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

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Alliance Health : Submitted  
Capital Area Workforce Development Board: Submitted  
Housing Authority: Submitted  
Human Services Board: Submitted  
Juvenile Crime Prevention Council: Submitted  
Raleigh-Durham Airport Authority: Submitted  
Wake Technical Community College Board of Trustees: Submitted  
WakeMed Hospital Board of Directors: Submitted  
Wake County Steering Committee on Affordable Housing: Submitted

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

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☒ Juvenile Crime Prevention Council

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

---

☒ Alliance Behavioral Healthcare

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

---

☒ Criminal Justice Partnership Advisory Board

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

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☒ Housing Authority

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

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☒ WakeMed Hospital Board of Directors

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

---

☒ Wake Technical Community College Board of Trustees

Utica

First Name

Cason

Middle Initial

Last Name

2011 Swimming Hole Circle

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

**What district do you live in?**

---

☒ District 7

Home: (919) 413-1854

Primary Phone

Business: (919) 651-4397

Alternate Phone

uvcason@yahoo.com

Email Address

Yardi Systems Inc.

Employer

HelpDesk Coordinator

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

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

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I have a passion of serving my community. I love helping individuals in the community. I have prior experience serving on a nonprofit board

## Work Experience

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5 Yrs Software Tech Support 8 Yrs of Affordable Housing Experience with Raleigh Housing Authority and Property Management Companies 5 Yrs of Human Services Experience with Wake County Child Support Enforcement~ Raleigh Housing Authority

## Volunteer Experience

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4 Years as CEO of a local nonprofit 1 Yr Executive Director of Job Readiness Organization 3.5 Yrs Experience as Assistant Director of Youth Re-Entry Program 1 Yr Experience as Adult Mentor for Step Up Ministries

## Education

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Medical Assistant Certificate Associate's Degree in Human/Family Services Bachelor's Degree in Human/Family Services

## Comments

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[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

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## Demographics

Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ African American

---

## Other

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

☒ Other

### If you selected "Other" above, how?

City of Raleigh Website

---

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>

# Utica Cason

2011 Swimming Hole Circle, Raleigh, NC 27610 ☐ (919) 413-1854 ☐  
[uvcason@yahoo.com](mailto:uvcason@yahoo.com)

## ***Professional Experience***

### ***Yardi Systems, Inc., Raleigh, North Carolina***

#### ***HELPDESK COODINATOR 2008-PRESENT***

Provide customer/client service and in a call center environment with regards to technical support with software issues and assist clients with implementation of real estate and accounting software. It consists of setup, implementation, upgrades, and ongoing software support for live clients. Support different modules (core, residential, affordable, and maintenance)

### ***Reliant Monitoring Services, Cary, North Carolina***

#### ***DISPATCHER 2013-PRESENT***

Dispatch and schedule installers to perform work order assignments for pretrial electronic/alcohol monitoring devices for local government and law enforcement agencies

### ***Drucker & Falk Property Management, Raleigh, North Carolina***

#### ***PART-TIME LEASING AGENT 2009-2010***

Tenant relations, administered leasing process, lease up of vacant units, marketing, and sales

### ***Hendrick Automotive Group, Cary, North Carolina***

#### ***BUSINESS DEVELOPMENT REPRESENTATIVE 2008-2008***

Scheduled sales appointments, handled incoming sales calls in a call center environment, and provided customer service and public relations

### ***United Property Management, Raleigh, North Carolina***

#### ***PROPERTY MANAGER 2007-2008***

Tenant relations, accounting, and revenue and expense control, processed rental applications, administered leasing, lease renewal, and lease up of vacant units, marketing, and sales, experience in Low Income Tax Credit & Section 8 program, supervised maintenance, housekeeping, and contractors.

## **Education**

SUNY-Empire State College, Saratoga Springs, NY

B.A., Family & Human Services 2002-2006  
A. S., Family & Human Services 2001-2002

Wake Technical Community College, Raleigh, NC  
Human Services Technology, 1999-2000  
Medical Assistant, 1996-1998  
GED, 1994

Certified Occupancy Specialist (COS)-NAHMA 2008

**Additional  
Experience**

Nonprofit Management, Nonprofit/Business  
Consultant  
Windows XP and 7 and Vista, MS Office Suite,  
Internet Explorer, Outlook, Goggle Documents,  
Medic, CAM, I-CAM, ACCUCERT, Yardi Voyager,  
Yardi Classic, SQL, CRM

**Volunteer  
Experience**

***SOAR Outreach, Raleigh, NC  
Founder/CEO 2014-present***

Establish administrative policies for the day-to-day  
operation  
of the nonprofit. Establish and maintain  
relationships with  
various organizations to enhance the organization's  
mission. Report to the Board of Directors to seek  
their  
involvement in policy decision and fundraising.  
Supervise  
collaborate with the organization staff and  
volunteers.  
implement strategic planning and implementation.  
Oversee  
the organization board, marketing, and  
communication efforts.  
Review and approve contracts for services. Plan  
and oversee  
the annual budget.

**City of Raleigh Citizen Police Academy  
2018**

**City of Raleigh Summer Youth Employment  
Program**

Volunteer Interviewer, 2014-2017

**Neighbor 2 Neighbor,**  
Jobs for Life Mentor, 2016

**Wake Technical Community College**  
Advisory Board, 2016

***City of Raleigh Neighborhood College &  
Citizens Leadership Academy, 2013-2014***

***Justice Served NC, Inc., Raleigh, North  
Carolina***  
Assistant Director & Program Manager 2011-2013

***Step-Up Ministry, Life Skills Co-Partner, 2002***

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

---

Human Services Board: Submitted**Please select your first Board preference: \***

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☒ Human Services Board**Please select your second Board preference: \***

---

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

---

☒ Alliance Behavioral Healthcare**Please select your fourth Board preference: \***

---

☒ Adult Care Home Community Advisory Committee**Please select your fifth Board preference: \***

---

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

---

☒ Planning Board

---

Angela

First Name

---

Curry

Middle Initial

Last Name

---

709 N. Wingate St.

Street Address

---

Suite or Apt

---

Wake Forest

City

---

NC

State

---

27587

Postal Code

**What district do you live in?**

---

☒ District 6

---

Home: (919) 696-5213

Primary Phone

---

Mobile: (919) 696-5213

Alternate Phone

---

acurry1976@gmail.com

Email Address

---

Angela Curry

Employer

---

Social Worker

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:

☒ Wake Forest

**Interests & Experiences**

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

I would like to serve on an advisory board to provide service to my community and learn leadership skills.

**Work Experience**

**Volunteer Experience**

**Education**

**Comments**

[Updated\\_Social\\_Work\\_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**

10/12/1976

Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ African American



---

**Other**

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

---

None Selected

**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>

Angela Curry, MSW  
709 N. Wingate St.  
Wake Forest, NC 27587  
(919) 696-5213  
ACurry1976@gmail.com

**Objective:**

I would like to utilize my skills and experience to provide services and support to the individuals and/or families being served.

**Employment History:**

*B&D Integrated Health Services*

ACTT Psychosocial Rehabilitation Specialist (duties include providing supportive counseling, teaching coping skills, linking with community resources, providing psycho-education, submitting documentation, advocacy, treatment planning, etc.)

March 2019 to now

CST QP/floater (duties include linking individuals to community resources, psycho-education, providing supportive counseling, updating PCPs, etc.)

October 2018 to March 2019

ACTT Program Coordinator (duties included facilitating daily meetings and administrative tasks)

August 2018 to October 2018

OPT Plus Team Lead (duties included providing individuals (children and adults) and families therapy/support, teaching parenting skills, assist clients with navigating court system, linking with community resources, psycho-education, etc.)

March 2018 to July 2018

ACTT QP (duties included providing supportive counseling, updating PCPs, providing vocational services, etc.)

October 2017 to February 2018

*Easter Seals UCP NC/VA*

Employment Specialist

April 2016 to October 2017

Paraprofessional and ICS department MSW intern

August 2015 to April 2016

*Wake Enterprises*

Paraprofessional for adults living with disabilities

April 2010 to May 2015

**Education:**

North Carolina State University, Raleigh, NC  
Masters of Social Work 2016

Shaw University, Raleigh, NC  
Bachelors of Social Work 2014

Wake Technical Community College, Raleigh, NC  
Associate's Degree Human Services Technology 2008

**Skills:**

Other skills that I have acquired include advocating for others, discharge planning, attending care plan conferences, providing spiritual guidance and bereavement counseling, arranging in-house and outside hospice services, linking clients with resources, conducting psychological/emotional assessments, making referrals, etc. I have excellent communication and interpersonal skills.

**Community Involvement:**

I served as the President/Chair of the Human Services Club at Wake Technical Community College from August 2007 to May 2008. In this position I acquired leadership skills. My responsibilities were locating fund raising opportunities, participating in community service activities, and facilitating meetings.

**Organizations/Awards/Extracurricular Activities:**

I am a member of Alpha Chi National Honors Society, Phi Alpha Social Work Honors Society.

**References:**

- Kathy Rinehart, MSW, LCSW  
  
Clinical Supervisor B&D Integrated Health Services  
(919) 559-8922
- Amy Bridges, BSW  
  
Director of Social Services Litchford Falls  
(919) 878-7772
- Jack Register, MSW, LCSW  
  
NC State University Professor  
(336) 588-9156

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

---

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

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

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☒ 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: \***

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☒ Greater Raleigh Convention and Visitors Bureau

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

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☒ Morrisville Board of Adjustment

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

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☒ 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

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**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

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## Comments

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

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## Demographics

04/17/1959

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?**

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Please upload a file

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

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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**

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

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Council on Fitness and Health: Submitted

Housing Authority: Submitted

Human Services Board: Submitted

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

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☒ Human Services Board**Please select your second Board preference: \***

---

☒ Housing Authority**Please select your third Board preference: \***

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☒ Council on Fitness and Health**Please select your fourth Board preference: \***

---

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

---

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

---

☒ None Selected

Andrew

First Name

Davenport

Last Name

2366 BRISTOL CREEK DR

Street Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

**What district do you live in?**

---

None Selected

Home: (828) 429-2295

Primary Phone

Home: (828) 429-2295

Alternate Phone

awrdavenp@gmail.com

Email Address

DPS Group

Employer

Project 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:

☒ Morrisville

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## Interests & Experiences

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

I found great fulfillment serving the community on boards during my time living in Orange County, as well as some work with towns in New England during my time there. Having recently moved back to Wake County, I would like to engage my community and once again serve.

