member of the Urban Land Institute (ULI), a member of the Congress for the New Urbanism (CNU) as well as a member of the International Council of Shopping Centers (ICSC). Danny enjoys skiing, hiking, music, going to the mountains and spending time with his kids and family. Most recently he has taken up forging metal as a new hobby.



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

---

Alcoholic Beverage Control Board: Submitted  
Centennial Authority: Submitted  
Fire Commission: Submitted  
Human Services Board: Submitted  
Planning Board: Submitted  
Raleigh-Durham Airport Authority: Submitted  
Wake Technical Community College Board of Trustees: Submitted

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

---

☒ Centennial Authority

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

---

☒ Human Services Board

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

---

☒ Alcoholic Beverage Control Board

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

---

☒ Raleigh-Durham Airport Authority

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

---

☒ Planning Board

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

---

☒ Wake Technical Community College Board of Trustees

Terry

First Name

Mahaffey

Middle Initial

Last Name

109 Terasina ct

Street Address

Suite or Apt

Apex

City

NC

State

27502

Postal Code

**What district do you live in?**

---

☒ District 2

Mobile: (206) 724-2948

Primary Phone

Home: (206) 724-3243

Alternate Phone

terry.mahaffey@gmail.com

Email Address

Microsoft

Employer

Principal Software Engineer

Job Title

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

☐ Yes ☒ No

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

☒ Apex

---

## Interests & Experiences

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

Most of my volunteer work to this point has been indirect, at this point in my life I'm looking to have a more direct impact on my community and on policy. Volunteering for a citizens advisory commission seems like a natural fit.

## Work Experience

I've worked for Microsoft for the past 13 years, during that period I've worked on some of the toughest and most complex areas in the company. Currently I work on the backend code generation team for the C++ compiler, and before that I worked on the database storage engine for Microsoft Outlook, mostly on performance related issues.

## Volunteer Experience

I currently serve on my communities HOA board and am a member of the Council of Review board for NCDP.

## Education

MBA (with a concentration in IT Management) and a BS in Computer Science

## Comments

Also of note; I'm a remote employee with a flexible schedule.

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

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

---

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

---

Open Space and Parks Advisory Committee: Submitted  
Planning Board: Submitted  
GoTriangle Board of Trustees: Submitted  
United Arts Grants Panels: Appointed  
Wake Technical Community College Board of Trustees: Submitted

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

---

☒ Raleigh-Durham Airport Authority

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

---

☒ Triangle Transit Authority Board

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

---

☒ Fuquay-Varina Planning and Zoning Board

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

---

☒ Alcoholic Beverage Control Board

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

---

☒ None Selected

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

---

☒ None Selected

William

First Name

S

Middle Initial

Palmer

Last Name

1413 Shady Rise Glen

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

**What district do you live in?**

---

☒ District 7

Mobile: (910) 367-8934

Primary Phone

Business: (919) 573-0992

Alternate Phone

palmer.seth@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 serving on my desired boards and commissions as I am extremely interested in giving back to my community. I have previous experience serving on the City of Raleigh's Bike and Pedestrian Advisory Commission (BPAC) but had to resign due to my moving outside of the city limits. My background is primarily focused on transportation and real estate, and I would welcome the opportunity to provide that to the great work going on in these groups.

