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

Housing Authority: Submitted**Please select your first Board preference: ***

☒ Commission for Women**Please select your second Board preference: ***

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

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

☒ Domestic Violence Fatality Review Team**Please select your fifth Board preference: ***

☒ Population Health Task Force**Please select your sixth Board preference: ***

☒ Human Services Board

Gabrielle

First Name

A

Middle Initial

Alsop

Last Name

3939 Glenwood Avenue

Street Address

APT 464

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

What district do you live in?

☒ District 7

Mobile: (980) 875-0588

Primary Phone

Business: (919) 876-7501

Alternate Phone

gabrielle.alsop@gmail.com

Email Address

Fresenius Kidney Care, North
America (Wake Dialysis)

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:

☒ Raleigh

Interests & Experiences

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

Last summer I moved from Charlotte to Raleigh. In Charlotte I was on the Domestic Violence Advisory Board. I very much believe in serving and giving back to the community that you live in and I want to make my city the best place possible.

Work Experience

Social Worker ,Fresenius Kidney Care, Raleigh, NC, June 2018- Present • Helped patients and their families cope with the effects of kidney disease • Educated patients about their rights and responsibilities • Guided patients in managing the physical, mental, emotional and financial demands of End Stage Renal Disease • Assisted patients in finding resources including financial assistance, transportation, and prescription assistance • Administered Kidney Disease Quality of Life and Patient Health Questionnaire surveys HIV Case Manager Social Work Intern Mecklenburg County Public Health HIV Case Management, Charlotte, NC, August 2016-April 2018 • Complete comprehensive assessments of clients to determine services that can be offered • Provide education regarding HIV to clients • Complete referrals as needed for dental, vision, housing, mental health, and legal services as needed or requested • Maintain good lines of communication with other professionals Social Work Intern DaVita Dialysis, Ft. Mill, SC, January 2016- May 2016 • Helped patients and their families cope with the effects of kidney disease • Educated patients about their rights and responsibilities • Guided patients in managing the physical, mental, emotional and financial demands of End Stage Renal Disease • Assisted patients in finding resources including financial assistance, transportation, and prescription assistance • Administered Kidney Disease Quality of Life and Patient Health Questionnaire surveys

Volunteer Experience

2018: Volunteer with GVI on an elephant rehabilitation and community empowerment project, Chiang Mai, Thailand 2018: Epsilon Alpha chapter member of Phi Alpha, The National Social Work Honor's Society 2017-2018: Board member of the Domestic Violence Advisory Board for the City of Charlotte 2017: Intern with the South Carolina Hospital Association during the Spring 2017 Legislative Session 2012-2014: President of the Secular Student Alliance on UNCC's campus (Nominated for the 2014 UNCC Student Organization Excellence Award) 2012: Undergraduate Teacher's Assistant to a college level class 2010-2011: Co-Leader of Girl Scout Troop 2682 2009-2010: Co-Leader of Girl Scout Troop 189

Education

Masters in Social Work, Graduate Certificate in Management 2018 Winthrop University, Rock Hill, SC GPA: 3.75/4.0, Ernestine C. Player Endowment, Epsilon Alpha Member Bachelor of Arts in Religious Studies, Minor: Psychology 2014 The University of North Carolina at Charlotte, Charlotte, NC Major GPA: 3.59/4.0, Religious Studies Department Scholarship, Dean's List

Comments

[Galsopresume.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?

☒ 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>

GABRIELLE A. ALSOP

3939 Glenwood Ave. # 464, Raleigh NC, 27612 • (980)-875-0588 • gabrielle.alsop@gmail.com •
<https://www.linkedin.com/in/gabrielle-alsop/>

Summary of Qualifications

Experienced leader with 5 years of experience in the healthcare industry and 3 years in Social Work. Proven problem solver with an attention to detail and a knack for thinking strategically, building relationship with clients, and meeting people where they are. Knowledgeable in a variety of healthcare issues like communicable disease, kidney disease, medication, and mental illness.