---

## Work Experience

8 years as a pharmaceutical consultant, 3 years running a small agriculture business, 5 years consulting for start-up companies.

---

## Volunteer Experience

Served on Orange County Housing Authority Board of Directors and the Human Relations Commission. Worked as a mentor in underrepresented communities and volunteered with housing and health groups in New England.

---

## Education

BS. Math/Biology Certificate in Chemical Engineering MBA Health Sector Management

---

## Comments

[Andrew\\_Ralph\\_Davenport\\_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

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## Demographics

[REDACTED]

Date of Birth

Gender \*

☒ Male

Ethnicity \*

☒ Caucasian

---

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

# Andrew Ralph Davenport

Cary, NC

[linkedin.com/in/AndrewRD](https://www.linkedin.com/in/AndrewRD)

(828) 429-2295

[awrdavenp@gmail.com](mailto:awrdavenp@gmail.com)

## Executive Summary

Risk-taking problem solver: I have a scientific background which I leverage with my business experience to bring growth and innovation to organizations. I am highly organized and motivated, which allows me to take on complex tasks and communicate with all parties to drive home an exceptional result. I have managed projects ranging from development to quality improvement and contract negotiations, always bringing measurable analytics that show success.

## Professional Experience

<b>Surface Oncology; Cambridge, MA</b> <b>CMC Project Manager</b> <i>Immuno-oncology company developing antibody therapies to target tumor microenvironments</i> <ul style="list-style-type: none"><li>❖ Managed budget of \$25m/year to develop immunotherapies</li><li>❖ Directly responsible for pharmaceutical program supplies and process development</li><li>❖ Built overall CMC strategy for 3 development projects, DNA to IND and frameworks for PII through BLA</li></ul>	<b>2018-2019</b>
<b>ORA Clinical; Andover, MA</b> <b>CMC Project Manager</b> <i>Leading ophthalmic CRO, managed production of ophthalmic products</i> <ul style="list-style-type: none"><li>❖ Developed and executed development plans for nine sterile ophthalmic products to meet regulatory and trial supply needs</li><li>❖ Managed CMO relationships to produce product and CRO vendors to develop analytical methods and stability programs</li></ul>	<b>2016-2018</b>
<b>Redemption Fish Company; Salem, MA</b> <b>Founder &amp; Chief Operating Officer</b> <i>Started the state's largest aquaponics venture</i> <ul style="list-style-type: none"><li>❖ Built aquaculture systems to produce 10,000lbs/year of fish and 100,000lbs/year of vegetable, designed systems for 100,000lbs/year of fish and 1,000,000lbs/year of vegetables</li><li>❖ Managed team of four employees, trained all in aquaculture discipline until able to function independent of direct supervision</li><li>❖ Raised \$125,000 of seed funding, established corporate governance and structure</li></ul>	<b>2014 – 2016</b> <b>(Missed 2<sup>nd</sup> round funding)</b>
<b>Abcam; Cambridge, MA</b> <b>Supplier Manager</b> <i>Direct contact point with antibody suppliers</i> <ul style="list-style-type: none"><li>❖ Managed contracts, \$1 billion company. Negotiated tiers for reductions in costs of up to 30%</li><li>❖ Managed quality and performed audit on &gt;100 suppliers ultimately reducing quality complaints by 20%</li></ul>	<b>2013 – 2014</b> <b>(Dept. Relocated)</b>
<b>Novartis CDx; Cambridge, MA</b> <b>Pilot production scientist</b> <i>Developed production system to take lab development into GMP manufacturing</i> <ul style="list-style-type: none"><li>❖ Designed GMP documentation, production procedures, and qualification guidelines for three CDx products</li></ul>	<b>2013</b> <b>(6mo. Contract)</b>
<b>PM&amp;C Associates; Chapel Hill, NC</b> <b>Research Associate (1 year); Regulatory Specialist (2 years)</b> <i>Provided CMC and regulatory consulting services to pharmaceutical companies</i> <ul style="list-style-type: none"><li>❖ Researched novel therapeutics, assembled packets on over 30 new compounds for principals</li><li>❖ Wrote IND submission sections focused on Module 3. Attended FDA meetings to assist on CMC questions</li></ul>	<b>2010 – 2013</b>
<b>Biogen; Morrisville, NC</b> <b>Manufacturing Associate I (1 year); Manufacturing Associate II (2 years)</b> <i>On the floor GMP production of pharmaceutical products</i> <ul style="list-style-type: none"><li>❖ Operated as point liaison with QA for the Right the First Time initiative, which reduced documentation errors by 50%</li><li>❖ Assigned to the single-use manufacturing project to design and test new systems</li></ul>	<b>2010 - 2013</b>

## Education

University of North Carolina  
Chapel Hill, NC  
**BS - Mathematics & Biology**  
Minor - Chemistry

Michigan State University  
East Lansing, MI  
**Certificate in Chemical Engineering**

Boston University / Questrom  
Boston, MA  
**MBA - Entrepreneurship & Health Sector Management**  
**\*Six Sigma Green Belt\***



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

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

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

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☒ 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

---

Bethany

First Name

---

DeGraff

Middle Initial

Last Name

---

335 View Drive

Street Address

---

Suite or Apt

---

Morrisville

City

---

NC

State

---

27560

Postal Code

**What district do you live in?**

---

☒ District 3

---

Mobile: (919) 793-8538

Primary Phone

---

Mobile: (919) 793-8538

Alternate Phone

---

bryn04@gmail.com

Email Address

---

SAS

Employer

---

Marketing and Communications

Job Title

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

☐ Yes ☒ No

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

☒ Morrisville

---

## Interests & Experiences

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

I would like to become more involved in my community and make a difference by collaborating with fellow Wake County residents to provide improvements in the place we all call home. Serving on the Human Services Board would allow me to do just that while also contributing my leadership skills and young professional perspective. I'm interested in this board specifically because the topics of of interest, are relevant, and ones that I could help improve on.

## Work Experience

I have 10 years of international marketing experience working with both small and large companies in industries such as manufacturing and technology. Having lived in Europe and the US, my experience is very global in nature.

## Volunteer Experience

I am very active with my church, Hope Community, where I volunteer with a program entitled " Hope on the Homefront" helping improve buildings and housing for low income families in the triangle. I also was the student council representative during my master's degree and was involved in several activity groups as a student at East Carolina University.

## Education

Bachelors - International Communication, Public Relations and Marketing - East Carolina University 2009  
Masters - International Communication Management - De Haagse Hogeschool, The Hague, Netherlands  
2013 Certificate - Russian culture, Moscow, Russia 2009

## Comments

I look forward to learning more about this process and will be happy to answer any questions you may have.

[Bethany\\_DeGraff\\_CVrh.docx](#)

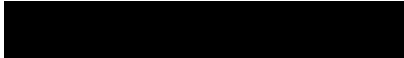
Upload a Resume

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

Please upload a file

---

## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ Caucasian

---

**Other**

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

☒ Other

**If you selected "Other" above, how?**

Library Website

---

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>

# Bethany B. DeGraff

---

bryn04@gmail.com ☐ 335 View Drive, Morrisville, NC 27560 ☐ 919-793-8538

## GLOBAL MARKETING PROFESSIONAL

An international marketing manager who is articulate, fiercely ambitious, and committed to excellence that is evidenced with a track record of positive results.

*“Bethany is an extremely hard-working individual who will succeed in anything she does because of her dedication to the marketing field and her passion for accomplishing and exceeding goals.”* – **Carlo di Colloredo Mels, Global Partner Marketing Director-Red Hat**

## QUALIFICATIONS

---

- ✓ 9+ years of marketing experience in global environments including direct marketing, integrated marketing, product marketing, partner marketing, and digital marketing both in Europe and in North America
- ✓ Exceptional content writing skills for grammatically flawless copy
- ✓ Experienced in developing strategic marketing initiatives and GTM activities for global companies such as Red Hat, IBM, SAP, Hitachi, Supermicro, and QCT
- ✓ Experience in developing marketing programs and strategy for partner technical enablement
- ✓ Skilled developer of sales material and working with global regions to implement demand generation programs
- ✓ Experienced in managing MDF of over \$1.5 million in order to grow pipeline and track ROI

## AREAS OF EXPERTISE

---

- Developing effective marketing campaigns and implementation on a global scale
- Utilizing Salesforce, Lead Forensics, MailChimp and other tools for marketing management and automation
- Organizing and coordinating trade shows, client meetings, and other industry events
- Above average written and interpersonal communication and relationship building skills
- Increasing social media engagement and managing digital marketing campaigns
- Designing marketing materials such as brochures, email campaigns, press releases, internal communications etc.
- Executing under tight deadlines in a fast paced environment and delivering improvement on multiple projects
- Experienced in working with various geographic areas, cultures, and languages in a global environment
- Highly organized with ability to re-prioritize and multi-task with a tenacious “go-getter” mentality
- Ambitious professional who is motivated by challenges and able to view them as opportunities

## EDUCATION

---

**De Haagse Hogeschool , The Hague, The Netherlands**

**Master of International Communication Management, August 2013**

- Student Council Representative 2012-2013
- Master Thesis on Internal Branding and Communications

**East Carolina University, North Carolina, USA**

**Bachelor of Arts, Communication, May 2009**

Concentration: Public Relations / Minor: International Marketing

### **Achievement:**

- Completed a four-year degree in three years
- Founded ECU Figure Skating Club
- SGA Public Relations Liaison

**Moscow State University, Moscow, Russia**

**Certificate in Russian Language, spring 2009**

- Study abroad experience

## PROFFESIONAL EXPERIENCE

---

SAS- Cary, North Carolina

**April 2018-current**

***Marketing Campaigns Manager (temporary contract)***

- Manage the creative aspect of marketing campaigns for users groups and industry verticals for SAS
- Utilize tools such as AEM (adobe experience management) and SAS GMs (global marketing system) to build campaigns
- Work cross functionally with various marketing groups within SAS to coordinate contributions to SAS campaigns