## Work Experience

North Carolina Association of Realtors® 2014 – Present Political Communications & Regulatory Affairs Director (2016 – Present), Local Government Affairs Director (2014 – 2015) • Develop research briefs on issues of importance to the association including legislative actions, transportation policy, and regulatory affairs; advise senior leadership on communication needs and lobbying strategies • Lead discussions with the legislative committee to formulate and relay the associations stance on policy issues to 36,000 members; leverage relationships and networks to advocate at the community and state level • Represent the association and its members before regulatory bodies such as the North Carolina Real Estate Commission, Appraisal Board, and Coastal Resources Commission • Highlight government affairs activities through a weekly newsletter and the association's quarterly magazine, Insight • Assist local associations with Political Action Committee activities including fundraising and candidate funding Longleaf Strategy Group 2014 – Present Founder and Principal • Provide consulting services to local lobbying firms, law firms and trade associations; research legislative policy and draft briefs related to areas of interest • Serve as an advisor to leadership within start-up organizations; provide an overview of opportunities at the local/state level and input on communications strategy, lobbying, grant acquisition, and business growth plans North Carolina Department of Transportation 2011 – 2013 Policy Advisor, Logistics (2012 – 2013), Liaison to the Lieutenant Governor (2011 – 2012) • Developed strategic plan aimed at increasing operational efficiency and improving legislative relationships after the legislative transfer of the NC Global TransPark and NC State Ports Authority to NCDOT • Assisted the Governor's Logistics Task Force with the Seven Portals Study and North Carolina Maritime Strategy; drafted final report outlining a plan to move people, goods, and information more efficiently throughout the state • Researched policy in the areas of transportation, commerce and trade, and maritime operations; drafted white papers for the Lt. Governor, Secretary of Transportation, and Director of Statewide Logistics Office of Lieutenant Governor Walter Dalton 2009 - 2011 Director of Constituent Services • Represented the Lt. Governor on committees related to education, US Census and transportation; interacted with members of the General Assembly, statewide government officials and high profile business leaders • Developed social media outreach plans and protocols and managed the Lieutenant Governor's website • Conducted research on innovative education technologies for the Joining Our Businesses and Schools Commission

## Volunteer Experience

---

Band Together, Co-Chair Main Event (2016-Present), Nonprofit Selection Committee (2014-Present); NC State University Friends of Arts NC State Board of Directors (2015-Present), Food Bank of Central and Eastern North Carolina, Social Media Ambassador (2013-Present); City of Raleigh Bicycle and Pedestrian Advisory Commission, Member (2015-2016); Jim "Catfish" Hunter ALS Association, Chair: Advocacy Committee (2010-2015)

## Education

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North Carolina State University~ Raleigh~ North Carolina~ May 2008 B.A.~ Political Science Pi Sigma Alpha\_National Political Science Honor Society

## Comments

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[SethPalmerResume.pdf](#)

Upload a Resume

[WSethPalmer\\_Bio.docx](#)

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

Please upload a file

---

## Demographics



Date of Birth

### Gender \*

☒ 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>

W. Seth Palmer is an experienced young professional with a background and passion for the policy process. Throughout his eight years of professional experience, he has led multiple large-scale projects addressing needs of state government organizations, trade associations as well as small businesses, start-ups and nonprofits.

Seth currently serves as the Political Communications and Regulatory Affairs Director for the North Carolina Association of REALTORS®. In this role, he manages the association's advocacy communications efforts to its more than 35,000 members. Seth also serves as its primary regulatory lobbyist, representing the association before agencies such as the North Carolina Real Estate Commission and North Carolina Appraisal Board. Prior to joining the REALTORS® team, Seth served on the staffs of the North Carolina House Majority Leader, North Carolina Lieutenant Governor, and the Secretary of the North Carolina Department of Transportation. In 2012, Seth authored the final report for the Governor's Logistics Task Force, a 30-member commission tasked with examining North Carolina's freight logistics capabilities and economic development opportunities.

Seth is a 2008 graduate of North Carolina State University with a Bachelor of Arts degree in Political Science. He was elected to the Pi Sigma Alpha, National Political Science Honor Society and is a 2011 Fellow of the North Carolina Institute of Political Leadership. He is actively involved in numerous community organizations and serves as the 2017 Event Co-Chair for Band Together NC, a nonprofit whose efforts have raised over \$6.5 million for Triangle-area nonprofit organizations.



