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

Domestic Violence Fatality Review Team: Submitted
Fire Commission: Submitted
Historic Preservation Commission: Submitted
Jury Commission: Submitted
Juvenile Crime Prevention Council: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Juvenile Crime Prevention Council

Please select your second Board preference: *

☒ Jury Commission

Please select your third Board preference: *

☒ Historic Preservation Commission

Please select your fourth Board preference: *

☒ Commission for Women

Please select your fifth Board preference: *

☒ Fire Commission

Please select your sixth Board preference: *

☒ Domestic Violence Fatality Review Team

Brianna

First Name

L

Middle Initial

Fanning

Last Name

900 Old Baron Dr

Street Address

Suite or Apt

Fuquay Varina

City

NC

State

27526

Postal Code

What district do you live in?

None Selected

Mobile: (984) 225-0338

Primary Phone

Home: (919) 762-6271

Alternate Phone

bfredhead@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:

☒ Fuquay-Varina

Interests & Experiences

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

A few years ago, I attended a State of the Town address. Sitting in the council room, I felt at home and comfortable. I knew from that moment that I had a passion for government, politics, people and law. I believe that serving on a Board or Commission would not only provide invaluable hands on experience but I would be able to affect positive change in my community. I firmly believe that as a voter and citizen, my greatest responsibility is to actively participate in local and state government whenever possible. While I may be young, I can assure you I could be a great asset and provide new ideas and solutions. I am reliable and dedicated, with a proven track record of phenomenal work ethic. I hope to one day serve as a U.S. Senator and view this as my first step towards my goal.

Work Experience

I worked last election cycle as an Intern for the North Carolina Republican Party and volunteered extensively on John Adcock's House campaign. Furthermore, I worked as an intern for Goodwin Weber PLLC last summer in Washington D.C. My duties included case theory development, trial preparation, and research as I worked directly on the Manafort federal fraud case that went to trial last August.

Volunteer Experience

I volunteer frequently as an attorney for North Carolina Teen Court and am scheduled to represent Wake County at the annual Teen Court summit. Additionally, I am a certified member of Wake County Board of Election's Multi-Partisan Assistance Team and volunteered during the 2018 midterm elections to register voters and witness, sign, and secure ballots for transportation.

Education

I have the equivalent of an associate's degree from Wake Technical Community College and plan to transfer to a 4-year university in the fall. I will graduate high school Summa Cum Laude with a 4.6 weighted GPA and over 150 hours of community service.

Comments

I am very passionate with goals of success and drive to achieve. Thank you for taking time to review my application and I hope you consider me for a position.

[fanning_resume_Wake_County_.pdf](#)

Upload a Resume

[Sue_Gray_Letter_of_Recomendation_.pdf](#)

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

[Fanning_Unofficial_Wake_Tech_Transcript__1_.pdf](#)

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

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>

Wake Tech Comm Coll

Date: February 11 2019
 Name: Fanning, Brianna Lane

SSN: XXX-XX-4076
 Birth Date: 08 08 2000

Issued to:
 Brianna L. Fanning
 900 Old Baron Dr
 Fuquay Varina NC 27526

ID: 2097149

Curriculum:

