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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: \***

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

---

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

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☒ 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

---

## Interests & Experiences

**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

---

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

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>

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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)

---

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

---

## 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?**

---

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

---

## 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

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## 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 Relations
- Media Relations
- Political Campaigns
- Community Organizing
- Public Policy
- Fundraising
- Volunteer Management
- Public Speaking
- Coalition Building

**Languages**

- German: Proficient
- French: Beginner

---

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

---

Board of Adjustment: Submitted  
Centennial Authority: Submitted  
City of Raleigh Board of Adjustment: Submitted  
City of Raleigh Planning Commission: Submitted  
Durham and Wake Counties Research and Production Service District Advisory Committee: Submitted  
Greater Raleigh Convention and Visitors Bureau: Submitted  
Historic Preservation Commission: Submitted  
Housing Authority: Submitted  
Open Space and Parks Advisory Committee: Submitted  
Wake County Steering Committee on Affordable Housing: Submitted  
Wake County Water Partnership: Submitted  
GoTriangle Transit Citizen Advisory Committee: Submitted

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

---

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

---

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

---

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

---

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

---

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

---

☒ None Selected

Jeffrey

First Name

Goebel

Middle Initial

Last Name

2613 Bembridge Dr.

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

**What district do you live in?**

---

☒ District 7

Mobile: (919) 931-0767

Primary Phone

Business: (919) 828-2501

Alternate Phone

samhall9900@gmail.com

Email Address

Employer

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

## Interests & Experiences

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

## Work Experience

## Volunteer Experience

## Education

## Comments

[Goebel\\_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?**

☒ 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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# Jeffrey Goebel

2613 Bembridge Dr.  
Raleigh, North Carolina, 27613  
919 931-0767  
samhall9900@gmail.com

---

## WORK EXPERIENCE

### **JORDAN PRICE WALL GRAY JONES & CARLTON, Raleigh, NC** **Attorney/Partner, Sep 2002 – Present**

- 18+ years' experience with all aspects of real estate transactions and management, representing buyers and sellers in matters ranging from vacant rural lots to state forests to \$600,000,000.00 multi-state industrial facilities, including:
  - contract negotiations
  - title research and curative matters
  - land acquisition, use and development pursuant to governing UDO
  - private and public financing/SBA loans
  - IRS 1031 exchanges
  - historic preservation
  - environmental regulations and remediation
  - landlord/tenant relations and commercial lease negotiations

### **BROCK & SCOTT, PLLC, Greenville, NC** **Associate attorney, Dec 2000 – Jul 2002**

- Managed Greenville law office, including staff of five.
- Responsible for firm's real estate transactions throughout eastern North Carolina.

### **AVERITT EXPRESS, Charlotte, NC** **Logistics Specialist, Aug 1994 – Aug 1998**

### **SERVICE MERCHANDISE, Charlotte, NC** **Warehouse Manager, Mar 1993 – Jul 1994**

### **OFFICEMAX, Charlotte, NC** **Shipping and Receiving Manager, Jan 1991-Mar 1993**

## EDUCATION

### **Marquette University, Milwaukee, WI** *B.A., International Affairs, 1991*

### **University of Arkansas School of Law, Fayetteville, AR** *J.D., 2000*

## ADDITIONAL SKILLS

- Licensed in State of North Carolina and Western District of North Carolina.
- Veteran attorney with experience gained from over 18 years of practice, including ability to navigate both the court system and the private financial industry.
- Effective communicator, skilled at interpreting law for both professionals and laypeople, including as instructor in various CLE presentations.
- Active in local bar association, including prior service in 11th District Bar Professional Responsibility and Lawyer Support Committees.