## W. SETH PALMER

1413 Shady Rise Glen | Raleigh, NC 27603 | 910.367.8934 | [palmer.seth@gmail.com](mailto:palmer.seth@gmail.com)

*Relationship oriented and goal driven with a passion for the legislative process and a proven ability to communicate policy issues in ways that engage and influence others. Focused on building trust and rapport with internal and external stakeholders and developing mutually beneficial partnerships that enhance organizational efforts in the short and long term. Skilled communicator across levels and functions and a key advisor to senior leadership. Successful track record of managing multiple priorities and completing projects on time within tight deadlines.*

Government Affairs  
Program Development

Lobbying Experience  
Strategic Planning

Presentation Skills  
Policy Development

### PROFESSIONAL EXPERIENCE

#### North Carolina Association of Realtors®

2014 – Present

*Political Communications & Regulatory Affairs Director (2016 – Present), Local Government Affairs Director (2014 – 2015)*

- Develop research briefs on issues of importance to the association including legislative actions, transportation policy, and regulatory affairs; advise senior leadership on communication needs and lobbying strategies
- Lead discussions with the legislative committee to formulate and relay the associations stance on policy issues to 36,000 members; leverage relationships and networks to advocate at the community and state level
- Represent the association and its members before regulatory bodies such as the North Carolina Real Estate Commission, Appraisal Board, and Coastal Resources Commission
- Highlight government affairs activities through a weekly newsletter and the association's quarterly magazine, *Insight*
- Assist local associations with Political Action Committee activities including fundraising and candidate funding

#### Longleaf Strategy Group

2014 – Present

*Founder and Principal*

- Provide consulting services to local lobbying firms, law firms and trade associations; research legislative policy and draft briefs related to areas of interest
- Serve as an advisor to leadership within start-up organizations; provide an overview of opportunities at the local/state level and input on communications strategy, lobbying, grant acquisition, and business growth plans

#### North Carolina Department of Transportation

2011 – 2013

*Policy Advisor, Logistics (2012 – 2013), Liaison to the Lieutenant Governor (2011 – 2012)*

- Developed strategic plan aimed at increasing operational efficiency and improving legislative relationships after the legislative transfer of the NC Global TransPark and NC State Ports Authority to NCDOT
- Assisted the Governor's Logistics Task Force with the *Seven Portals Study* and *North Carolina Maritime Strategy*; drafted final report outlining a plan to move people, goods, and information more efficiently throughout the state
- Researched policy in the areas of transportation, commerce and trade, and maritime operations; drafted white papers for the Lt. Governor, Secretary of Transportation, and Director of Statewide Logistics

#### Office of Lieutenant Governor Walter Dalton

2009 - 2011

*Director of Constituent Services*

- Represented the Lt. Governor on committees related to education, US Census and transportation; interacted with members of the General Assembly, statewide government officials and high profile business leaders
- Developed social media outreach plans and protocols and managed the Lieutenant Governor's website
- Conducted research on innovative education technologies for the Joining Our Businesses and Schools Commission

*Served as a Legislative Intern in the Office of North Carolina House Majority Leader Rep. Hugh Holliman, 2008 – 2009*

### EDUCATION & HONORS

North Carolina State University, Raleigh, NC  
B.A., Political Science, 2008

North Carolina Institute of Political Leadership  
Fall 2011 Fellow

### LEADERSHIP & ASSOCIATIONS

**Band Together**, Co-Chair Main Event (2016-Present), Nonprofit Selection Committee (2014-Present); **NC State University Friends of Arts NC State Board of Directors** (2015-Present), **Food Bank of Central and Eastern North Carolina**, Social Media Ambassador (2013-Present); **City of Raleigh Bicycle and Pedestrian Advisory Commission**, Member (2015-2016); **Jim "Catfish" Hunter ALS Association**, Chair: Advocacy Committee (2010-2015)

---

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

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Capital Area Workforce Development Board: Submitted

City of Raleigh Board of Adjustment: Submitted

City of Raleigh Planning Commission: Submitted

Planning Board: Submitted

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

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☒ City of Raleigh Planning Commission**Please select your second Board preference: \***

---

☒ Capital Area Workforce Development Board**Please select your third Board preference: \***

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☒ City of Raleigh Board of Adjustment**Please select your fourth Board preference: \***