Core Competencies

Case Management	Team Player	Comprehensive Assessments
Strengths Based Perspective	Problem Solving	Medical Social Work
HIV Education	Dialysis	Empowerment Practice

EDUCATION

Masters in Social Work, Graduate Certificate in Management 2018
Winthrop University, Rock Hill, SC
GPA: 3.75/4.0, Ernestine C. Player Endowment, Epsilon Alpha Member
Bachelor of Arts in Religious Studies, Minor: Psychology 2014
The University of North Carolina at Charlotte, Charlotte, NC
Major GPA: 3.59/4.0, Religious Studies Department Scholarship, Dean's List

CERTIFICATIONS/LICENSES

- Certificate of Completion for NC HIV Counseling, Testing & Referral
- QPR Gatekeeper Certification
- Certificate of Completion for Ryan White Case Management Training

RELEVANT EXPERIENCE

Social Worker

Fresenius Kidney Care, Raleigh, NC, June 2018- Present

- Helped patients and their families cope with the effects of kidney disease
- Educated patients about their rights and responsibilities
- Guided patients in managing the physical, mental, emotional and financial demands of End Stage Renal Disease
- Assisted patients in finding resources including financial assistance, transportation, and prescription assistance
- Administered Kidney Disease Quality of Life and Patient Health Questionnaire surveys

HIV Case Manager Social Work Intern

Mecklenburg County Public Health HIV Case Management, Charlotte, NC, August 2016-April 2018

- Complete comprehensive assessments of clients to determine services that can be offered
- Provide education regarding HIV to clients
- Complete referrals as needed for dental, vision, housing, mental health, and legal services as needed or requested
- Maintain good lines of communication with other professionals

Social Work Intern

DaVita Dialysis, Ft. Mill, SC, January 2016- May 2016

- Helped patients and their families cope with the effects of kidney disease
- Educated patients about their rights and responsibilities
- Guided patients in managing the physical, mental, emotional and financial demands of End Stage Renal Disease
- Assisted patients in finding resources including financial assistance, transportation, and prescription assistance
- Administered Kidney Disease Quality of Life and Patient Health Questionnaire surveys

CAMPUS AND COMMUNITY INVOLVEMENT

2018: Volunteer with GVI on an elephant rehabilitation and community empowerment project, Chiang Mai, Thailand

2018: Epsilon Alpha chapter member of Phi Alpha, The National Social Work Honor's Society

2017-2018: Board member of the Domestic Violence Advisory Board for the City of Charlotte

2017: Intern with the South Carolina Hospital Association during the Spring 2017 Legislative Session

2012-2014: President of the Secular Student Alliance on UNCC's campus (Nominated for the 2014 UNCC Student Organization Excellence Award)

2012: Undergraduate Teacher's Assistant to a college level class

2010-2011: Co-Leader of Girl Scout Troop 2682

2009-2010: Co-Leader of Girl Scout Troop 189

ADDITIONAL EXPERIENCE

CVS Health • 9915 Park Cedar Dr., Charlotte NC, 28210 • 704-544-3263

Pharmacy Technician: November 4, 2013- Current

- Maintain HIPAA standards and comply with federal and state laws
- Communicate with other healthcare professionals
- Maintain prescription prioritization throughout prescription processing
- Resolve third party rejections and claims
- Place orders for warehouse and outside vendor deliveries

PROFESSIONAL DEVELOPMENT

- Nominated for & participated in NEW Leadership South Carolina-Spring 2016
- Recipient of scholarship to participate in NEW Leadership South Carolina-Spring 2016
- Nominated for & participated in the Inaugural Women's Leadership Development Program- Spring 2014

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

Housing Authority: Submitted**Please select your first Board preference: ***

☒ Housing Authority**Please select your second Board preference: ***

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

☒ Housing Authority**Please select your fourth Board preference: ***

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

☒ Housing Authority**Please select your sixth Board preference: ***

☒ Housing Authority

Aamani

First Name

A

Middle Initial

Boddie

Last Name

3025 Vidal Court

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

☒ District 6

Home: (919) 530-0127

Primary Phone

Business: (919) 228-4352

Alternate Phone

aboddie9191@gmail.com

Email Address

Teleflex, Inc.