				Hrs	Hrs	Grade		
Course	Title/Comments	Grd	Repeat	Att	Cmpl	Points	Course Dates	Shell Crs
-----	-----	---	-----	-----	-----	-----	-----	-----
Fall 2016								
ENG-111*U	Writing and Inquiry	A		3.00	3.00	12.00	08/17/16-12/19/16	
SOC-210*U	Introduction to Sociology	A		3.00	3.00	12.00	08/17/16-12/19/16	
Term Totals:				6.00	6.00	24.00	GPA = 4.000	
Cumulative Totals:				6.00	6.00	24.00	GPA = 4.000	
Spring 2017								
ENG-112*U	Writing/Research in the Disc	A		3.00	3.00	12.00	01/05/17-05/08/17	
POL-120*U	American Government	A		3.00	3.00	12.00	01/05/17-05/08/17	
Term Totals:				6.00	6.00	24.00	GPA = 4.000	
Cumulative Totals:				12.00	12.00	48.00	GPA = 4.000	
Fall 2017								
ACA-122*A	College Transfer Success	A		1.00	1.00	4.00	08/16/17-12/18/17	
CJC-131	Criminal Law	A		3.00	3.00	12.00	10/16/17-12/18/17	
HIS-112*U	World Civilizations II	A		3.00	3.00	12.00	08/16/17-12/18/17	
Term Totals:				7.00	7.00	28.00	GPA = 4.000	
Cumulative Totals:				19.00	19.00	76.00	GPA = 4.000	
Spring 2018								
ART-111*U	Art Appreciation	B		3.00	3.00	9.00	01/04/18-05/07/18	
COM-231*U	Public Speaking	A		3.00	3.00	12.00	01/04/18-05/07/18	
ENG-231*U	American Literature I	A		3.00	3.00	12.00	01/04/18-05/07/18	
GEL-111*U	Geology	B		4.00	4.00	12.00	01/04/18-05/07/18	
Term Totals:				13.00	13.00	45.00	GPA = 3.462	
Cumulative Totals:				32.00	32.00	121.00	GPA = 3.781	
Fall 2018								
BUS-139	Entrepreneurship I	A		3.00	3.00	12.00	08/16/18-10/15/18	
CJC-121*A	Law Enforcement Operations	A		3.00	3.00	12.00	10/16/18-12/17/18	

Term Totals: 6.00 6.00 24.00 GPA = 4.000

Cumulative Totals: 38.00 38.00 145.00 GPA = 3.816

Criminal Justice Technology: Intro to Law Enforcement

Program Total: Completed Cred : = 6.00 GPA = 4.000

College Transfer Pathway Leading to the Associate in Arts

Program Total: Completed Cred : = 29.00 GPA = 3.759

Note:

The courses with *U are Universal General Education Transfer Component courses.

The courses with *A are CAA courses.

END OF TRANSCRIPT

Feb. 15, 2019

To whom it may concern,

It is with great pleasure that I offer this recommendation for Brianna Fanning. I have had the opportunity to work with Brianna in a variety of educational settings. This experience leads me to conclude that she is an outstanding and motivated student who will likely succeed in any setting she is placed.

I am a member coach with the National Speech and Debate Association, and I currently coach and lead a competitive forensics' club for homeschoolers at Colonial Baptist Church in Cary, NC. This group participates in a variety of competitive activities including: NCFCA homeschool speech and debate, NSDA public school speech and debate, and NC Advocates for Justice Mock Trial competitions. Brianna has actively participated in many of these activities and she has consistently and persistently demonstrated the highest standards of academic excellence. Her success in competitive forensics has confirmed the fact that she is an intelligent and gifted communicator. In addition to her competitive success, Brianna has demonstrated strong leadership skills by serving and assisting me as the Captain of our Mock Trial team. Brianna knows how to demonstrate and set an example for our new members. She is quick to offer support and encouragement to the adults and to her peers. She has a natural charisma that allows her to challenge others to rise above their fears and insecurities.

In addition to serving as Captain, She has earned awards that set her apart as a outstanding competitor. Brianna has a strong understanding of the justice system and she never fails to impress me with her ability to communicate persuasively and intelligently to judges and jurors who have scored and evaluated her skills.

I honestly cannot say enough to adequately qualify and extol the merits of this outstanding young woman. In short I give Brianna my highest recommendation and I feel certain that she will be an outstanding representative for your program. You are welcome to contact me if you have additional questions that need to be answered.

Sincerely,

Sue Gray, Ms. Ed

Phone: (919)218-3196

Email: Hope2kidz@gmail.com

BRIANNA FANNING

CONTACT

PHONE

984-225-0338

EMAIL

bfredhead@gmail.com

ADDRESS

900 Old Baron Drive
Fuquay-Varina NC 27526

DOB

August 8 2000

EXTRACURRICULARS

MOCK TRIAL

NCFCA SPEECH & DEBATE

NATIONAL HONORS SOCIETY

HS TRAVEL SOFTBALL

NC TEEN COURT

TEEN GOVERNMENT CLUB

GENERAL ASSEMBLY PAGE

VOLUNTEER WORK

(150 HOURS LOGGED SENIOR YEAR)

WITH LOVE FROM JESUS

NC REPUBLICAN PARTY

GIRL'S PITCHING COACH

ENGLISH/MATH TUTOR

EDUCATION

HERITAGE CHRISTIAN ACADEMY HOMESCHOOL

Graduation Date: May 2019

Motivated student with strong work ethic, ambition, excellent communication skills, and leadership abilities.