---

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

---

Alcoholic Beverage Control Board: Submitted  
Board of Adjustment: Submitted  
Capital Area Workforce Development Board: Submitted  
City of Raleigh Board of Adjustment: Submitted  
City of Raleigh Housing Appeals Board: Submitted  
City of Raleigh Planning Commission: Submitted  
Council on Fitness and Health: Submitted  
Greater Raleigh Convention and Visitors Bureau: Submitted  
Jury Commission: Submitted  
Juvenile Crime Prevention Council: Submitted  
Library Commission: Submitted  
Open Space and Parks Advisory Committee: Submitted  
Raleigh-Durham Airport Authority: Submitted  
Wake Technical Community College Board of Trustees: Submitted  
Yates Mill Park Advisory Board: Submitted

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

---

☒ Wake Technical Community College Board of Trustees

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

---

☒ Alcoholic Beverage Control Board

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

---

☒ Library Commission

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

---

☒ Capital Area Workforce Development Board

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

---

☒ Jury Commission

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

---

☒ Juvenile Crime Prevention Council

---

Chad

First Name

---

M

Middle Initial

---

Hunter

Last Name

---

1210 Westview Lane

Street Address

---

Apt. 205

Suite or Apt

---

Raleigh

City

---

NC

State

---

27605

Postal Code

## What district do you live in?

---

☒ District 5

Home: (704) 564-2648

Primary Phone

Business: (919) 745-2920

Alternate Phone

chadmhunter@gmail.com

Email Address

Syneos Health

Employer

Project Manager I

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 would like to give back to my community.

### Work Experience

---

Project Manager I, Syneos Health - 11/18-Current Project Specialist II, Syneos Health - 04/17-11/18  
Project Specialist, Premier Research - 05/16-04/17 Postdoctoral Research Associate, North Carolina  
State University - 01/16-05/16 Graduate Research and Teaching Assistant, North Carolina State  
University - 08/11-12/15 Graduate Research and Teaching Assistant, East Carolina University - 08/09-  
07/11

### Volunteer Experience

---

Theta Chi Alumni Corporation Treasurer, Delta Rho Chapter - 4/11-Current

### Education

---

Ph.D., Genetics - North Carolina State University - 08/11-12/15 M.S., Cell Biology - East Carolina  
University - 08/09-05/11 B.S., Biological Sciences - North Carolina State University - 08/05-05/09

### Comments

---

I am very eager to make a positive impact in my community and would love the opportunity to do this by  
serving on a committee.

[Hunter\\_Chad\\_CV.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?

☒ 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>

# Chad Hunter

## USA-NC-Morrisville-1030-SyncSt Project Manager I

### Biography

Chad M. Hunter has over 2.5 years experience in Project Management, phases I-IV, in a clinical research organization (CRO). Chad M. Hunter also has over 8 years experience in biological research focusing broadly in biological sciences with a detailed focus on genome stability.

Chad. M Hunter has experience in all phases of clinical research from start-up to close-out. He has successfully aided in the startup, maintenance, and close out of numerous studies.

His therapeutic area experiences include:

- Analgesia: transdermal patch (Phase III)
- Dermatology: wrinkle correction (Phase IV)
- Hepatology: liver disease (Phase I & III)
- Neuroscience: schizophrenia and bipolar disorder (Phase III)
- Rare Disease: immunodeficiency disorder (Phases II & III)

### Professional Experience

#### Nov 2018 - Present Syneos Health

##### Project Manager I

##### Project Administration

- Creates and maintains the Trial Master File Management (TMF) Plan. Routinely reviews the TMF to ensure quality, completeness and inspection readiness.
- Coordinates and monitors the activities associated with study deliverables across all applicable internal functional departments and vendors.
- Assists with activities associated with interim analyses, database snapshots and locks, final CSR and study closure.
- Assists with identification of and contracting with approved vendors, as necessary.
- Provides vendor management, inclusive of ensuring key deliverables are met, potential scope creep is identified and change orders are developed, as necessary.
- Assists with development and implementation of change orders.
- Assists with resource management and team member transition by collaborating with appropriate Resource Managers and ensuring detailed Transition Plans are developed and implemented efficiently.

##### Financials/Reporting

- Develops contingency planning and risk mitigation strategies to ensure meeting or exceeding

study milestones.

- Creation and maintenance of metric reports, inclusive of data collection from multiple sources, for delivery to client or senior management.
- Assists with overall financial performance of the study by interacting with internal functional departments or vendors to obtain required metrics for financial reporting.
- Attends financial review meetings to assist with reconciliation and identification of budget overrun.
- Reviews and approves invoices from sites or vendors and to the client.