Employer

Buidling Services Assistant

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'm only interested in potentially serving the Housing Authority Board because I can relate to this one the most. Prior to my career at Teleflex, Inc., I was struggling to adequately provide for my two young daughters. I have first hand experience with traveling to the social services building to obtain WIC and EBT. Five years ago, I also received emergency financial assistance from Work First. I can vividly recall standing outside of the Swinburne building at 5:30am. I arrived hours prior to the beginning of normal operating hours because I was informed that only a limited number of individuals will be screened for emergency assistance. Although I arrived so early in the morning, I was still the thirteenth person on line. I was nine months pregnant while I waited online for hours (I didn't think to bring a chair). The line was filled with depression, desperation, and tiredness. I was fortunate enough to leave the premises around 1pm with a check for a little more than seven hundred dollars. Now looking back on this experience, I'm so thankful that I went on this particular day because I ended up going into labor the next day at 1:34am. Now that I'm able to earn enough income to provide for my children without government assistance, I believe it is my responsibility to help others by utilizing all of these experiences.

Work Experience

I've been working at Teleflex, Inc. since May 6, 2019. I currently work as a building services assistant in the facilities/ HR department. Within six weeks of being hired, I was informed that I would take on all of the responsibilities of an employee who was retiring. Currently, my updated role includes a combination of all of my previous responsibilities as well as these. Prior to my position at Teleflex, Inc., I worked as a mail carrier with the United States Postal Service. I was a mail carrier from August 2016 until May 2019. Prior to working for the United States Postal Service, I worked as an early childhood educator for Discovery Point in Wake Forest. I worked at this early childhood educational center from February 2015- August 2016. Prior to this position, I worked as an early childhood educator at Little Pros Academy (now called Rainbow Childcare Center) from January 2012 to August 2016.

Volunteer Experience

I was elected as the Treasurer of PRISM in June 2019. PRISM is an employee resource group at Teleflex, Inc. This employee resource group was established as a way to further support the LGBTQIA+ community. Although I'm only an ally, I accurately believed that obtaining a position within this resource group would provide an opportunity for me to address relevant issues and concerns within this community. I'm proud to state that I assisted with updating the wording of the benefits policy. I spoken to one of the benefits specialist and asked if employees were covered for transgender specific cancer screenings. Once it was determined that employees were not covered for these screenings, the words "gender expression" was added to the health policy. I also became a member of Zeta Phi Beta Sorority, Inc. on October 25, 2019. As an active member of this sorority, I've had the privilege of raising money for several organizations; including Urban Ministries. I've also donated, organized, and delivered food items for low income families for Thanksgiving.

Education

In 2010, I graduated from the University at Albany with a Bachelor's of Arts in psychology.

Comments

I would like to thank you for taking the time to read my application.

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

Housing Authority: Submitted

Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

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

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

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

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

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

☒ None Selected

Tisha

First Name

E

Middle Initial

Buelto

Last Name

2610 Masonboro Ct

Street Address

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

☒ District 6

Mobile: (919) 923-0503

Primary Phone

Mobile: (919) 923-0503

Alternate Phone

tebuelto@gmail.com

Email Address

Morris Allen & Associates, Inc

Employer

NC National Guard Child and
Youth Program 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:

☒ Raleigh

Interests & Experiences

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

I am interested in serving on a Board/Commission because I am passionate about serving my community. I have served on the Town of Chapel Hill's Human Services Advisory Board for the past three years. As a new resident to Raleigh, I would like to continue my community service and continue to invest in my community, utilizing my diverse experience and knowledge.