Red Hat- Raleigh, North Carolina

**July 2016- March 2018**

***Global Partner Marketing Manager***

- Managed the marketing relationships between Red Hat and IBM, Hitachi, Quanta Cloud Technologies, Supermicro, NECAM, Sugon and Inspur and other OEM partners covering North America, Asia, Europe and Latin America regions
- Led demand generation activities for Red Hat partners in order to grow pipeline
- Managed MDF budgets of over \$1.5 million.
- Developed, led, and managed Go-to-Market strategies for IBM / Red Hat solutions such as the SAP HANA for RHEL and IBM Power campaign
- Developed enablement and training on a global scale for sellers, delivery consultants and sales engineers
- Coordinated IBM, Red Hat and industry events to include messaging, logistics and execution
- Developed messaging and collateral including joint value propositions, PRs, blog posts, website material for redhat.com, webinars, sales training and enablement

OPW Global (Fibrelite) – Smithfield, North Carolina

**December 2015-July 2016**

***Marketing Specialist***

- Develop marketing strategies and campaigns to increase leads, brand recognition, and revenue
- Manage OEM relationships and oversee their marketing initiatives to ensure alignment with department goals
- Design and manage social media strategy (having increased engagement by 20%)
- Implement a British marketing strategy into North America utilizing marketing automation and CRM tools
- Create content for press releases, website updates, brochures, case studies, and trade publications + more
- Utilize analytic tools to track and report campaign success
- Coordinate events, budgets, employee contribution and collaborate with sales and finance teams

Patriot Memory- Rotterdam, The Netherlands (A hardware manufacturing company)

**May 2014 December-2015**

***International Marketing Specialist-Europe***

- Built relationships with the media in various European countries to ensure Patriot products have a presence
- Developed global marketing plans and strategies within a B2B environment
- Managed product launches, designed technical brochures, developed internal communications communication
- Produced marketing and sales reports and highlighted key areas for improvement
- Represented Patriot at European trade shows, industry events, customer meetings and more
- Worked with international logistics, sales, and operations teams to accomplish company goals and objectives
- Increased social media engagement by over %100
- Wrote strong written copy for a wide variety of uses both internally and externally

Weber Shandwick- Netherlands (Global PR Agency) –The Hague, The Netherlands

**June 2013-October 2013**

***Corporate Communications Specialist (mandatory internship position for Master's completion)***

- Wrote and edited articles, press releases, PowerPoint presentations and internal and external documents and blogs on behalf of international clients and brands such as: Staples, MasterCard, LaSalle University, etc.

- Supported and consulted on the effectiveness of communication channels both internally and externally for various brands clients through social media strategies
- Reviewed and edited English documents and content for correct grammar and usage

World Media Enterprises (Berkshire Hathaway)- Statesville, NC,

**October 2011- August 2012**

***Marketing and Advertising Account Executive***

- Consulted with customers and created a needs-analysis to identify the appropriate media project
- Juggled multiple projects simultaneously while focusing on business development
- Increased revenue by 20%
- Communicated with various stakeholders to ensure proper channels were utilized to advance the project results
- Designed advertisements and implemented strategic advertising strategies
- Assisted more than a dozen clients per week using Salesforce and other CRM tools

Media General- Statesville Record & Landmark, Statesville, NC, USA

**November 2010-November 2011**

***Marketing and Advertising Assistant***

- Assisted with setting up interviews for the media, and other customer service responsibilities
- Supported a team environment with daily functions, tasks and duties including copy editing
- Designed advertisements and assisted the sales team by supporting their marketing needs
- Provided support for management, by scheduling events and meetings and other administrative support

**PROFICIENCIES**

*Google Suite	*MailChimp / Pardot	*Photoshop
*Salesforce	*Lead Forensics	*SharePoint
*Birch MDF tool	*Microsoft Suite	*Social Media
*Internal Databases / Intranets	*Webinars	*Work Management Systems

---

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

---

Human Services Board: Appointed  
Raleigh-Durham Airport Authority: Submitted  
GoTriangle Board of Trustees: Submitted  
Wake County Water Partnership: Submitted

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

---

☒ Triangle Transit Authority Board

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

---

☒ Human Services Board

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

---

☒ Raleigh-Durham Airport Authority

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

---

☒ Alcoholic Beverage Control Board

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

---

☒ None Selected

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

---

☒ Fire Commission

Columbus 'Frank'

First Name

Eagles

Middle Initial

Last Name

205 South Main Street

Street Address

Suite or Apt

Rolesville

City

NC

State

27571

Postal Code

**What district do you live in?**

---

☒ District 1

Mobile: (919) 805-1002

Primary Phone

Home: (919) 556-7610

Alternate Phone

feagles1@nc.rr.com

Email Address

Town of Rolesville  
Employer

Mayor  
Job Title

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

☐ Yes ☒ No

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

☒ Rolesville

## Interests & Experiences

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

To assist the County Commissioners in their goals.

## Work Experience

30 years with State of NC. 2 years DOT~ established Motor Fleet Management rules and authority. State's Alternative Fuels Committee. Board of Director of Triangle Clean Cities form development until retirement. Transit Advisory Committee. Mayor for Town of Rolesville for 12 years. Served on various committees for the County. Human Services Board for over 8 years. Wake County Food Security Task Force.

## Volunteer Experience

Various Boards and Committees.

## Education

AA~ NCSU Certified Public Manager NCSU.

## Comments

Upload a Resume

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

Please upload a file

## Demographics

  
Date of Birth



Gender \*

☒ Male

Ethnicity \*

☒ Caucasian

---

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

County Commissioners' meetings

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Please upload a file

---

## 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?**

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

☒ Juvenile Crime Prevention Council**Please select your third Board preference: \***

---

☒ Aircraft Noise Abatement Committee**Please select your fourth Board preference: \***

---

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

---

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

---

☒ Planning Board

---

Christopher

First Name

---

Graham

Middle Initial

Last Name

---

101 Vista Brooke Dr

Street Address

---

Suite or Apt

---

Morrisville

City

---

NC

State

---

27560

Postal Code

**What district do you live in?**

---

☒ District 7

---

Mobile: (919) 454-0731

Primary Phone

---

Business: (984) 205-2364

Alternate Phone

---

grahamc2787@gmail.com

Email Address

---

Docker

Employer

---

Account Executive

Job Title

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

☐ Yes ☒ No

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

☒ Morrisville

---

## Interests & Experiences

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

As a tax paying member and homeowner in this beautiful county, it is my civic responsibility to volunteer my time and talent for the betterment of our communities. As our county continues to grow I want to make sure that we are able to serve our fellow citizens in a responsible and complete manner.

## Work Experience

Information Technology and Software Account Executive and Business Leader

## Volunteer Experience

Habitat for Humanity Wreaths Across America Knight of Columbus Rotary International Boy Scouts of America Under Graduate - Residential Advisor High School Student Body President High School Student Representative to School Board

## Education

BA - Political Science and Philosophy - Belmont Abby College Graduate Certificate - Professional Communication and Managerial Skills - NC State MBA - East Carolina University - In Progress

## Comments

[Christopher\\_Ryan\\_Graham\\_Resume\\_Sales\\_Manager\\_.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>

---

# CHRISTOPHER RYAN GRAHAM

101 Vista Brooke Dr. | Morrisville, NC | T: 919.454.0731 | Email: grahamc2787@gmail.com

---

An analytical, strategy-driven, and innovative professional with strong working knowledge of complex and c-level sales, account administration, and customer service. Experienced in managing sales to Fortune 500 companies. Comprehensive understanding of the skills needed to plan and manage heavy workloads, assess and improve performance as well as effectively address complaints and resolve complex issues. Track record of successfully closing six and seven figures contracts.

- Possesses strong decision-making and analytical skills needed to identify prospective business opportunities, lead time management, and successfully estimate and implement operational efficiency.
- Stellar mentor of employees with ability to motivate achievement of performance objectives and goals.
- Highly skilled in the negotiation and communication with key stakeholders, top management, and customers.

---

## CORE SKILLS AND COMPETENCIES

---

- |                                  |                               |                         |
|----------------------------------|-------------------------------|-------------------------|
| • SalesForce                     | • Infrastructure as a Service | • AWS & AZURE           |
| • NestSuite                      | • Platform as a Service       | • Strategic Planning    |
| • Enterprise Sales               | • Software as a Service       | • Project Management    |
| • Public Sector Sales            | • Channel Sales               | • Training and Coaching |
| • Management Information Systems | • Database (SQL, NoSQL)       | • Leadership            |
| • RFI and FRP Responses          | • Containers                  | • Negotiation           |
| • Account Management             | • Virtualization              | • Account Bases Sales   |
|                                  | • Storage                     |                         |

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## PROFESSIONAL EXPERIENCE

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### Docker, Inc.

*Raleigh, NC*

#### ENTERPRISE ACCOUNT EXECUTIVE II

June 2018 – Present

Responsible for uncovering new sales opportunities within an assigned territory. Identify, nurture, and close opportunities with new and existing customers, manage pipeline and forecasts, and sell Docker solutions to Global 10K enterprise customers. Work collaboratively with the Docker team and external partners to identify and create solutions for our customers. Assist in mentorship and coach of new sales talent.

#### Key achievements:

- 119% attainment of Sales Quota Q3, reflecting 250%+ YoY Growth
- Work on cross functional team to develop and implement partner co-selling strategy
- Sat on committee responsible for locating and negotiating office space to grow from 40 to 100+ employees locally

### Oracle

*Durham, NC*

#### ACCOUNT EXECUTIVE II

August 2017 – June 2018

Secured strategic accounts within assigned region. Work closely with channel partners to build upon unified strategies and complimentary offerings. Mentored and coached junior sales representatives on prospecting and sales process.

#### Key achievements:

- 76% attainment of Sales Quota Q2 FY18 (while Ramping)
- 93% attainment of Sales Quota Q3FY18
- 107% attainment of Sales Quota Q4FY18

### NetApp SolidFire

*Raleigh, NC*

#### SOLIDFIRE SALES SPECIALIST and TEAM LEAD (Hybrid-Role)

August 2015 – July 2017

Managed full sales lifecycle while collecting data and evaluating prospective sales opportunities. Planning and forecasting targets as well as forging relationships with existing and potential customers. Bolstered company's brand image by leveraging NetApp SolidFire's marketing activities, delivering value-based sales proposals to the key stakeholders, and ensuring an outstanding customer service. Acted as team lead helping coach and manage between 4-6 other inside team members. Work strongly with channel partners to develop and implement co-selling and aligned messaging to go to market. Supported HR processes of hiring, and training new inside sales development representatives..