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

---

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

---

☒ None Selected

Marcus

First Name

Tuttle

Last Name

Middle Initial

1201 Gunnison Place

Street Address

Suite or Apt

Raleigh

City

NC

State

27609

Postal Code

**What district do you live in?**

---

☒ District 7

Home: (919) 413-1781

Primary Phone

Business: (919) 688-5300

Alternate Phone

marcus.tuttle@leCHASE.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

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## Interests & Experiences

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

I am interested in serving on a Board or Commission because I believe it is important to give back to our community. At numerous points in my life I have volunteered and given of my time and talents. This began in high school with mission trips to help build houses in Mexico, continued in early adulthood with Habitat for Humanity, and continues at my church and son's school today. To have the opportunity to utilize my experience in construction and commercial real estate to help shape and contribute to the future of Wake County would be a tremendous honor, one that I would embrace whole-heartedly.

---

## Work Experience

During the summer following my sophomore year of college at NC State I received an internship with a large construction management firm in Raleigh, Bovis Lend Lease. That summer, and continuing through to graduation, I worked nearly full-time for that same firm on a variety of projects. Following graduation I came on full time and worked in project management, overseeing large commercial projects in the Triangle. I am currently a Project Executive with LeChase Construction where I manage our commercial market sector portfolio.

---

## Volunteer Experience

Numerous church, school, and Habitat for Humanity volunteer days. Greater Raleigh Chamber Young Professionals Network community service chair for three years. Durham Rescue Mission Raleigh Boys & Girls Club - Appetite 4 Art fundraising committee for two years.

---

## Education

I received a BS in Construction Engineering & Management from NC State University in 2005.

---

## Comments

I am an active member of NAIOP, ULI, and the Greater Raleigh Chamber of Commerce. I have served for the past two years on NAIOP's government affairs committee.

[Marcus Tuttle Resume.pdf](#)

Upload a Resume

---

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

\_\_\_\_\_  
Please upload a file

---

## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

---

## Other

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

☒ Current Wake County Volunteer

\_\_\_\_\_  
If you selected "Other" above, how?

\_\_\_\_\_  
Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

# MARCUS S. TUTTLE

1201 Gunnison Place • Raleigh, NC 27609 • 919.413.1781 | [marcus.s.tuttle@gmail.com](mailto:marcus.s.tuttle@gmail.com) • [LinkedIn](#)

15+ years of diverse experience within the construction industry including multi-phase projects in and around occupied areas. Skilled communicator adept at quickly building quality relationships with internal and external stakeholders across all levels of an organization. Known for maintaining a strong focus on quality and for keeping the end user in mind, building spaces that meet their needs and expectations. Proven ability to thrive in dynamic and fast-paced environments, effectively manage change, and adapt to modifications in scope. Knowledgeable of various contracting methods for public and private projects including cost-plus, construction management (CM) at risk, CM agency, and lump sum.

## PROFESSIONAL EXPERIENCE

**LeChase Construction Services (Acquired local Lend Lease Operations), Durham, NC** 2016 - Present  
*Project Executive (January 2018 – Present)*

- Leading business development, marketing, and construction efforts in the commercial market sector; developing short and long term business plans and pursuit strategies for key clients.
- Responsible for client relationships, implementation of company policies and procedures, professional development of project teams, and successful project delivery.

*Senior Project Manager, Durham Police Headquarters Complex, Durham, NC (June 2016 – January 2018)*

- Managed construction of a new 125,000sf police headquarters and 911 building and 433-car parking deck under a \$50M public construction manager at risk delivery.
- Managed relationship with client through the transition of the project team from Lend Lease to LeChase and the introduction of new team members to instill confidence in the new organization and the same ability to deliver successfully.
- Worked closely with the design team through the design development and construction document phase to ensure the project remained on schedule and budget, ultimately phasing the design completion to maintain the overall construction schedule and delivering a GMP with \$2M of savings from the project budget.