#### Business Development

- Participates in representing the company to the client, ensuring satisfaction levels are met and statuses of deliverables are communicated effectively.
- May participate in Customer proposal development.
- In collaboration with the Project Team, will plan, coordinate and present at internal and external meetings.

#### Knowledge/Training

- Facilitates team training in accordance with protocol and/or project requirements, including therapeutic, protocol specific, and process training.
- Develops knowledge of current therapeutic environment.

### **Jan 2018 - Nov 2018 Syneos Health**

#### Project Specialist II

- Supports Project Manager (PM) to ensure the contracted services and expectations of a clinical study are carried out by the assigned project team in accordance with the executed contract and the Customer's expectations.
- Tracks and analyzes project details and maintains internal systems for assigned projects within a therapeutic area.
- Assures compliance with local regulations, Code of Federal Regulations/International Conference of Harmonization (ICH), Good Clinical Practices (GCP) guidelines, and Company and Sponsor Standard Operating Procedures (SOPs).
- Mentors and coaches site activation staff in specialized areas of expertise (e.g., ICF/IB/IRB/Advertising review teams).

### **Apr 2017 - Jan 2018 INC Research**

#### Project Specialist II

- Supports Project Manager (PM) to ensure the contracted services and expectations of a clinical study are carried out by the assigned project team in accordance with the executed contract and the Customer's expectations.
- Tracks and analyzes project details and maintains internal systems for assigned projects within

a therapeutic area.

- Assures compliance with local regulations, Code of Federal Regulations/International Conference of Harmonization (ICH), Good Clinical Practices (GCP) guidelines, and Company and Sponsor Standard Operating Procedures (SOPs).
- Mentors and coaches site activation staff in specialized areas of expertise (e.g., ICF/IB/IRB/Advertising review teams).

### **May 2016 - Apr 2017 Premier Research**

Project Specialist

- Assisted in overall Project Delivery of clinical trials, coordinating efforts of multiple departments.
- Identified risks to milestones and deliverables to ensure project delivery within all contracted timelines.
- Initiated communication and documentation internally and externally.
- Ensured adherence of project to budget and scope of work in order to maximize project profitability.
- Ensured project tasks are completed in accordance with project plans and standard operating procedures and projects are audit ready.

### **Dec 2015 - May 2016 North Carolina State University**

Postdoctoral Research Associate

- Investigated the link between hybrid sterility and recombination in the model organism, *Drosophila melanogaster*.
- Performed experiments to examine correlated gene expression in response to parasitism.

### **Jul 2011 - Dec 2015 North Carolina State University**

Graduate Research and Teaching Assistant

- Developed several independent projects to address the environmental and genetic determinants of recombination rate variation in *D. melanogaster*, leading to three high quality publications.
- Supervised the training of nine undergraduates in the scientific process and assisted them in executing independent projects resulting in publications.
- Taught multiple sections of Introduction to Genetics recitation sessions.

### **Aug 2009 - Jun 2011 East Carolina University**

Graduate Research and Teaching Assistant

- Investigated genome integrity of multiple DNA replication proteins in *D. melanogaster* using both in vitro and in vivo approaches.
- Taught multiple sections of Introduction to Biology laboratory sessions.

## Therapeutic Experience

- |                                  |  |
|----------------------------------|--|
| <b>CNS Psychiatry</b>            | - Schizophrenia                              |
| <b>Dermatology</b>               | - Dermatology - Hyperfunctional Facial Lines |
| <b>Hepatology</b>                | - Cirrhosis, Hepatic                         |
| <b>Immunology / Inflammatory</b> | - Immune Deficiency                          |

## Languages

- English - Speaking, Reading, Writing**  
 - Native

## Additional Experience

- Pain, Bunionectomy
- Pain, Knee Replace

## Education

- |             |   |
|-------------|---|
| <b>2015</b> | <b>North Carolina State University - United States</b><br>Doctor of Philosophy PhD - Genetics |
| <b>2011</b> | <b>East Carolina University - United States</b><br>Masters - Cell Biology                     |
| <b>2009</b> | <b>North Carolina State University - United States</b><br>Bachelor - Biological Sciences      |