#### Key achievements:

- Assessed potential selling capabilities and efficiently increased company's market share.
- Attained sales quota by over and by over 150% in fiscal year 2016.
- Awarded as the Representative of the Quarter for achieving by over 200% in FY16 Q4.
- Directly help lead an inside team that consistently exceeded quota.
- Created an effective channel ecosystem and demonstrated a level of trust in partner community.
- Training more than 40 Sales Representatives on the position of the SolidFire product line post acquisition.

**Reynolds and Reynolds***Memphis, TN***ACCOUNT MANAGER (Field Sales)**

January 2013 – August 2015

Provided sales presentations software and proprietary hardware for automotive dealerships. Established and maintained professional relationships with owners and officers.

**Key achievement:**

- Efficiently increased company's monthly revenue by 26% by providing successful portfolio and cross-selling.

**Federated Mutual Insurance***Raleigh, NC***MARKETING REPRESENTATIVE (Field Sales)**

December 2010 – January 2013

Served as the producer for property and casualty, life, health, and workers compensation with small to medium size businesses. Developed retention plans for strategic clients.

**Key achievement:**

- Chairmen's Council (Sales Club)
- Big Hitter (Sales Award)

---

**MILITARY EXPERIENCE**

---

UNITED STATES ARMY, *Private First Class – E3*

September 2005 – January 2006

---

**VOLUNTEER EXPERIENCE**

---

ROTARY INTERNATIONAL

January 2013 – Present

KNIGHTS OF COLUMBUS

April 2007 – Present

BOY SCOUTS OF AMERICA (EAGLE SCOUT)

March 1998 – August 2005

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**ACADEMIC BACKGROUND**

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**East Carolina University, Greenville, NC***MBA | In Progress – Competition Spring 2019 | 4.0 GPA***North Carolina State University, Raleigh, NC***Graduate Certificate in Professional Communication and Managerial Skills | May 2017***Belmont Abbey College, Belmont, NC***Bachelor of Art in Political Science and Philosophy | May 2010*

GPA: 3.56

Cum Laude, Dean's List

---

**TRAINING**

---

**Corporate Executives Board's Challenger Selling Model****New Velocity****Sandler**

---

**REFERENCES**

---

References available upon request

---

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

---

Housing Authority: Submitted  
Human Services Board: Submitted  
Zebulon Board of Adjustment: Submitted  
Zebulon Planning and Zoning Board: Submitted  
Wake County Steering Committee on Affordable Housing: Submitted  
Wake County Water Partnership: Submitted

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

---

☒ Wake County Water Partnership

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

---

☒ Zebulon Planning and Zoning Board

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

---

☒ Zebulon Board of Adjustment

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

---

☒ Housing Authority

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

---

☒ Human Services Board

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

---

☒ City of Raleigh Planning Commission

Adrian

First Name

Harris

Last Name

Middle Initial

528 Golden Plum Lane

Street Address

Suite or Apt

Zebulon

City

NC

State

27597

Postal Code

**What district do you live in?**

---

☒ District 1

Mobile: (252) 289-2404

Primary Phone

Business: (919) 515-9078

Alternate Phone

ajharris@alumni.ecu.edu

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:**

☒ Zebulon

---

## Interests & Experiences

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

As a contributing member to a board or commission, I believe I can contribute to the discussion, mission, and values of organizations through the collaboration of other board team members working to listen and help meet the needs of the community. In my profession of Human Resources, I am often selected to serve on several focus groups to help identify issues and concerns of employees and to help better process improvement and policies. I most recently was selected to participate in a sprint using the process (Scrum) to help NC State Human Resource develop a program that is inclusive for all employees regarding employing recognition and awards. This sprint was a week long dedication with 9 members across the University tasked by the Associate Vice Chancellor for Human Resources to implement a better way of recognizing employees as a result of a low score on a University-wide employee engagement survey. Being able to contribute to the overall solutions after hearing and understanding the needs of people is why I chose the profession of Human Resources and why I believe serving on community boards or commissions will be beneficial to all stakeholders (community, board, leadership, and my personal ambitions).

## Work Experience

Over 5 years of Human Resources experience Human Resources Department Manager, NC State University Funeral Director's Assistant, Carrons Funeral Home

## Volunteer Experience

Volunteer with Wake County School System previously Wilson County Schools, Mentor through Kappa Alpha Psi, Fraternity, Incorporated.

## Education

B.S. Degree Business and Administration concentration in Management NC Notary Public Currently Enrolled for NC Funeral Director Program

## Comments

Will be pursuing a MBA at NC State University upon completion of HR (SHRM) certifications and NC Funeral Directors Program

[Adrian Harris -  
Resume 2019.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 \*

☒ 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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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

# ADRIAN J. HARRIS

Raleigh, NC • (252) 289-2404 • ajharris@alumni.ecu.edu • [Linkedin.com/in/adrianharris](https://www.linkedin.com/in/adrianharris)

## HUMAN RESOURCES

MANAGEMENT SYSTEM PROCESSES/PERFORMANCE MANAGEMENT FOCUSED

*Focused on obtaining a human resources professional opportunity that values proven success in an administrative environment and the ability to identify and address human capital issues affecting business success. Progressive thinking problem solver with highly detailed orientation, strong analytic capabilities, and excellent communication skills.*

### CORE COMPETENCIES & TRANSFERABLE SKILLS

- |                                  |                                    |                                 |
|----------------------------------|------------------------------------|---------------------------------|
| • Metric Data R&D                | • Human Capital Issues             | • Employee Relations/Issues     |
| • Management/Supervisor Training | • Troubleshooting                  | • Documentation                 |
| • Web Leave Administration       | • Change Management                | • Federal/State Employment Laws |
| • Internal Database Management   | • Candidate Selection/Interviewing | • Compensation Practices        |
| • Detailed Oriented   Analytics  | • HR Consultation   MS Office      | • Data Analysis                 |
| • Salary Adjustment Process      | • Time Management   Organization   | • Performance Management System |
| • Written/Verbal Communication   | • Mentoring/Leadership             | • Innovative Problem Solving    |

- ✓ **Excellent Human Resources/Administrative Experience:** Proven success and experience in human resources environments with expertise in handling complex employee/client relations issues. Effectively utilizes demographic data to identify and analyze human capital trends in order to develop business strategies conducive to overall company success. Strong advocate for diversity and inclusion in the workplace.
- ✓ **Valuable Team Player and Team Leader:** Strong interpersonal skills allow for seamless integration into multiple environments. Takes initiative regarding identification of potential areas for process improvement, making suggestions on in the change management process. Follows directives from multiple leadership positions in order to achieve company goals. Highly attentive to detail so as to maximize process efficiency.
- ✓ **Excellent Writer and Producer of High Quality Reports:** Excellent verbal and written communication skills with the ability to properly convey complex information in a concise fashion. Exceptional time management capabilities, completing tasks in high pressure, time sensitive environments. Ability to effectively interact with staff and leadership of varying departments in order to support engagement and achieve human capital goals.
- ✓ **Highly Valuable Consultation Skills:** Highly capable of providing consultation on matters ranging from compensation practices to departmental re-organization, as well as HR policy guidance and interpretation. Comfortable educating supervisors and managers on the utilization of the performance management system. Provides critical thinking in order to adapt to more complex situations while delivering valuable input.

### EDUCATION | LICENSURE | TRAINING | SOFTWARE SKILLS

**EAST CAROLINA UNIVERSITY, GREENVILLE, NC**  
*B.S., Business Administration / Management*



**Licensure | Commission**  
*Notary Public Commission, NC Secretary of State*

**Software Training & Skills**  
*MS Office Suite (Word, Excel, PowerPoint, Access)  
HRMS Software, PowerFAIDS Software, Google Docs,  
Adobe Pro 9, Meridian Database Software, PeopleSoft*

## WORK EXPERIENCE

### NC STATE UNIVERSITY | RALEIGH, NC

#### HR Partner, University Advancement (2017-present)

- Coordinates the key HR functions, including leave administration, HRIM actions, onboarding and offboarding while serving as a liaison between central HR and the college division.
- Maintains divisional data related to HR, employee files, records, annual evaluations, leave and timekeeping data, salary adjustments and promotions.
- Assess and evaluates issues that arise related to Human Resources, Payroll, Benefits, and Budget by reviewing policy and consulting with managers and department heads to determine actions for personnel.
- Creates and distributes correspondence to divisional employees and advising division on employee recognition and other HR policies and updates.
- Serves at the division HR representative for all matters of personnel, primary contacts, and information relating to personnel from the University.
- Coordinates division performance appraisal program and assist supervisors with performance appraisal process.
- Monitors and tracks employee time and leave information and serves as division time keeper, leave administrator, Lan-tech and Com-tech coordinator.
- Serves on focus groups and task force to improve best practices and policies at the University level. Most recently, helped develop a program initiative for improve employee recognition for the University across all levels.

### VIDANT HEALTH| GREENVILLE, NC

#### HR Specialist, Leave Management (2016-2017)

- Maintain open communication with all HR levels of management as needed regarding consistent application of Federal and State laws and regulations, Vidant Health policy and certification outcome: approvals and denials.
- Assist with ongoing quality improvement and program development while serving as a resource.
- Assists in the development and implementation of education to Vidant Health managers and employees regarding Leave Management program and process.
- Identify and resolve day to day problems or issues regarding leave management and seeks assistance from Coordinator as needed.
- Receive and process all Vidant Health FML/LOA certification requests following policy and procedures associated to the certification process and legal limits.

### BARTON COLLEGE| WILSON, NC

#### Financial Aid Advisor (2015-2016)

- Advised students and parents regarding the financial aid process and expectations of them according to institutional and governmental requirements; making recommendations according to specific needs of each situation.
- Assisted in verification of student and parent application data as to meet all material requirements according to federally mandated criteria. Coordinated work-study program for on- and off-campus opportunities.
- Provided meticulous documentation of all material terms and information while adhering to policies and procedures.
- Acted as an intermediary between the administrative office, student and governmental entities in order to facilitate a mutually beneficial result, consistent applicable program purposes and intentions.