Work Experience

I have worked in the human services field for more than 10 years. I have worked primarily in the group home setting, working with at-risk youth, undocumented minors, and developmentally disabled individuals. As well, I have several years experience working in the preschool setting. I am also a US Coast Guard Reservist, having served 11 years as a Marine Science Technician. Currently, I am a civilian contractor with the NC National Guard, where I work in their child and youth program to help teach youth about resiliency through the challenges of their parents' deployment cycles.

Volunteer Experience

As previously stated, I have volunteered for the past three years on the Town of Chapel Hill's Human Services Advisory Board. I also have volunteer experience as a Guardian ad Litem advocate within Orange County, where I supported abused and neglected youth for five years.

Education

I am currently enrolled in my last course to complete my BA in Liberal Arts with a concentration in Political Science and Communication.

Comments

[Resume.docx](#)

Upload a Resume

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Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

☒ Hispanic

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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Tisha E. Buelto
2610 Masonboro Ct
Raleigh, NC 27604
Phone: 919-923-0503
Email: tebuelto@gmail.com

Experience:

Morris Allen & Associates, Inc.
Child and Youth Program Specialist

Raleigh, North Carolina

From: 03/18/2019
Hours Per Week: 40+ hours

To: Present
Salary: \$19.54/hr

- Create and implement deployment cycle curriculum for National Guard youth during Department of Defense Yellow Ribbon Reintegration Program events; in conjunction, providing resources and briefings of services and assistance to families during a deployment.
- Provide resources, support, and education to any expecting parents in the National Guard.
- Attend Youth Camp and Teen Retreat every summer as well as overnight weekend Kids on Guard events throughout the year.
- Collaborate with the North Carolina National Guard (NCNG) Child & Youth Team to assist with development and implementation of statewide programs that support the academic, physical and emotional well-being of the NCNG children.

Residential Services, Inc.
PRN Direct Support Professional/Direct Support Coordinator

Chapel Hill, North Carolina

From: 03/02/2013
Hours Per Week: 5 hours

To: Present
Salary: \$11/hr

- Help individuals with intellectual disabilities learn life skills and working towards their personal goals.
- Complete all reporting requirements as established by agency and funding sources.
- Administer medication; Observe and implement necessary chronic medical care procedures.
- Maintain client stats and records for program effectiveness and prepare clinical progress reports.
- Plan all activities, designate staff assignments prior to each shift and conduct shift meetings as necessary.

United States Coast Guard Reserves
Marine Science Technician (E-5)

Wilmington, North Carolina

From: 10/28/2008
Hours Per Week: 15 hours

To: Present
Salary: \$8000/yr

- Conduct shipping container inspections for hazardous material and structural compliance under the authority of the Federal Hazardous Materials Transportation Law, International Safe Container Act, International Maritime Dangerous Goods Code, International Convention for the Prevention of Pollution from Ships, and the Ports and Waterways Safety Act.
- Observe, record, and analyze environmental and scientific data; conduct field monitoring for chemical and oil identification in conjunction with pollution investigations; operate and maintain Coast Guard data processing systems; retrieve and assimilate data from remote sensing and local observations; identify and contract with marine environmental response organizations as appropriate; protect U.S. waters and the public from oil and hazardous material responses under the authority of the Federal Water Pollution Control Act and Oil Pollution Act of 1990.

- Lead commercial waterfront facility inspections to ensure compliance with safety and security federal regulations under the authorities of the Maritime Transportation Security Act of 2002 and the Safe Port Act of 2006. Check Transportation Worker Identification Credentials for validity and compliance. Identify the actions required to respond to current and future security threats and concerns involving the maritime transportation system.
- Conduct vessel boardings to ensure compliance with applicable domestic laws and international treaties by checking structural and stability conditions; by verifying appropriate electrical, fire safety, lifesaving, mechanical and navigation systems; and by examining living conditions for crew members on foreign-flagged vessels. As well, enforce security requirements on foreign-flagged vessels under the authority of the International Convention for the Safety of Life at Sea.
- Deployed to Yuma, AZ to assist Border Patrol in in-processing, escorting and feeding newly arrived migrants; conducted safety checks, inventoried property, prepared paperwork, and provided more than 250 hours of Spanish translation.