**Lend Lease (US) Construction, Durham, NC** 2003 – June 2016  
*Senior Project Manager, Syngenta Biotechnology, RTP, NC (January 2014 – Present)*

- Managed construction of a 210,000sf laboratory and office facility under a \$65M lump sum contract; project consisted of upgrades to the existing central energy plant, crop chambers, and open-concept Class A office space.
- Worked closely with owner and owner's representative to understand, implement, and accomplish project goals related to safety, quality, schedule, and cost.
- Led a team of 19 project managers, superintendents, quality control managers, safety managers, schedulers, and commissioning agents ensuring they had the proper resources to maintain a positive safety culture, construct the highest quality facility, understand and work to the project schedule, and be stewards of the project budget.

*Project Manager II, Bayer CropScience, RTP, NC (January 2011 – January 2014)*

- Managed multiple projects on the campus of Bayer CropScience's North American Headquarters including construction of an 86,000sf greenhouse and research facility totaling \$15.5M; a 30,000sf shipping/receiving, laboratory, cold storage, and office space facility totaling \$9M; expansion of a central utility plant and site infrastructure upgrades totaling \$6.5M; and renovation of existing headhouse and laboratory spaces totaling \$3M.
- Successfully executed the initial greenhouse project and built relationships with Bayer procurement and construction leaders which lead to repeat work on the campus.
- Worked closely with end users to determine fit for purpose design and materials including greenhouse glass, air flow design, lighting types and layout, and growth chamber and freezer specifications.
- Diligently worked to identify and implement value engineering which reduced the initial construction cost by over 10% on the Greenhouse # 5 project.

*Project Manager I and II, UNC Bell Tower Development, Chapel Hill, NC (May 2007 – January 2011)*

- Managed a multi-phase CM at Risk delivery with joint venture partners Clancy & Theys Construction Company and HJ Russell & Company.
- Charged with \$21M of site utility relocations, a \$21M chiller plant renovation, and a \$17M parking deck located in the heart of UNC's campus.

- Site utility relocations included chilled water mains, steam piping and tunnels, electrical ductbanks, domestic and reclaimed water, storm water, and sanitary sewer. Also included was an underground 360,000 gallon storm water detention facility and a 350,000 gallon stone-filled cistern.
- Chiller plant renovation included demolition, a temporary chiller setup, façade replacement, seismic upgrades, installation of two new 2,500 ton chillers, and new piping and electrical services inside the building and outside on a structural rack.
- Additional responsibilities included subcontract buyout, change order management, client billings, overall project financial management, and bi-monthly reporting to senior management.
- The new eight story, 750 car, cast-in-place, post-tensioned parking deck includes a pedestrian walkway to the UNC Hospital section of campus.

*Assistant Project Manager, Duke University's Fuqua School of Business, Durham, NC (December 2006 – May 2007)*

- Supported \$30M of classroom and library expansion.
- Developed and managed procurement schedule for over 20 subcontractors to ensure timely material deliveries which supported the construction schedule.
- Responsibilities included submittal review, change order management, and document control.

*Project Engineer, Gold Kist Tray Pack Expansion, Live Oak, FL (November 2005 – December 2006)*

- Managed \$32M cost-plus delivery of 180,000 square feet expansion of sub-freezing cooler storage, processing plant, and office space for a repeat client.
- Executed responsibilities beyond the entry-level position, including subcontract buyout, change order management, monthly financial reporting, subcontractor and owner pay applications, project closeout, and quarterly senior management reporting.

*Intern, North Hills Mall Redevelopment, Raleigh, NC (May 2003 – November 2005)*

- Assisted with \$53M shell construction of 965,000 square feet of office, retail, and parking structures.
- Responsibilities included reviewing submittals, developing and processing RFIs, document control, and project closeout.

## **COMMUNITY INVOLVEMENT**

**Chamber of Commerce, Raleigh, NC**

2007 - 2015

*Young Professionals Network (2007 – Present)*

- Member of the Community Involvement task force charged with identifying and enhancing YPN involvement with non-profit and volunteer opportunities in 2008 and 2009. Co-chair of the Community Involvement task force in 2009 and 2012. Chair of Member Engagement task force, responsible for enhancing the membership experience and retaining involvement in 2010 and 2011. Currently the chair of Community Involvement.