### WILSON COUNTY PUBLIC SCHOOLS | WILSON, NC

#### HR Specialist / HRMS System Administrator (2012 - 2015)

- Trained HR staff, Hiring Managers, and Administrators regarding HR Management System software. Managed staff, allotments and budgets by working directly with Finance Officer. Prepared reports utilizing Excel, Access, and HRMS reporting tools utilizing requests.
- Maintained, tracked, and managed HR Management System. Updated job postings and offered employment through employee processing. Attended job and career fairs; recruited candidates for employment and students.
- Monitored and tracked certified applicant data, including performing background checks and I-9 verifications.

### GRIFOLS INC. | CLAYTON, NC

#### Summer Intern - Project Engineering / Document Control (2011)

- Provided reports and related engineering documentation to engineers. Scanned and uploaded materials in the electronic library. Reviewed and edited controlling documents utilizing meridian database.
- Performed administrative duties according to corporate policies and procedures.

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## PROFESSIONAL ORGANIZATIONS

*Kappa Alpha Psi Fraternity*  
*Rocky Mount Alumni Chapter Board*  
*National Society of Leadership and Success*  
*Student Government Association Undergraduate Senator*  
*Alpha Kappa Psi Inc. Professional Business Fraternity*  
*Business Emerging Leaders*

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## VOLUNTEER EXPERIENCE

*Relay for Life, Volunteer*  
*Wilson County Schools, Volunteer*  
*Wake County Schools, Volunteer*  
*Boys & Girls Club, Volunteer*

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## AWARDS / RECOGNITION

*Youth of Year Award*  
*Outstanding Citizen's Award, Mayor of Wilson*  
*iLead Student Leadership Development Award*  
*References and Further Project Information Available Upon Request*

---

**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?**

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

☒ GoTriangle Board of Trustees**Please select your third Board preference: \***

---

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

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

---

☒ Council on Fitness and Health**Please select your sixth Board preference: \***

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☒ Library Commission

---

Wilson

First Name

---

McWilliams

Middle Initial Last Name

---

6300 Creedmoor Rd

Street Address

---

Suite 170-172

Suite or Apt

---

Raleigh

City

---

NC

State

---

27612

Postal Code

**What district do you live in?**

---

☒ District 7

---

Home: (803) 609-6488

Primary Phone

---

Home: (919) 635-8533

Alternate Phone

---

wilson@thejwmgroup.com

Email Address

---

JWM Consulting

Employer

---

Owner

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 learn about the fundamental mechanics of our local government and how it affects our local community. To leverage my knowledge, exposure, and experience to help my local community.

Work Experience

Owner- Group Benefits Consulting firm (2 months) Group Benefits sales rep (5.8 years) Junior College Strength & Conditioning Coach, Assistant Basketball coach

Volunteer Experience

Education

Bachelors in Exercise Sport Science- UNC Chapel Hill

Comments

I understand human physiology, nutrition, and performance. I also have an understanding of our healthcare system, health insurance, and what drives health insurance claims/behavior.

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>

---

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

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

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

---

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

---

☒ Housing Authority**Please select your fifth Board preference: \***

---

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

---

☒ None Selected

---

Reinaldo

First Name

---

N/A

Middle Initial

---

OLAVARRIA

Last Name

---

614 GASLIGHT TRAIL

Street Address

---

Suite or Apt

---

WENDELL

City

---

NC

State

---

27609

Postal Code

**What district do you live in?**

---

☒ District 1

---

Home: (919) 400-8046

Primary Phone

---

Home: (919) 917-6119

Alternate Phone

---

rolavarria012017@gmail.com

Email Address

---

Reinaldo N/A OLAVARRIA

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:

☒ Wendell

---

## Interests & Experiences

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

Because I want to help

## Work Experience

Extremely Varied, see resume

## Volunteer Experience

Extremely Varied, see resume

## Education

Master's in Political Science; BA in Sociology

## Comments

Just looking to help in the community; sorry, older resume

[Rey Resume may 2016 w cover w references 1 .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 \*

☒ Hispanic

---

**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>



Reinaldo Olavarria  
614 Gaslight Trail  
Wendell, North Carolina 27591  
[Rolavarria012015@gmail.com](mailto:Rolavarria012015@gmail.com)  
919-400-8046 Cell and Text  
919-374-5129 Home  
Tuesday, May 17, 2016

To: Prospective Employer

Re: Employment Posting

I am responding to your advertisement/post for an employment position, and, more than likely it was seen on your website, Indeed, or Craigslist. After reading the post and qualifications, I decided to apply for the position, feeling that my skills and experience match your needs.

Please take the time to review my resume and application, and, I am sure after doing such you will contact me for an interview.

If you want to know more about me, then please visit the following websites:

[HTTP://WWW.ISAIAHROSEN.COM/](http://www.isaiahrosen.com/)  
[HTTP://WWW.REYOADVOCACY.ORG/](http://www.reyoadvocacy.org/)  
[HTTP://WWW.REYOADVOCACY.COM/](http://www.reyoadvocacy.com/)

These websites provide all the information you could possibly want to know about me, including, my race, gender, age, and disability.



I look forward to hearing from you, and please feel free to contact me if you have any questions. It is best to call from 9AM to 9PM.

Thank you and God Bless.



Sincerely,

*Reinaldo Olavarria*  
VALID 5/1/15 TO 12/31/2016

Reinaldo Olavarria

## **Reinaldo Olavarria Rodriguez**

614 Gaslight Trail, Wendell, North Carolina 27591

E-mail: [rolavarria012015@gmail.com](mailto:rolavarria012015@gmail.com)

919-400-8046 Cell/Text; 919-374-5129 Home; 919-930-8991 (Fax).

### **SKILLS**

- Excellent Ability to Work with the General Public; meet, greet, and provide services in a professional manner.
- Special Populations Skills with providing services to Mentally and Physically Disabled, and, working with the Latino/Hispanic Populations.
- Excellent Computer Skills, a computer and gadgets geek, on Advanced Level beyond the standard user. That includes skill in the advanced use of applications for work like MS Office Suites; smartphone tech savvy, apps, and use of tablets, etc; steamers and projection.
- Excellent Team Player and Building Skills; coworkers always call on me to help.
- Excellent Office Skills, Writing, Processing, Filing, Faxing, Scanning, MS Office Suite.

### **LANGUAGES**

- English a 100% proficiency.
- Spanish on Intermediate Reading, Writing, and Speaking Skills.

### **VOLUNTEER AND EMPLOYMENT**

#### **06/2012 to Present    Outreach Ministry Worker**

##### **Casa De Dios, Wilson, North Carolina**

Started outreach ministry to provide linkage services to residents of Wilson, Nash, Rocky Mount, and Goldsboro areas

#### **03/2007 to 01/2010    Social Worker II/Latino Couples Group Facilitator**

##### **Durham County Government, Durham, North Carolina**

Primary duty was licensing foster homes and ensuring ongoing compliance with DSS standards and expectations as well as state and federal guidelines.

- Crisis and Group Team member for CFT's and Treatment Team Meetings for Children and Parents.
- Site visits for home inspections and compliance with NC State Foster Home Licensing Standards.
- Licensing forms and paperwork review and submission to the state for processing including physicals, criminal background checks, and home inspections.
- Ensured ongoing compliance with licensing standards for foster parents.
- Group facilitation and presentation of Love's Cradle curriculum for couples with newborns [while working part-time for NC Cooperative Extension and UNC School of Social Work].
- Collaborated with mental health and child and family teams to make sure children had the services they needed (tutoring, mental health therapy,

visitations, IEP, and early intervention, QP type services) and were appropriated assessed with reference to their level of functioning and needs.

- Worked weekends and evenings as needed; “set up rooms, provided food, and set up presentation equipment” for MAPP training and group meetings.
- This position listing included a lateral move from part-time to full-time work and working with the UNC Social Work Collaborative.

**04/2008 to 06/2008    Qualified Professional**

**Visions of Hope, LLC, Raleigh, North Carolina**

Primary duty is provision and supervision of mental health case management services for adults and children.

Supervision of Para-Professionals and Associate Professional: assisted them with writing their progress notes and guided them with service delivery for consumers for billable services.

Processed and completed referrals to company by working with IPRS funded consumers receiving services from Wake County Human Services through their mental health treatment teams and authorization for mental health services.

- All QP [social worker] services target and serve the same Adult and Children populations with same services, therefore, they need to be considered the same, the earliest position has the most details, Empowered Counseling Services.

**09/2007 to 10/2007    Qualified Professional**

**Triumph, Raleigh, North Carolina**

Primary duty is provision and supervision of mental health case management services for adults and children, but an additional component was supervision of Hispanic Division.

- Collaboration and referral specialist with Wake County Human Services by accepting and processing their referrals and responding in a crisis manner. Most of the referrals came from the Wake County Crisis and Assessment Center.

**07/2007 to 08/2007    QP Lead of Outreach For 5 County Basin**

**A+ Absolute Care, Henderson, North Carolina**

Primary duty is provision and supervision of mental health case management services for adults and children, but an additional component was supervision of Hispanic Division they tried to create.

- Remote mental health case manager in the 5 County Basin as a Qualified Professional. A lot of start up work to establish consumers for services and travel.
- Same duties as QP position herein listed.

**12/2006 to 07/2007    QP and Interim Lead Of Hispanic Division**

**Therapeutic Strategies, Garner, North Carolina**



Primary duty is provision and supervision of mental health case management services for adults and children, but an additional component was supervision of Hispanic Division that had suffered mismanagement. As a Qualified Professional, I took on the lead role to process and establish new consumers for mental health case management services. This was a temporary transition from just being a Qualified Professional to taking a temporary lead position.

- Performed home visits throughout Wake and Durham Counties to verify client base.
- One main component of this position was Quality Assurance because previous lead had generated false clients and improperly identified consumers for services.

**08/2006 to 03/2007    Qualified Professional And Chairperson For Quality Assurance  
Empowered Counseling Services, Raleigh, North Carolina**

Primary duties was the provision of mental health case management services to Adults and Children (please use the duties following for all QP positions listed on this resume).

