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

Domestic Violence Fatality Review Team: Submitted
Greater Raleigh Convention and Visitors Bureau: Submitted
Historic Preservation Commission: Submitted
Knightdale Land Use Review Board: Submitted
GoTriangle Board of Trustees: Submitted
United Arts Grants Panels: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Commission for Women

Please select your second Board preference: *

☒ Historic Preservation Commission

Please select your third Board preference: *

☒ Wendell Board of Adjustment

Please select your fourth Board preference: *

☒ Council on Fitness and Health

Please select your fifth Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your sixth Board preference: *

☒ GoTriangle Board of Trustees

Stacy

First Name

Cheetham

Last Name

Middle Initial

502A N Cypress St

Street Address

Suite or Apt

Wendell

City

NC

State

27591

Postal Code

What district do you live in?

☒ District 1

Mobile: (919) 901-9013

Primary Phone

Mobile: (919) 901-9013

Alternate Phone

scheetha@redhat.com

Email Address

Red Hat

Employer

Governance BA and
Administrator

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?

To be able to help make a difference, particularly for women, in Wake County

Work Experience

10 years of non-profit management experience in the Washington, DC area, prior to moving to Raleigh, where I have been in the for-profit manufacturing and tech spaces.

Volunteer Experience

5 years with the Jump for the Children Board, which runs the longest continuously running benefit for Duke Children's, the Jump for the Children Horse Show, having raised over \$2.4 million.

Education

MPA from George Mason University, BA in French from University of Richmond. Applying for Graduate admission to Southeastern Baptist Theological Seminary to study Biblical Languages.

Comments

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

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?**

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

Please select your first Board preference: *

☒ Housing Authority

Please select your second Board preference: *

☒ City of Raleigh Planning Commission

Please select your third Board preference: *

☒ Commission for Women

Please select your fourth Board preference: *

☒ Juvenile Crime Prevention Council

Please select your fifth Board preference: *

☒ United Arts Grants Panels

Please select your sixth Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Tiffany

First Name

L

Middle Initial

Davis

Last Name

4217 Fawn Glen Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27616

Postal Code

What district do you live in?

☒ District 5

Mobile: (919) 889-0458

Primary Phone

Business: (919) 263-4461

Alternate Phone

tiphanie427@yahoo.com

Email Address

The Perry Group

Employer

Closing Manager

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

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

Work Experience

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

Volunteer Experience

None

Education

BA - Business Management

Comments

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

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

- ☒ African American
☒ Native American
☒ Other

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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TIFFANY DAVIS

LICENSED REAL ESTATE PROFESSIONAL

PERSONAL PROFILE

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

CONTACT



4217 Fawn Glen Drive
Raleigh, NC 27616



Tiphanie427@yahoo.com



(919) 889-0458



/tiffany-davis-2369188

EDUCATION

Real Estate, Residential Broker,
State of NC

Notary, Notary Public, Wake
County, State of NC

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

Bachelors of Arts, Business
Management, Strayer University

SKILLS OVERVIEW

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

WORK EXPERIENCE

The Ida Terbet Group

NOV 2013- CURRENT

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

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

Coldwell Banker Howard Perry Walston

JUNE 2012 - NOV 2014

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

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

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

Professional Property Management

JAN 2004 - APRIL 2012

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

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

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

The Greer Group

AUG 1999 - JAN 2004

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

C O N T A C T



4217 Fawn Glen Drive
Raleigh, NC 27616



Tiphannie427@yahoo.com



(919) 889-0458



/tiffany-davis-2369188

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

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

Please select your first Board preference: *

☒ Commission for Women

Please select your second Board preference: *

☒ Council on Fitness and Health

Please select your third Board preference: *

☒ Wake County Water Partnership

Please select your fourth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

☒ Alliance Behavioral Healthcare

Please select your sixth Board preference: *

☒ United Arts Grants Panels

Emily

First Name

Hughes

Last Name

6311 Terra Verde Drive

Street Address

Apt. 221

Suite or Apt

RALEIGH

City

NC

State

27609

Postal Code

What district do you live in?