## Publications & Presentations

- Hunter, C. M., M. C. Robinson, D. L. Aylor, and N. D. Singh. Genetic background, maternal age and interaction effects mediate rates of crossing over in *Drosophila melanogaster* females. *G3: Genes | Genomes | Genetics* 6 (2016):1409-1416. doi: 10.1534/g3.116.027631
- Hunter, C.M., W. Huang, T. F. C. Mackay, and N. D. Singh. The genetic architecture of natural variation in recombination rate in *Drosophila melanogaster*. *PLOS Genetics* (2016). doi: 10.1371/journal.pgen.1005951
- Hunter, C. M. and N. D. Singh. Do males matter? Testing the effects of male genetic background on female meiotic crossover rates in *Drosophila melanogaster*. *Evolution* 68



(2014):2718-2726. doi: 10.1111/evo.12455

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

---

Alcoholic Beverage Control Board: Submitted  
Board of Adjustment: Submitted  
Fire Commission: Appointed  
Juvenile Crime Prevention Council: Submitted

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

---

☒ Fire Commission

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

---

☒ Alcoholic Beverage Control Board

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

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☒ Board of Adjustment

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

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☒ Juvenile Crime Prevention Council

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

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☒ Bay Leaf Volunteer Fire Department Inc. Board of Trustees Firemen's Relief Fund

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

---

☒ None Selected

Robert

First Name

Stagg

Last Name

Middle Initial

4901 Grinnell Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

**What district do you live in?**

---

☒ District 7

Mobile: (919) 368-0850

Primary Phone

Home: (919) 783-8338

Alternate Phone

rhstagg@bellsouth.net

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

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

Give back to the community that I have spent the vast majority of my life as a resident. I think that I have the knowledge, skills and abilities to be an asset to the county/citizens in this area.

---

## Work Experience

Over 42 years in the various fields of public safety, including law enforcement, emergency medical, fire training/education, security, emergency management.

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## Volunteer Experience

Member: Wake County Fire Commission - 2008-present - Training and Administration Committees, Sponsor of the Leadership Award for Outstanding Fire Academy Recruit; Member: National Fire Protection Association Technical Committee on Loss Prevention Practices - 1991 - present (Standards for Industrial Fire Departments and Security Services in Fire Loss Prevention). Member: National Fire Protection Association Technical Committee on Premises Security - 2012 - present; (Guidelines for Premises Security and Standard on Electronic Premises Security) Member - Education Security/Safety Task Force Member: Durham Co. (NC) Terrorism Task Force 2009 - present Member: Wake Co. (NC) Safer Schools Task Force 2013 Disaster/Emergency Response Drill Evaluator for state and federal government with emphasis in public health situations and emergency response. Wake County Community Drug Overdose Prevention Coalition 2016

---

## Education

BS (P) - East Carolina University MS - Virginia Commonwealth University Post-Graduate Certificate - School of Public Health UNC-Chapel Hill

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## Comments

Honor to be part of the commission and would like to continue to serve.

[Stagg\\_vitae.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

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## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

---

## Other

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

☒ Other

Direct contact with County  
Commissioner

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>

## Curriculum Vitae

### Robert H. Stagg

#### Education

Virginia Commonwealth University, Richmond, VA  
Master of Science, Administration of Justice, May 1981

East Carolina University, Greenville, NC  
Bachelor of Science, Correctional Services with Minor in Law Enforcement, March 1976

University of North Carolina at Chapel Hill, Chapel Hill, NC  
Graduate Certificate, Community Preparedness and Disaster Management, 2004

North Carolina State University, Raleigh, NC  
North Carolina Community College Instructional Administrators' Leadership Institute 1986

University of North Carolina at Chapel Hill, Institute of Government  
Police Executive Development 1990