- Mental health case manager that included the supervision of Associate Professionals and Para Professionals.
- On Call 24 hours per day and seven days a week for Mental Health Emergencies and Crisis Services, including attempted suicide responses.
- Quality Assurance and outreach and recruitment for community campaigns.
- Established consumers for services including billing insurance and requesting and receiving authorization for services from State.
- Adult services in QP positions include working with Adult Protective Services, CAP, Medicare, Medicaid, CNA, VNS, subsidized housing and performing task from start to approval like completing applications (gathering documents, scheduling appointments, transporting to appointments, and ensuring certification and recertification for services) for services like food stamps, Medicaid, section 8, senior housing, transitional housing, domestic violence, victim services, and emergency aid, etc. Institutional and hospital discharge planning.
- Children services included Early Intervention Services, IEP, Special ED, LD, DD, ADHD, ADD, BED, tutoring, sports and recreation. Also, the bulk of the work often dealt with working with Children Protective Services and Child Placement Services. Lastly, some children had to be transitioned from institutional care like mental health facilities, group homes, and youthful offender jails.
- Please refer to this listing of QP services for all QP positions, New Dimensions, CEVIF, and PCMH, etc. And note, the CPS/Foster Care positions have similar duties as QP. A QP is also a social worker in the field.
- Institution, Group Home, and Medical admissions, treatment, and discharge planning; including AIDS/HIV, elderly, DAV, I-DD, SUD, and SPMI populations, etc. Often through JD, family, and drug court.

- Suicide prevention response.

**06/2006 to 01/2007    Customer Services Representative  
Blockbuster Video, Raleigh, North Carolina**

Primary duties was cashier and customer services representative.

- Handled money as a cashier, opened and closed member accounts, sold videos and merchandise, and exchanged merchandised. Kept customer records confidential. Provided detailed information about movies.
- POS credits, debits, and payments.

**09/2006                    Night Reservations Clerk  
Motel 6, Raleigh, North Carolina**

Primary Duty Night Clerk

- Monitored facility for safety of Guests. Registration and Check-In/Check-Out processing for guests. Payment processing and reconciliation of accounts.
- Supervision of Housekeeping and Maintenance Staff.

**07/2006 to 10/2006    Independent Contractor  
Raleigh, North Carolina**  
Primary Duties is ADA Compliance Consultant

- Surveyor of commercial properties for compliance with the American with Disabilities Act. Surveying includes pictures, measurements, and meeting with administrative staff of facilities to assess accessibility. Drafted building reports for contracted companies. This was a sub-contract employment with the Alliance Center for Independent Living.

**03/2002 to 11/2005    Human Services Senior Practitioner/Clinic Assistant/Economic  
Services Case Manager**

**Wake County Human Services, Raleigh, North Carolina**

Primary Duty is Foster Children Placement Specialist and Family and Children Food Stamps and Medicaid Case Manager

- Treatment Team of Child Protective Services: case management for families involved with Child Protective Services. Facilitate Child and Family Team, Team Decision Making, and Pre-petition Team meetings. Responsible for risk assessments and case decisions to be used in the development of case plans. Home visits dependent upon risk levels and safety assessments.
- Foster Care Worker for Child Placement Services ITAP Unit: case management services for families and individuals in foster care. Court appearances, home visits, visitations, home studies, safety assessments, risk assessments, strength and needs assessments, dictations, court reports, field work and travel, information and referral services, and other like duties.
- Economic Self Sufficiency Case Manager (03/2002 to 07/2003): determine eligibility for many State, Federal, and County programs inclusive of Family and Children's Medicaid and Food Stamps. Experience using Lotus

Notes and County and State databases. North Carolina Department of Labor designee for signing work permits. Medicaid billing and payment facilitation, sent notices of coverage periods to hospitals, provided Medicaid Identification information to providers, requested invoices and medical records, verified medical needs for program purposes, and a host of similar duties.

- Clinic Assistant (03/2002 to 07/2003): triage incoming calls from parents of patients. Schedule appointments, bill encounters, print labels, organize charts, requests medical records, interact and meet the needs of medical personnel inclusive of doctors and nurses, and patient registration using AS400. Provided intake and reception coverage inclusive of greeting visitors and directing patients to appropriate clinics and services.

**08/2001 to 04/2004    Bilingual Intake Manager At SWSC/Clinic Assistant/Overnight Residential Manager**

**Urban Ministries of Wake County, Raleigh, North Carolina**

Primary duty was intake management at the shelter for men and night manager at a transitional housing facility for people with mental illnesses.

- Weekend Sleep-In-Manager at the Harrington Transitional Housing Facility for Persons Diagnosed with Mental Illness whom are transitioning to independent living in the community. Administered medications and happily assisted with adult daily living skills and symptom management. Provided recreational activities and support. Intervened when residents decompensated. Responsible for locking down the facility and ensuring consumer safety. Supervised residents in this transitional housing facility of about 12.
- Clinic Assistant at the Open Door clinic. Accepted calls for clinic appointments and translated for Hispanic Consumers. Primarily reception duties and patient intake.
- Bilingual Intake Manager at the South Wilmington Center for Men. Weapons check of guests. Intake of homeless dually diagnosed men using the county databases. Medication administration and administration of random drug screens (including breathalyzer and urine tests). 55% crisis management with the intervention of law enforcement and EMS (especially when arrest warrants were effectuated). We were tested frequently for tuberculosis due to high exposure to ill consumer and risk of Blood Borne Pathogens
- Basically, kept working weekends until money was good at Wake County Human Services then resigned.
- Supervised Guests of this facility that sometimes numbered over 250.

**11/1998 to 10/2000    Therapist/Office Manager/Case Manager**

**New Dimensions Family Center, Queens, New York**

The center served children and adults needing forensic and case management services. The population included MICA clients and family with involvement in the Administration for Children Services. Linked

mentally ill clients with community services to include basic services like accessing subsidized housing, adult and children Medicaid Applications, etc. Office Management including opening center during weekdays. Also, set up and maintained computer labs for clients. Office management included Medicaid billing and ordering supplies and oversight of worker billing. Supervised other employees in center (5). Also, had to be innovative in developing, implementing, and documenting course and programs for participants, like parenting skills courses. Adult and children services include linkage with community based programs and services like DV, victim assistance, subsidized housing, Medicaid, CAP services, Food Stamps, SSI, CNA, and VA services, etc. Most families had the involvement of the Administration for Children Services and Brooklyn Child Services, etc, as well as adult protective services. Employee Recruitment and Retention. Provided court ordered services and assessments. Some courses were coping skills and symptom management. Institution and Medical admissions, treatment, and discharge planning; including AIDS/HIV, elderly, DAV, and SPMI populations, etc.

**10/99 to 06/2000****Residential Coordinator****La Salle Street Residence II****Post Graduate Center for Mental Health, New York, New York**

Oversight of facilities operations in a transitional housing building in New York City. That include mentally impaired residents in MICA residents. Scheduled and planned groups for residence. Contracted for building repairs and maintenance. Prepared cases for audits and utilization reviews. Tracked all center Medicaid Billing and Services. Supervised 4 to 6 case managers. This was an upper management and operations position that included utilization reviews and ensure residents received QP type services. Supervised residents in this transitional housing facility. Supervised about 20 Residents. Employee recruitment and retention. Institution and Medical admissions, treatment, and discharge planning; including AIDS/HIV, elderly, DAV, and SPMI populations, etc.

**02/99 to 9/99****Occasional Per Diem Teacher****New York City Board of Education, Brooklyn, New York**

Substitute teaching at various school in the New York City area. One of the last assignments was West Side High School for troubled youth as a social studies substitute teacher. Often was called to teach Spanish and ESL.

**03/98 to 09/98****ESL and Dual Literacy Full-Time Teacher for Pilot Program****Harry Van Arsdale Jr. High School****New York City Board of Education, Brooklyn, New York**

I taught for the New York City Board of Education in at risk schools. As part of a limited time pilot program, I taught English as a Second Language.

**10/97 to 02/98****Domestic Violence Shelter Case Worker**

**Center for the Elimination of Violence in the Family,  
Brooklyn, New York**

Case management at a shelter for domestic violence victims. Special focus on service delivery to Hispanic women in transition with children. Victim Services including Domestic Violence Services. Focus on obtaining U-Visas for persons that were victims of crime. Supervised about 5 of about 20 families in this shelter. QP type duties.

**02/97 to 09/97**

**Supported Housing Specialist**

**Queens Independent Living Center, Queens, New York**

Social worker for a supported housing program. On-call duties including responding to resident crisis' and emergencies like suicide prevention and SPMI decompensation. Medicaid and State Billing. Home visits and linkage/case management/social worker services like those listed in all QP positions. This was a scattered site program designed to deinstitutionalize persons with mental illnesses and have them return to the community. Supervised about 16 residents in this scattered site housing program in the community. Institution and Medical admissions, treatment, and discharge planning; including AIDS/HIV, elderly, DAV, and SPMI, etc.

**09/92 to 06/94**

**Librarian**

**Periodical Processing Department, CUNY Brooklyn College**

**Brooklyn, New York**

Periodical binding and organization. Also, library duty in the help desk at the library. The main focus was to pull older periodicals out of the library and prepare and ship them for binding. Assisted with all other library functions as needed.

Other: **Volunteer Work** included working at **Universal Temple Church of God** in Brooklyn New York, as a combined **Church Secretary/Office Aide, Audio Technician and Maintenance Person** (from 1985 to 2000). Additionally, **SOFEDUP**, Student Organization For Every Disability United for Progress, as **Vice President** for several years to include 504/ADA and accessibility work with a focus on Adaptive Technology for the Disabled and Disability Student Services (from 1989 to 1997) [CBO that worked hard to service the special disability population and veterans]. Finally, in November of 1998, **Founder of JFA Social Services**, and ran the company until 2002 [Individual and Family Forensic Work like QP services].