*Leadership Raleigh (2010 – 2011)*

- Participated in a nine month program focused on providing unique and in-depth views of community issues, developing leadership skills, and providing introductions to local non-profits encouraging future community involvement.

## **ADDITIONAL INFORMATION**

- Participant in Lend Lease Future Leaders program. A mentoring program in which members are nominated by senior management to enhance leadership skills and take an active involvement in business operations.
- Lend Lease Training Lead Team, responsible for organizing training opportunities for Raleigh office employees.

## **EDUCATION**

**North Carolina State University, Raleigh, NC**

B.S., Construction Engineering and Management

## **COMPUTER SKILLS**

Microsoft Office programs, Primavera Systems, Timberline, Prolog Manager, and Prolog Website.

---

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

---

Fuquay-Varina Planning and Zoning Board: Submitted  
Planning Board: Submitted

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

---

☒ Planning Board

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

---

☒ Fuquay-Varina Planning and Zoning Board

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

---

☒ Fuquay-Varina Board of Adjustment

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

---

☒ Board of Adjustment

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

---

☒ Planning Board

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

---

☒ Planning Board

William

First Name

E

Middle Initial

Wingfield

Last Name

7325 Messenger Drive

Street Address

Suite or Apt

Willow Spring

City

NC

State

27592

Postal Code

**What district do you live in?**

---

☒ District 2

Mobile: (919) 946-7880

Primary Phone

Business: (984) 297-5949

Alternate Phone

w.wingfield@yahoo.com

Email Address

Employer

Job Title

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

☐ Yes ☐ No

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

☒ Unincorporated Wake County

---

## Interests & Experiences

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

In simple terms, to help. I'm a native of the triangle and this is my home. I've watched us all come a long way in my 38 years. In my opinion, this is the best place to live and raise a family in the entire Country. We have a diverse and innovative community that continues to rise to the top, but we do face many challenges as we grow and the world evolves. Balancing our good fortune, growth and progress with our housing, educational, transportation and environmental needs requires a lot of work and planning. I would like to help with that in anyway that I can.

## Work Experience

My work experience is diverse which I think helps me see things from several perspectives. As an entrepreneur I am, and have been, an owner of several small business. My primary background however is in the construction and engineering fields. My most recent previous titles have been as a; Project Engineer for Fred Smith Company, Senior Materials Engineer and then Business Development Manager for Engineering Consulting Services, and I am currently the Business Development Director for JDS Consulting and Design ( a multi-disciplinary engineering firm in Raleigh).

## Volunteer Experience

I have, or currently, volunteer with; the Disabled American Veterans (DAV), Upward Sports, Town of Fuquay-Varina Parks and Rec. department, Downtown Raleigh Alliance, Downtown Fuquay-Varina Revitalization Association, Urban Land Institute (ULI), Society of American Military Engineers (SAME), NAIOP (membership committee), Raleigh Chamber of Commerce, Fuquay-Varina Chamber of Commerce (Chair of the GA committee), Fuquay-Varina Cultural Arts Society (Board of Directors), Friends of the Fuquay-Varina Arts Center, USA Baseball and probably a few others that have slipped my mind at the moment.

## Education

ECU college of Business - Management

## Comments

While I reside in unincorporated Wake County, Willow Spring is considered by most in the area to be an extension of Fuquay-Varina. Unincorporated Wake County includes more than 15% of the estimated County population, making it the third largest population block in the County behind the City of Raleigh and the Town of Cary. I hope you will allow me to help with that area of the County on either the FV planning board or the County planning board.

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Upload a Resume



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

\_\_\_\_\_  
Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

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## Other

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

☒ Other

### I've known

\_\_\_\_\_  
If you selected "Other" above, how?

\_\_\_\_\_  
Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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