☒ District 7

Mobile: (704) 906-6260

Primary Phone

Business: (919) 707-3007

Alternate Phone

emilyhughes1093@gmail.com

Email Address

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

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

Work Experience

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

Volunteer Experience

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

Education

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

Comments

[RESUME.docx](#)

Upload a Resume

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Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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

Emily Hughes

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

[EH
]

Objective

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

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

Experience

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

August

Public Information Officer II

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

TOWN OF STALLINGS, Stallings, North Carolina
August 2018

May 2016 -

Communications Specialist/Deputy Town Clerk

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



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

PEACH ROOTS, Chicago, Illinois
2015

September - December

Public Relations Intern

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

NATASHA MORGAN, New York, New York
March 2015

September 2014 -

Public Relations Intern

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

Education

ARKANSAS STATE UNIVERSITY
August 2016 - May 2018

Master of Public Administration
Laude

Cum

APPALACHIAN STATE UNIVERSITY
August 2012 - May 2016

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

Professional Licenses

NORTH CAROLINA NOTARY PUBLIC

Commission expires May 31, 2023

FEMA Certification

Completed on Nov. 15, 2018



Interests and Community Involvement

UNION COUNTY CHAMBER OF COMMERCE

Women in Business

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

PI ALPHA ALPHA

International honors society for public affairs and
administration

ALPHA PHI SORORITY

Director of Continuous Open Bidding

Director of Social Events

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

Human Services Board: Submitted
United Arts Grants Panels: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Human Services Board

Please select your second Board preference: *

☒ Commission for Women

Please select your third Board preference: *

☒ United Arts Grants Panels

Please select your fourth Board preference: *

☒ None Selected

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

Quiana

First Name

M

Middle Initial

McKenzie

Last Name

6300 Terra Verde Drive

Street Address

Unit 320

Suite or Apt

Raleigh

City

NC

State

27609

Postal Code

What district do you live in?

☒ District 7

Home: (773) 474-6534

Primary Phone

Home: (773) 474-6534

Alternate Phone

quiana.mckenzie@gmail.com

Email Address

EMILY'S LIST

Employer

Deputy Director

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

As a recent transplant to Wake County, I am looking for ways to both learn more about my new home and give back to the community. I plan to live in North Carolina permanently so this a great way to get invested in the community and use both my professional and volunteer experience to make a positive difference. Personally, I am also looking to grow as a leader and gain new skills. I believe serving on a Wake County board or commission will allow me to do both.

Work Experience

EMILY's List in Raleigh, North Carolina (Remote) December 2015- Present DEPUTY DIRECTOR, STATE AND LOCAL FUNDRAISING STATE AND LOCAL EASTERN REGIONAL FINANCE ADVISOR • Manage the national state and local finance advising team • Assess the fundraising and campaign operations for down-ballot statewide and targeted state legislative races • Develop training materials and resources and train candidates and staff on the proper way to structure campaign operations Citizens for Lisa Madigan in Chicago, Illinois August 2012- December 2015 FINANCE DIRECTOR DIRECTOR OF FIELD, ADVANCE & OPERATIONS DIRECTOR OF OPERATIONS • Developed and executed strategic fundraising plans (events, call time, direct mail, and email solicitation) and met performance milestones • Initiated and implemented signature events including venue selection, invitation creation and dissemination, donor solicitation and vendor management • Oversaw campaign compliance and filing of campaign finance reports • Managed event scheduling, logistical planning and outreach for the candidate • Supervised and trained administrative personnel, volunteers and interns • Oversaw the daily operations of the campaign including financial monitoring of a \$5M budget • Managed operation vendor relationships and organization systems for finance, accounting, human resources, payroll, insurance, and legal • Developed communications content for campaign, including drafting newsletters and social media updates, maintaining campaign website and preparing talking points for events Frederiksen Court at Iowa State University in Ames, Iowa July 2010- May 2012 ASSISTANT COMMUNITY DIRECTOR • Recruited, supervised, trained and evaluated staff members who served nearly 2000 residents in 23 residential buildings • Designed and implemented community assessments to evaluate program outcomes, solicit feedback from residents, and improve processes via the use of quantitative and qualitative data • Participated in bi-weekly on-call supervisor rotation coverage and crisis response • Served as liaison between the Department of Residence and other university departments Office of the Governor of the State of Illinois in Chicago, Illinois August 2008- July 2010 ASSISTANT TO THE CHIEF OF STAFF ECONOMIC RECOVERY COORDINATOR/ ASSISTANT TO DEPUTY CHIEF OF STAFF JAMES H. DUNN FELLOW • Oversaw all administrative tasks including correspondence, scheduling appointments, travel arrangements and reimbursements, drafting briefing documents, and managing access to the Chief of Staff • Coordinated events and speaking engagements for senior staff officials • Assisted with the planning of major events for the Office of the Governor • Served as the administrative and website coordinator of the Midwest High-Speed Rail Steering Group • Researched economic recovery programs and policies and assisted with the drafting of a master state economic development plan • Served as the assistant to deputy chief of staff for economic development, including communicating directives to and gathering information from departmental senior officials • Researched policy initiatives in areas of education, economic development, transportation, and issues impacting women and communities of color • Reviewed legislative bills, met with external stakeholders about the impact of proposed legislation and recommended course of action to Legislative Director • Handled constituent concerns, directing state residents to the appropriate department or resource