**EDUCATIONAL DEGREES AND ATTENDANCE**

**02/1995 to 02/1997**

**Political Science/Master of Arts**

**CUNY Brooklyn College, Brooklyn, NY**

**06/1987 to 02/1995**

**Puerto Rican Studies/Sociology/Bachelor of Arts**

**CUNY Brooklyn College, Brooklyn, NY**

**10/2014 to 07/2015**

**Courses towards Theology and Masters in Public Policy**

**Liberty University Online, Lynchburg, VA**

<b>04/2012 to 03/2013</b>	<b>Courses towards Juris Doctorate in Law Concord Law School Online of Kaplan University Los Angeles, California</b>
<b>04/2011 to 03/2012</b>	<b>Courses towards Juris Doctorate in Law Taft Law School, Santa Ana, California</b>
<b>02/1998 to 10/2001</b>	<b>Education Courses/Professional Teaching License NYC BD OF ED/United Federation of Teachers, New York, NY</b>
<b>10/2000 to 10/2001</b>	<b>Course toward Bachelors in Theology New York Theological Seminary School, New York, NY</b>

**PROFESSIONAL CERTIFICATIONS**

<b>June 2008 to January 2010</b>	<b>Foster Home Licenser MAPP Certified Trainer NC Department of Health and Human Resources Raleigh, NC</b>
<b>March 2007 to June 2008</b>	<b>Loves Cradle Certification/Group Facilitator NC Cooperative Extension/UNC School of Social Work Durham, NC</b>
<b>August 2006 to May 2008</b>	<b>Qualified Professional NC Department of Health and Human Services Raleigh, NC</b>
<b>October 2003 to November 2005</b>	<b>Child Welfare Certification/Pre-Service NC Department of Health and Human Resources Raleigh, NC</b>
<b>March 2002 to July 2003</b>	<b>Family and Children's Medicaid and Food Stamps Eligibility Determination Certification NC Department of Health and Human Resources Raleigh, NC</b>
<b>February 1998 to October 2001</b>	<b>Occasional Per Diem Teaching License NYC Board of Education Brooklyn, NY</b>

**EXTRACURRICULAR ACTIVITIES:**

**Sports:** Basketball, Power Hockey, Sled Hockey, Table Tennis, and Deer Hunting.

**Computers:** Computer repair for people. Laptops, Desktops, Tablets, etc. You break it, I fix it.

**Church:** Mainly through Divorce Care, AWANAS, and Hispanic Ministry and Outreach at Colonial Baptist (Cary, NC), Hephzibah Baptist Church (Wendell, NC), and Casa De Dios (Wilson and Rocky Mount, NC)

### References

Lori Anderson  
Wendell, North Carolina  
1-828-442-9230  
Relationship: Neighbor

Lydia Tens  
919-225-4959  
[ltens@dconc.gov](mailto:ltens@dconc.gov)  
Creedmoor, North Carolina  
Relationship: Former Co-Worker at Durham County

Kelly Hunter Davis  
919-917-8907  
Relationship Neighbor

Wanda Mendez  
919-350-4304  
[wmendez@wakegov.com](mailto:wmendez@wakegov.com)  
Relationship: Former Food Stamps and Medicaid Coworker

Shauntavia Alexander Bridges  
919-857-9428  
[Shantavia.Bridges@wakegov.com](mailto:Shantavia.Bridges@wakegov.com)  
Relationship: Former Supervisor from Urban Ministries

Elizabeth Alarnick  
Brooklyn, New York  
718-309-2137  
[zealing@aol.com](mailto:zealing@aol.com)  
Relationship: Former Coworker SOFEDUP/Supervisor/Friend

---

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

---

Human Services Board: Submitted

Juvenile Crime Prevention Council: Submitted

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

---

☒ Juvenile Crime Prevention Council**Please select your second Board preference: \***

---

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

---

☒ Human Services Board**Please select your fourth Board preference: \***

---

☒ Housing Authority**Please select your fifth Board preference: \***

---

☒ Fire Commission**Please select your sixth Board preference: \***

---

☒ Alcoholic Beverage Control Board

Jeremiah

First Name

pierce

Middle Initial

Last Name

9204 Dakins Court

Street Address

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

**What district do you live in?**

---

☒ District 1

Mobile: (919) 749-2211

Primary Phone

Home: (919) 749-2211

Alternate Phone

frank@nrlandscape.com

Email Address

SELF

Employer

Owner

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 help make a difference in the communities.

Work Experience

District Manager for Multiple Food Chains. Owner of NR LANDSCAPE.

Volunteer Experience

Coached ECMS boys soccer team 2011. Multiple Church rebuilding trips after storms.

Education

Graduated 2009 Mount Olive College.

Comments

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender \*

☒ Male

Ethnicity \*

☒ Caucasian

---

**Other**

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

---

None Selected

**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>

---

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

---

Council on Fitness and Health: Submitted

Human Services Board: Submitted

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

---

☒ Council on Fitness and Health**Please select your second Board preference: \***

---

☒ Human Services Board**Please select your third Board preference: \***

---

☒ Juvenile Crime Prevention Council**Please select your fourth Board preference: \***

---

☒ Criminal Justice Partnership Advisory Board**Please select your fifth Board preference: \***

---

☒ Commission for Women**Please select your sixth Board preference: \***

---

☒ WakeMed Hospital Board of Directors

LaShonda

First Name

Richardson

Middle Initial

Last Name

400 Asaview Place

Street Address

Suite or Apt

Wendell

City

NC

State

27591

Postal Code

**What district do you live in?**

---

☒ District 1

Mobile: (252) 578-0758

Primary Phone

Home: (919) 374-7192

Alternate Phone

lashondarichardson15@yahoo.com

Email Address

Merck Pharmaceuticals

Employer

Quality Specialist

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:

☒ Wendell

---

## Interests & Experiences

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

I currently received my Masters of Public Health, and I am very interested in getting involved and improving the health and wellness of the community. My goal is to be a community change agent, and assist in the building up of our community by promoting health awareness, and educating our communities to live happy, healthier lives. My passion is to help individuals be their best selves regardless of their race, ethnicity or background.

## Work Experience

I currently work in the pharmaceutical industry as a Quality Specialist. I currently manage various projects to create a compliant quality system across the various sites in our organization. I have also worked in a pharmacy setting as a certified pharmacy technician, which allowed me to communicate with people within my community and assist them with their health care needs. I also have worked within the school system, and was able to teach high school students with learning disabilities life skills and how to operate in society.

## Volunteer Experience

I am a member of the NC Young Professionals, a division of NC Public Health Association where we meet and plan activities that promote health and wellness in the community. I also am a member of Delta Sigma Theta Sorority Inc., where we are very involved in the community and provide programs that assist with promoting health, wellness, and education opportunities. I also am very involved in my church. I volunteer working with teens, and allow them to express themselves within the arts.

## Education

I obtained my Bachelor of Science Degree in Biology from Elizabeth City State University, and my Masters of Public Health from Capella University.

## Comments

[resume.docx](#)

Upload a Resume

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

Please upload a file

---

## Demographics

Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ 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

---

## 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>

# LaShonda W. Richardson

400 Asaview Place | Wendell, NC 27591 | (252) 578-0758 | LashondaRichardson15@yahoo.com

---

## Education:

### **Capella University, Minneapolis, MN**

Master of Public Health

Degree Awarded December 2017

### **Elizabeth City State University, Elizabeth City, NC**

Bachelor of Science Degree in Biology

Degree Awarded December 2003

---

## Employment:

### **Quality Specialist, Quality Systems Improvement Program (QSIP)**

(7/24/2017- Present)

Merck Pharmaceuticals, Durham, NC

- Project management of quality work streams to standardize quality standards across multiple sites
- Maintain the Work Stream Deployment Schedule, ensuring on time delivery of project materials
- Collaborate with subject matter experts across multiple disciplines to identify gaps within the quality system and create preventative actions to minimize the gaps
- Supports Quality Management System by facilitating Gap Assessment Management to include revision of SOP's that reflect new standards

### **Quality Control Analyst**

(04/11/2016-7/24/2017)

Merck Pharmaceuticals , Durham, NC

- Plan and execute tasks on a daily basis to meet cycle times and expectations of required tasks
- Work across departmentally to ensure compliance and adherence to scheduled cycle times
- Independently execute method validations, establishing project plans, managing from start to completion
- Identify gaps in lab processes, and provide interim controls until process is remediated
- Review and compare Regulations and Compendial Requirements against Standard Operating Procedures and Test Methods to ensure that they are compliant
- Authoring and Revision of Standard Operational Procedures to ensure alignment with corporate and regulatory guidelines

- Combine and eliminate redundant procedures to increase effectiveness for testing analyst
- Assist with troubleshooting of instrumentation, analysis and methodologies
- Develop Training Qualification Records to ensure proper training, and to aid in Right the First Time
- Work with new analysts to provide training oversight and development of laboratory skills
- Provide peer support to new analyst and assist with problem solving and trouble shooting
- Provide support to all Quality Control audits from external and regulatory agencies
- Provide support to Quality Control lab investigations
- Identify Continuous Improvements to maximize efficiencies and streamline processes within the department
- Environmental Monitoring of Class A-D Areas
- Aseptic Gown Certified; Efficient in aseptic techniques
- Bioburden, Endotoxin, and Product Testing
- Procurement of water samples (WFI, PurW, Clean Steam, RO)
- Environmental Recovery Studies
- Performance Qualification for New Processes
- Microbiological Identification/Enumeration
- Growth Promotion
- Data Entry and Analysis
- Issue OOS and excursion notices and assist in investigations

### **Quality Control Analyst**

(11/16/2015-04/01/2016)

Catalent Pharmaceuticals, Morrisville, NC

- Performed environmental monitoring for Grade A-D areas
- Participated in Environmental Qualification Protocol for implementation of manufacturing area
- Microbiology morphology and enumeration of Environmental Samples
- Data Entry and Verification

### **Biological Quality Analyst II**

(01/04/2011-09/30/2015)

Hospira, Clayton, NC

- Performed routine testing of Bioburden, Endotoxin, Growth Promotion, Sterility, and Coliforms
- Environmental Monitoring: Viable and Non-Viable, Surfaces
- Procurement of water samples (WFI, PurW)
- Microbial Identification of bacteria, yeasts and molds

- Media Preparation of Medias and Solutions- (FTA, Sodium Chloride, Peptone)
- Author/ Revise SOPs, methods, protocols and trend reports
- Implemented Continuous Improvement Projects to increase efficiency and flexibility
- Coordinate and ensure calibration and preventative maintenance programs for BQ equipment
- Implemented and executed Disinfectant, Product and Stopper Bioburden Validations
- Performed Data Entry and review to ensure proper documentation and completion
- Supported audits by performing data summaries and retrieving paperwork
- Experience/Training in Technical Writing
- Implemented Inventory Control System to manage media inventory and Laboratory Supplies
- Represented Biology department as BQA Safety Representative
- Provided training for new and internal employees
- Received training in GMP Practices