#### Relevant Experience

- 2017 - Present    **Wake Technical Community College, Raleigh, NC**  
**Lead Instructor - Fire Protection Technology,**
- Manage program activities
  - Design course delivery shells to assure continuity in course delivery.
  - Develop & design instructional content.
  - Instruct fire degree courses using Blackboard as the delivery platform.
  - Track trends in the fire service and emergency management to integrate into the fire protection programs.
  - Maintain program deadlines.
  - Develop and maintain relationships with external partners to assure program viability.
  - Market degree program via various means including social media.
- 2016 – Present    **Veterans' Affairs Medical Center, Durham, NC**  
**Volunteer, Emergency Management and Infection Control**
- Assisting the Emergency Manager of a 271bed tertiary care medical center, outpatient clinics and health care center in a 26-county area of central and eastern North Carolina.
  - Participate, evaluate and complete after action reports involving HSEEP compliant emergency exercises.
  - Participate in various hospital committees.
  - Participate in emergency management presentations to employees, visitors.
  - Evaluate and propose revisions for hospital policies, including continuity of operation.
  - Develop safety presentation for healthcare professionals dealing with needlestick and sharps injury prevention.
- 2016 - Present    **East Carolina University, Greenville, NC**  
**School of Criminal Justice**
- Adjunct Instructor focusing in security studies.

- 1985 - 2008      **North Carolina Central University, Durham, NC**  
**School of Criminal Justice**
- Adjunct Instructor in criminal justice, with a focus in management and supervision.
- 1990 – 2015      **Guardsmark, LLC, Raleigh, NC**  
**Manager, Internal Auditor**
- Responsible for development and administration of initial and monthly training for exempt and non-exempt employees.
  - Develop training programs in response to perceived operational problems, performance shortfalls and service delivery failures based upon root cause and trend analysis to increase organizational compliance and improve internal and external customer service, including leadership development, homeland security awareness, some awarding university credit.
  - Develop and revise various organizational policies, including crisis/emergency management and response, for external and internal clients.
  - Assisted in designing and evaluating client business continuity exercises.
  - Designed first branch office business continuity plan, serving as a model for other branch offices.
  - Subject matter expert on emergency management, security policy development, workplace violence and domestic activist groups posing threats businesses.
  - Operational responsibilities for over 7000 hour per week national security company branch office, including oversight of selection, training, compliance, customer service, employee integrity (discipline/coaching) and sales assistance.
  - Conduct complex security/safety audits/risk analysis of practices at various companies/industries and sports venues both nationally and internationally providing detailed, solid, reasonable recommendations for improvements.
  - Developed quality assurance program to validate adherence to contractual obligations, training, and identified processes.
  - Participated in the company expansion into Europe, developing policies and conducting risk assessments for various companies.
  - First company-based ISO 9001-2008 internal auditor, responsible for validating internal compliance through complex reviews of operational procedures, developing corrective action plans for identified deficiencies, evaluating the implementation of corrective action plans, assuring continual improvement concerning company policies/standards at 80 offices including the company headquarters, mentoring new managers in the total quality processes, resulting in cost savings in excess of \$1 million within first three years of assuming the position.
  - Extrapolated data derived from internal audits as part of company-wide trend analysis, providing reports to executive management for process improvement and/or areas of concern.
- 1984 - 1990      **Durham Technical Community College, Durham, NC**  
Program Director: Criminal Justice and Fire Protection Technology,
- Manage department and program activities
  - Instruct fire and criminal justice degree courses at multiple locations in a multi-county service area.
  - Prepare and administer program budgets.
  - Track trends in public safety to integrate into the two degree programs.
  - Supervise and evaluate program faculty.
  - Develop, design and review instructional content and curriculum development.
  - Maintain program deadlines.
  - Market programs.
- 1989      **Duke University, Durham, NC**  
Assistant to Director of Public Safety (Sabbatical)
- Special event security preparation.
  - Hospital security review and revisions.

**1981 - 1984**      **Virginia Department of Alcoholic Beverage Control**  
Special Agent, Regulatory Division

**1978 - 1981**      **Virginia Commonwealth University Police Department**  
Patrol Officer/Officer in Charge

**Professional Certifications:**

- Certified Protection Professional, American Society for Industrial Security
- RABQSA Certified ISO 9001 Internal Auditor, QMI-SAI Global
- Professional Continuity Practitioner – Federal Emergency Management Agency, Emergency Management Institute
- EPIC Online Teaching Certification, Wake Technical Community College

**Professional Organizations:**

- National Fire Protection Association
- American Society for Industrial Security
- North Carolina Criminal Justice Association
- North Carolina Society of Fire Rescue Instructors Association
- National Volunteer Fire Council