Volunteer Experience

Baptist Grove Church in Raleigh, NC Summer 2019- Present Metropolitan Board of the Chicago Urban League in Chicago, Illinois Spring 2014- Spring 2018 PROJECT LEADER & ADVISOR • Serve as project lead for MBoutique, a free personalized prom shopping experience for low-income teens in the Chicagoland area. In Spring 2015, over 150 teen girls received dresses, shoes, and other accessories, a 200% increase in participants over the previous year. By 2017, nearly 300 teen girls participated in the program Lavizzo Elementary Local School Council in Chicago, Illinois Spring 2014- Fall 2015 COMMUNITY REPRESENTATIVE Local School Councils (LSC) are hyper-local representative bodies responsible for managing the school resource budget, developing and monitoring the annual School Improvement Plan and principal evaluation. Young People For in Washington, District of Columbia Spring 2008- Spring 2014 ALUMNI MENTOR & LEADERSHIP TRAINER • Provided support to young leaders on campuses across the nation, specifically on issues related to civic engagement, building community relationships, and action plan development • Trained college leaders on curriculum related to governance Mind Matters of Chicago in Chicago, Illinois Fall 2009 – Fall 2010 MENTOR • Served as a resource for participating high-achieving low-income students and their families on issues related to preparing for and applying to college

Education

Iowa State University, Master of Education, Student Affairs, 2012. Washington and Lee University, Bachelor of Arts, American Government and Society, 2008

Comments

Seasoned professional with more than 10 years of experience in community involvement, program management, and engagement. Well-developed capability in operational management, outreach and communications. Recent transplant to Wake County. Core competencies include: Fundraising & Development Volunteer Management Event Planning Program Management Process Improvement Compliance Revenue and Expense Management Relationship Cultivation Vendor Management Workshop Design & Facilitation Strategic Planning Communications Public Speaking

[QuianaMcKenzie_ResumeWakeCounty.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

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Quiana M. McKenzie, M.Ed.

6300 Terra Verde Drive, Unit 320
773.474.6534
Raleigh, NC 27609

quiana.mckenzie@gmail.com

Professional Summary

Seasoned professional with more than 10 years of experience in community involvement, program management, and engagement. Well-developed capability in operational management, outreach and communications. Recent transplant to Wake County. Core competencies include:

Fundraising & Development □ Volunteer Management □ Event Planning □ Program Management
Process Improvement □ Compliance □ Revenue and Expense Management □ Relationship Cultivation
Vendor Management □ Workshop Design & Facilitation □ Strategic Planning □ Communications
□ Public Speaking

Community Involvement

Baptist Grove Church in Raleigh, NC
Present

Summer 2019-

Metropolitan Board of the Chicago Urban League in Chicago, Illinois
Spring 2014- Spring 2018

PROJECT LEADER & ADVISOR

- Serve as project lead for *MBoutique*, a free personalized prom shopping experience for low-income teens in the Chicagoland area. In Spring 2015, over 150 teen girls received dresses, shoes, and other accessories, a 200% increase in participants over the previous year. By 2017, nearly 300 teen girls participated in the program

Lavizzo Elementary Local School Council in Chicago, Illinois
Spring 2014- Fall 2015

COMMUNITY REPRESENTATIVE

Local School Councils (LSC) are hyper-local representative bodies responsible for managing the school resource budget, developing and monitoring the annual School Improvement Plan and principal evaluation.