### **Microbiologist**

(10/5/2007-6/17/2010)

Resers Fine Foods, Halifax, NC

- Processed food product samples and critical ingredient samples testing for Coliform, E.coli, staph, yeast, molds and salmonella
- Performed bioburden, product release, and raw material testing
- Performed Environmental testing, air samples, equipment swabs, drain swabs and hand swab testing for Listeria, salmonella and various other microbes

### **Certified Pharmacy Technician**

(10/15/04- 02/17/2014)

CVS Pharmacy, Raleigh, NC

- Assisted Pharmacist in filling prescriptions
- Managed problem solving with insurance dilemmas
- Received and transferred prescriptions from doctors, nurses, pharmacists etc.
- Performed continuing education training on laws, and important issues in the field of pharmacy

**References Available Upon Request**



---

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

---

Adult Care Home Community Advisory Committee: Appointed  
Capital Area Workforce Development Board: Submitted  
Human Services Board: Submitted  
Juvenile Crime Prevention Council: Submitted  
United Arts Grants Panels: Submitted  
Wake County Steering Committee on Affordable Housing: Submitted

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

---

☒ Adult Care Home Community Advisory Committee

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

---

☒ City of Raleigh Housing Appeals Board

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

---

☒ Council on Fitness and Health

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

---

☒ Commission for Women

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

---

☒ City of Raleigh Planning Commission

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

---

☒ Capital Area Workforce Development Board

---

PATRYCE

First Name

---

RISPRESS

Middle Initial

Last Name

---

514 OLD SCARBOROUGH LN

Street Address

---

Suite or Apt

---

Garner

City

---

NC

State

---

27529

Postal Code

**What district do you live in?**

---

☒ District 2

---

Home: (919) 862-7567

Primary Phone

---

Home: (919) 862-7567

Alternate Phone

---

ms\_ris@yahoo.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:

☒ Garner

## Interests & Experiences

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

it is a way to give back to my community and be a part of it

## Work Experience

business owner~ employed a non profit organization

## Volunteer Experience

## Education

BA~ MSA in accounting

## Comments

Upload a Resume

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

Please upload a file

## Demographics

Date of Birth

Gender \*

☒ Female

**Ethnicity \***

---

☒ African American

---

**Other**

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

---

☒ Current Wake County Volunteer

**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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---

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

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

☒ Alliance Behavioral Healthcare**Please select your third Board preference: \***

---

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

---

☒ Housing Authority**Please select your fifth Board preference: \***

---

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

---

☒ Triangle Transit Authority Board

---

Cynthia

First Name

---

j

Middle Initial

---

Vester

Last Name

---

2701 Wakefield Pines Dr Apt 404

Street Address

---

apt 404

Suite or Apt

---

raleigh

City

---

NC

State

---

27614

Postal Code

**What district do you live in?**

---

☒ District 6

---

Home: (919) 272-5006

Primary Phone

---

Home: (919) 272-5006

Alternate Phone

---

cvester15@gmail.com

Email Address

---

Cynthia Vester

Employer

---

retired executive director of  
healthcare nonprofit

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?

Have a long history of volunteer to the city county and state. I currently serve as a key legislative contact for aarp-nc. I wish to work on behalf of seniors, the elderly and disabled and economically disadvantaged and the boards i have selected hold a great interest to me.

## Work Experience

## Volunteer Experience

## Education

## Comments

[2017\\_resume\\_cjv\\_1\\_.txt](#)

Upload a Resume

[2017\\_resume\\_cjv\\_1\\_.txt](#)

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

Please upload a file

---

## Demographics

  
Date of Birth

Gender \*

☒ Female

**Ethnicity \***

---

☒ Other

---

**Other**

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

---

☒ Other

**If you selected "Other" above, how?**

---

served in the past as a volunteer and have worked for wake county

---

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>

Cynthia Jo Vester  
2701-404 Wakefield Pines Drive  
Raleigh, NC 27614  
(252) 272-5006  
cvester15@gmail.com

Seek opportunity to utilize past and ongoing education and experience in business, management and technology in position with AARP or AARP-NC.

**SKILLS:**

Micrsoft Office Specialist  
Exceptional customer service focus  
Trainer/facilitator

**WORK EXPERIENCE:**

2008-2014 AARP-North Carolina.

Key Legislative contact/advocate. Raleigh, NC  
Consumer advocate/legislative contact. Legislative-level advocacy to address issues facing today's aging population.

2008-2009 North Carolina Consumer Advocacy Network.

Executive Director. Raleigh, NC  
Organizational startup of non-profit sponsored and funded by North Carolina legislature. Marketing, fundraising, management of statewide organization for purposes of empowering cross-disability consumers.

2005-2008 National Association of Peer Specialists-North Carolina.

Volunteer-Executive Director. Raleigh, NC  
Organizational startup and founder of state chapter. Providing training to credential peer specialists for state certification statewide.

2005-2006 Preferred Alternatives.

Certified Peer Specialist. Raleigh, NC  
Case management, supervision of clients receiving behavioral health services. Health education of employees and clients. Group trainer and facilitator of staff education trainings and meetings.

1987-1997 Sprint Mid-Atlantic Telecommunications.

Department Executive Assistant-Governmental Affairs. Corporate Office. Raleigh, NC

Accounting Analyst-Corporate Accounting. Corporate Office. Wake Forest, NC  
Yellow Pages Billing Associate-Sprint Yellow Pages Division. Corporate Office. Rocky Mount, NC

Directory Advertising Sales Representative-Sprint Yellow Pages Division. Corporate Office. Rocky Mount, NC

1986-1988 Peoples Bank Corporate Operations Center.

Cash Management Operations Manager. Rocky Mount, NC  
Overall departmental operations, cross-selling cash management products and services. Heavy internal and external interaction with branches/business clients/customers.

1983-1986 Belk Store Services.

Accounts Analyst. Corporate Office. Charlotte, NC  
Credit analysis of personal and business clients, understanding of credit reporting industry/system.

#### EDUCATION:

Edgecombe Community College.

Associate in Applied Science, AAS. Computer Information Technology.  
1994-1999

Wake Technical Community College.

Certifications-Microsoft Office Specialist, Graphic Design, Word  
Processing, Desktop Publishing, and  
Biotechnology. 1999-2005

Meredith College.

Fine Arts Major. 1998-1999

Boston University.

Professional Development. Online. 2004-present

#### CIVIC AND JOB RELATED ACCOMPLISHMENTS:

Wake Technical College Student Government-Senator, Meredith College Student Government-Senator, League of Women Voters, Triangle Business and Professional Women-Membership Chairman and Secretary, Woman's Club of Raleigh-Membership Committee, Circulation Manager of Newsletter, Wake County Human Rights Committee, Wake Chapter of National Alliance of Mental Illness-Board of Directors and Consumer Advocate of the Year, NC State Consumer and Family Advisory Committee-Central Region Chair, NC Data Management/Quality Assurance team member for State Department of Health and Human Services, Wake County Consumer and Family Advisory Committee, Edgecombe Community College part-time instructor, Sprint Yellow Pages Directory sales leader, Preferred Alternatives Outstanding Employee, Robert G. Wiley Foundation Scholarship recipient, David T. Peed Scholarship recipient, Rocky Mount Jaycees Director, Project Chairman of the Year and Order of the Golden Leaf by North Carolina Jaycees for outstanding volunteer service to the State of North Carolina.



Cynthia Jo Vester  
2701-404 Wakefield Pines Drive  
Raleigh, NC 27614  
(252) 272-5006  
cvester15@gmail.com

Seek opportunity to utilize past and ongoing education and experience in business, management and technology in position with AARP or AARP-NC.

**SKILLS:**

Micrsoft Office Specialist  
Exceptional customer service focus  
Trainer/facilitator

**WORK EXPERIENCE:**

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Consumer advocate/legislative contact. Legislative-level advocacy to address issues facing today's aging population.

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Organizational startup of non-profit sponsored and funded by North Carolina legislature. Marketing, fundraising, management of statewide organization for purposes of empowering cross-disability consumers.

2005-2008 National Association of Peer Specialists-North Carolina.

Volunteer-Executive Director. Raleigh, NC  
Organizational startup and founder of state chapter. Providing training to credential peer specialists for state certification statewide.

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Accounting Analyst-Corporate Accounting. Corporate Office. Wake Forest, NC  
Yellow Pages Billing Associate-Sprint Yellow Pages Division. Corporate Office. Rocky Mount, NC

Directory Advertising Sales Representative-Sprint Yellow Pages Division. Corporate Office. Rocky Mount, NC

1986-1988 Peoples Bank Corporate Operations Center.

Cash Management Operations Manager. Rocky Mount, NC  
Overall departmental operations, cross-selling cash management products and services. Heavy internal and external interaction with branches/business clients/customers.

1983-1986 Belk Store Services.

Accounts Analyst. Corporate Office. Charlotte, NC  
Credit analysis of personal and business clients, understanding of credit reporting industry/system.

#### EDUCATION:

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Associate in Applied Science, AAS. Computer Information Technology.  
1994-1999

Wake Technical Community College.

Certifications-Microsoft Office Specialist, Graphic Design, Word Processing, Desktop Publishing, and Biotechnology. 1999-2005

Meredith College.

Fine Arts Major. 1998-1999

Boston University.

Professional Development. Online. 2004-present

#### CIVIC AND JOB RELATED ACCOMPLISHMENTS:

Wake Technical College Student Government-Senator, Meredith College Student Government-Senator, League of Women Voters, Triangle Business and Professional Women-Membership Chairman and Secretary, Woman's Club of Raleigh-Membership Committee, Circulation Manager of Newsletter, Wake County Human Rights Committee, Wake Chapter of National Alliance of Mental Illness-Board of Directors and Consumer Advocate of the Year, NC State Consumer and Family Advisory Committee-Central Region Chair, NC Data Management/Quality Assurance team member for State Department of Health and Human Services, Wake County Consumer and Family Advisory Committee, Edgecombe Community College part-time instructor, Sprint Yellow Pages Directory sales leader, Preferred Alternatives Outstanding Employee, Robert G. Wiley Foundation Scholarship recipient, David T. Peed Scholarship recipient, Rocky Mount Jaycees Director, Project Chairman of the Year and Order of the Golden Leaf by North Carolina Jaycees for outstanding volunteer service to the State of North Carolina.