**Honors Organizations:**

- Alpha Phi Sigma, National Honorary Society for Criminal Justice
- Servire Society, East Carolina University

**Relevant Volunteer Contributions:**

- Gubernatorial Appointee, Community Resource Council, Durham Correctional Unit: 1985-1990
- Board Member, National Kidney Foundation of North Carolina: 1989-1990
- National Fire Protection Association: 1988 - present
  - o Member - Technical Committee - Loss Prevention Procedures and Practices, 1991-present
    - Responsible for revisions/rewrites:
      - NFPA 600 Facility Fire Brigades,
      - NFPA 601 Security Services in Fire Loss Prevention
  - o Member – Technical Committee - Premises Security, 2012 – present
    - Responsible for revisions/rewrites:
      - NFPA 730 Premises Security,
      - NFPA 731 Selection of Electronic Premises Security Systems
- Advisory Board, Community Preparedness and Disaster Management, School of Public Health, University of North Carolina at Chapel Hill 2004-2006
- Wake County (NC) Fire Commission: 2008 – present
  - o Member: Training and Administration Committees.
  - o Sponsor “Outstanding Fire Recruit” award for each academy
- Durham County (NC) Terrorism Task Force: 2009 – present
- Program Advisory Committee: ITT Technical Institute 2013 – 2015
- Member, Wake County (NC) Board of Education: Safer Schools Task Force. 2013
- Member, Community Drug Overdose Prevention Coalition of Wake County (NC) 2016 – present

**Disaster Exercises Evaluated:**

- 2015 Charlotte Douglas International Airport Triannual Emergency Preparedness Exercise
- 2015 Raleigh Durham International Airport Triannual Emergency Preparedness Exercise
- 2017 Department of Veterans’ Affairs National Disaster Medical System Exercise, Durham, NC
- 2017 Department of Veterans’ Affairs National Disaster Medical System Exercise, Charlotte, NC

- 2018 University of North Carolina Greensboro Active Assailant Full-scale Exercise, Greensboro, NC

**Publications:**

- “*Linguistical Barriers to Effective Communication*,” National Report, National Crisis Prevention Institute, vol. 10, #4, pp. 18-20.
- “*Incivility, Aggression and Violence Directed Toward Nurses Outside the Hospital Emergency Department*,” Tar Heel Nurse, Sept. - Oct. 1998, with E.G. Stagg

**Presentations/Forums:**

- 1995 International Facilities Management Association presentation “Workplace Violence.”
- 1996 “Incivility/Aggression/Violence,” University of North Carolina at Chapel Hill, School of Business
- 2004 “*Chemical Terrorism*,” Public Health Training and Information Network, North Carolina Center for Public Health Preparedness, (Televised lecture **aired** throughout NC).
- 2018 “Active Shooter Response for EMS Students,” Wake Technical Community College, Emergency Medical Science program.



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

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Board of Adjustment: Submitted

Capital Area Workforce Development Board: Submitted

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

---

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

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

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

---

☒ None Selected

---

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: (919) 264-2072

Alternate Phone

---

wwingfield@cti-consultants.com

Email Address

---

CTI Consultants, Inc.

Employer

---

Business Development 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:**

☒ Unincorporated Wake County

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## Interests & Experiences

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

To give back and help our community.

## Work Experience

Business Development professional in the A/E/C industry for several years, prior to that role I served as a project manager in the A/E/C industry.

## Volunteer Experience

Previous experience would include volunteer work for Durham Public Schools, Disable American Veterans (DAV), American Red Cross and Upward Sports. Currently I volunteer as a youth baseball coach (Fuquay-Varina Parks and Rec.), youth lacrosse coach (919 LAX), member of the Raleigh Chamber of Commerce, member of Fuquay-Varina Chamber of Commerce and member of the Fuquay-Varina Governmental Affairs Committee.

## Education

High School - Chapel Hill High 1999 AA - Criminal Justice (Law Enforcement Operations and Management): Cape Fear Community College BSBA - East Carolina University 2018 MBA - TBD

## Comments

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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

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## Demographics



Date of Birth

Gender \*

☒ Male

Ethnicity \*

☒ Caucasian

---

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

Looking for ways to help

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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