- 4.6 GPA
- 27 ACT
- 1260 SAT

COMMUNITY COLLEGE

Transfer Date: May 2019, currently enrolled

- 60 credit hours completed
- 3.8 GPA

WORK EXPERIENCE

COLLEGE ASSISTANCE CHAIR

Leadership Initiatives' International Business Internship | 2018-Present

- Work with team members and Nigerian state prosecutors in creating case theory for domestic violence and rape cases.
- Assist team members in locating the best university for their future goals.
- Connect team to LI Board, Advisors, Volunteers, and Donors.
- Provide ACT/SAT training, reminders for due dates, and University information.
- Provide essay editing services and interview tutoring.

INTERN

Goodwin Weber PLLC | 2018

Interned for David Weber during the summer of 2018 at Georgetown University. I assisted in pre-trial preparation and advocated for clients at Capitol Hill.

- Represent clients and law firm in front of congressional members.
- Conduct legal research and draft potential cross-examination questions.
- Meet with client set to testify to discuss case theory.

INTERN

North Carolina Republican Party | 2018-Present

Interned for the NC GOP during the election cycle and worked on the campaigns of John Adcock, George Holding, and Kim Coley.

- Responsible for voter outreach and contact.
- Coordinate volunteer teams for weekly grassroots efforts.

NC TEEN COURT ATTORNEY

Worked as an attorney for North Carolina Teen Court, an organization acting as a "second chance" for at-risk youth convicted of misdemeanors.

- Represent minors convicted of misdemeanors during conviction hearings.
- Serve as the state attorney and present case in court.

WAKE COUNTY BOARD OF ELECTIONS

Multi-Partisan Assistance Team

- Register voters.
- Represent the Republican Party during ballot completion.
- Witness and secure each finished ballot for transportation.

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

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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

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

Languages

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

Additional Experience

- Pain, Bunionectomy
- Pain, Knee Replace

Education

- | | |
|-------------|---|
| 2015 | North Carolina State University - United States
Doctor of Philosophy PhD - Genetics |
| 2011 | East Carolina University - United States
Masters - Cell Biology |
| 2009 | North Carolina State University - United States
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

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

City of Raleigh Housing Appeals Board: Submitted
City of Raleigh Planning Commission: Submitted
Domestic Violence Fatality Review Team: Submitted
Human Services Board: Submitted
Jury Commission: Submitted
Juvenile Crime Prevention Council: Submitted
Wake County Steering Committee on Affordable Housing: Submitted

Please select your first Board preference: *

☒ Juvenile Crime Prevention Council

Please select your second Board preference: *

☒ City of Raleigh Housing Appeals Board

Please select your third Board preference: *

☒ Human Services Board

Please select your fourth Board preference: *

☒ Raleigh-Durham Airport Authority

Please select your fifth Board preference: *

☒ City of Raleigh Planning Commission

Please select your sixth Board preference: *

☒ Jury Commission

Merrick

First Name

Willoughby

Last Name

2515 Overlook Village Circle

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

☒ District 4

Home: (919) 702-2967

Primary Phone

Mobile: (919) 423-3334

Alternate Phone

merrick_willoughby@yahoo.com

Email Address

State Employee Credit Union

Employer

Financial Service Representative

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I am interested in serving on Wake County Boards or Commission because serving will give me hands-on experience in working with community leaders, and afford me the opportunity to provide exemplary service to the citizens of Wake County. Also, I'm keen in helping Wake County Local Government, because I am a strong supporter of community involvement. And, it is my belief that a healthy and vibrant community that is invested in community succes and community-based ideas, is sure to thrive abundantly.

Work Experience

State Employee Credit Union Provide financial support to eligible North Carolinians to improve their economic well-being through the frames of telecommunication. Responsibilities include, but not limited to the establishment of new accounts, handling debit and credit card transactions, account resolution, and processing internet requests. Responsibilities include, but not restricted to the creation of new accounts, handling debit and credit card transactions, account resolution, and processing web requests.