Young People For in Washington, District of Columbia
2008- Spring 2014

Spring

ALUMNI MENTOR & LEADERSHIP TRAINER

- Provided support to young leaders on campuses across the nation, specifically on issues related to civic engagement, building community relationships, and action plan development
- Trained college leaders on curriculum related to governance

Mind Matters of Chicago in Chicago, Illinois
Fall 2010

Fall 2009 -

MENTOR

- Served as a resource for participating high-achieving low-income students and their families on issues related to preparing for and applying to college

Experience

**EMILY's List in Raleigh, North Carolina (Remote)
2015- Present**

December

**DEPUTY DIRECTOR, STATE AND LOCAL FUNDRAISING
STATE AND LOCAL EASTERN REGIONAL FINANCE ADVISOR**

- Manage the national state and local finance advising team
- Assess the fundraising and campaign operations for down-ballot statewide and targeted state legislative races
- Develop training materials and resources and train candidates and staff on the proper way to structure campaign operations

**Citizens for Lisa Madigan in Chicago, Illinois
2012- December 2015**

August

**FINANCE DIRECTOR
DIRECTOR OF FIELD, ADVANCE & OPERATIONS
DIRECTOR OF OPERATIONS**

- Developed and executed strategic fundraising plans (events, call time, direct mail, and email solicitation) and met performance milestones
- Initiated and implemented signature events including venue selection, invitation creation and dissemination, donor solicitation and vendor management
- Oversaw campaign compliance and filing of campaign finance reports
- Managed event scheduling, logistical planning and outreach for the candidate
- Supervised and trained administrative personnel, volunteers and interns
- Oversaw the daily operations of the campaign including financial monitoring of a \$5M budget
- Managed operation vendor relationships and organization systems for finance, accounting, human resources, payroll, insurance, and legal
- Developed communications content for campaign, including drafting newsletters and social media updates, maintaining campaign website and preparing talking points for events

**Frederiksen Court at Iowa State University in Ames, Iowa
2010- May 2012**

July

ASSISTANT COMMUNITY DIRECTOR

- Recruited, supervised, trained and evaluated staff members who served nearly 2000 residents in 23 residential buildings
- Designed and implemented community assessments to evaluate program outcomes, solicit feedback from residents, and improve processes via the use of quantitative and qualitative data
- Participated in bi-weekly on-call supervisor rotation coverage and crisis response
- Served as liaison between the Department of Residence and other university departments

**Office of the Governor of the State of Illinois in Chicago, Illinois
2008- July 2010**

August

**ASSISTANT TO THE CHIEF OF STAFF
ECONOMIC RECOVERY COORDINATOR/ ASSISTANT TO DEPUTY CHIEF OF STAFF
JAMES H. DUNN FELLOW**

- Oversaw all administrative tasks including correspondence, scheduling appointments, travel arrangements and reimbursements, drafting briefing documents, and managing access to the Chief of Staff
- Coordinated events and speaking engagements for senior staff officials
- Assisted with the planning of major events for the Office of the Governor
- Served as the administrative and website coordinator of the Midwest High-Speed Rail Steering Group

- Researched economic recovery programs and policies and assisted with the drafting of a master state economic development plan
- Served as the assistant to deputy chief of staff for economic development, including communicating directives to and gathering information from departmental senior officials
- Researched policy initiatives in areas of education, economic development, transportation, and issues impacting women and communities of color
- Reviewed legislative bills, met with external stakeholders about the impact of proposed legislation and recommended course of action to Legislative Director
- Handled constituent concerns, directing state residents to the appropriate department or resource

Education

Iowa State University, Master of Education, Student Affairs, 2012.

Washington and Lee University, Bachelor of Arts, American Government and Society, 2008

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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