Volunteer Experience

North Carolina DPS, Wake Regional Juvenile Detention Center. Supervised the daily activities of juveniles in residence; ensures juveniles follow all established policies and procedures, taking disciplinary action as necessary. Guaranty that detainees are served meals and snacks, all living areas are clean, laundry is washed, and detainees are properly clothed. Completed daily reports, monitored and mentored the young juveniles, while providing creative paradigms to impede on future delinquent activities

Education

Saint Augustine's University Bachelor of Science in Criminal Justice Central Michigan University Masters of Science in Administration

Comments

[Merrick_s_Resume.docx](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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



MERRICK WILLOUGHBY

merrick_willoughby@yahoo.co/ H: 919-702-2967

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•

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SUMMARY

- Results-oriented professional with a strong work ethic who takes initiative, identifies problems, and offers creative solutions for implementation.

Exceptional interpersonal communication skills; easily interact with individuals from diverse backgrounds.

Excellent organizational, listening, planning, and public speaking skills.

Professional demeanor, critical and analytical thinking skills.

- Research- oriented.
- Motivated administration professional skilled at building strong working relationships with fellow staff, supervisors and community members. Public relations expert.

SKILLS

Analytical thinker

Citizen engagement

Community development

Employee relations

Public speaking

Oral and written communication

[Research and analysis](#)

EXPERIENCE

Financial Service Representative / State Employees' Credit Union - Raleigh, NC

05/2016 - Current

Provide financial support to eligible North Carolinians to improve their financial well-being through the frames of telecommunication.

- Responsibilities include, but not limited to the establishment of new accounts, handling debit and credit card transactions, account resolution, and processing internet requests.

Delivered an exceptional level of service to each customer by listening to concerns and answering questions.

Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.

Customer Service Representative / Xerox Commercial Solutions, LLC, Humana Pharmacy - Raleigh, NC

05/2014 - 05/2016

Communicate with customer, employees and other individual to answer questions, disseminate or explain information, take orders address complaints.

Type, format, proofread, and edit correspondence and other document, from notes using computers.
Open, sort and route incoming calls, answer correspondence, and prepare outgoing mail.
Maintaining strict confidentiality of sensitive information following HIPAA regulations.

Intern / North Carolina DPS, Wake Regional Juvenile Detention Center Raleigh, NC

Supervised the daily activities of juveniles in residence; ensures juveniles follow all established policies and procedures, taking disciplinary action as necessary.

Guaranty that detainees are served meals and snacks, all living areas are clean, laundry is washed and detainees are properly clothed.

-
-
-
-
-

Completed daily reports, monitored and mentored the young juveniles.
Wrote detailed reports explaining policy actions and impacts.
Identified and reviewed roadblocks to desired updates and developed possible resolutions.

Chief Executive Officer & Co- Founder / Utopian Investment Holdings, LLC - Raleigh, NC 07/2018 - Current

Advertised properties to the general public via networking, brochures, ads and listing services to maximize exposure.

Cold called clients to obtain their exclusives.

Successfully guided home buyers and sellers through sales and purchase of properties.

Researched the current market in Raleigh, North Carolina, to stay informed and give superior sales presentations.

Developed close relationships with area realtors and promoted builders to boost referral network.

Actively follow-up with prospects and hot leads.

Followed up with prospects throughout the sales process.

Developed an excellent rapport with custom builders to expand opportunities for growth.

Counseled customers on market current status for residential and land markets.

EDUCATION AND TRAINING

Central Michigan University - Mt Pleasant, MI

August , 2018

Masters of Science: Administration, Public Administration

Saint Augustine's University - Raleigh, NC, United States

May, 2016

Bachelor of Science: Criminal Justice

Pi Gamma Mu, International Honor Society in Social Science, Member

Cum laude graduate

ACTIVITIES AND HONORS

Pi Gamma Mu, International Honor Society in Social Sciences

Deans List Recipient

AFFILIATIONS

Saint Augustine's University Alumni Association, Member

Central Michigan University Alumni Association, Member

INTERESTS

Public Policy

Criminal Justice

Higher Education

Writing & Editor

Research

Community Relations

Real Estate

Property Management