OE Enterprises
Occupational Training Specialist

Hillsborough, North Carolina

From: 09/02/2018

To: 03/17/2019

Hours Per Week: 40+ hours

Salary: \$14/hr

- Trained consumers to perform job tasks by modeling duties and using appropriate methodology.
- Acted as positive role model at all times, manage crisis situations, and advocate for consumer.
- Developed training activities appropriate for consumer that will develop new skills.
- Assisted consumers in developing and implementing goals and complete all necessary documentation.
- Communicated regularly with staff to assure progress and assure work environment meets safety standards.

First Environments Early Learning Center
Preschool Teacher

Durham, North Carolina

From: 01/03/2017

To: 08/29/2018

Hours Per Week: 40+ hours

Salary: \$11.25/hr

- Tended to children's basic needs by feeding them, dressing them, and changing their diapers.
- Met with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Maintained accurate student records as required by laws, policies, and administrative regulations.
- Taught basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Organized and led activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling.

Guardian ad Litem District 15B
Guardian ad Litem Volunteer

Chapel Hill, North Carolina

From: 08/01/2014

To: 04/01/2018

Hours Per Week: 10 hours

Salary: N/A

- Testified, when needed, to support recommendations or informed the court of changes in the child's situation.
- Facilitated the child's participation in court hearings as appropriate.
- Gathered and assessed independent information about the child's situation and needs.
- Attended court hearings, Child and Family Team meetings, and wrote child-focused reports for court hearings.
- Communicated with the Guardian ad Litem attorney advocate to develop legal strategies and prepare for court.
- Made recommendations in the child's best interests and ensured that the court knew the child's wishes.
- Kept the child informed about the court proceedings and monitored the situation on an ongoing basis.

Debut Preschool & Child Care
Owner and Operator

Raleigh, North Carolina

From: 02/12/2012
Hours Per Week: 40+ hours

To: 03/01/2013
Salary: \$32000/yr

- Marketed services, recruited clients, and maintained relationships.
- Evaluated programs and made modifications to meet participant needs.
- Provided care for children and established routines that fostered greater independence.
- Completed necessary intakes with family and child, as appropriate, to review program expectations and maintain necessary communication to ensure academic and developmental progress.
- Operated day care business including: completing taxes, invoices, collecting regular payments, and abiding by all applicable local, state, and federal regulations.

Washington Conservation Corps
AmeriCorps Crew Member

Tacoma, Washington

From: 10/15/2010
Hours Per Week: 40 hours

To: 10/15/2011
Salary: \$10/hr

- Conducted disaster response operations and constructed fencing.
- Sprayed and/or injected vegetation with herbicides to reduce competing vegetation
- Assisted in habitat restoration by planting native plant species and removing invasive plants.
- Implemented erosion control techniques and participated in salmon recovery projects

Pioneer Human Services
Resident Monitor

Tacoma, Washington

From: 01/01/2009
Hours Per Week: 40+ hours

To: 11/28/2011
Salary: \$12.50/hr

- Monitored facility cleanliness, safety, and security.
- Reported and monitored the daily activities of undocumented minor residents.
- Ensured accountability of all undocumented minor residents.
- Mentored undocumented minor residents and created group activity ideas such as gardening and book club.

Certifications:

- American Heart Association- CPR and First Aid
- North Carolina Interventions (NCI) Core Plus

Honors and Awards:

- Coast Guard Meritorious Unit Commendation Ribbon
- Armed Forces Reserve Medal
- Coast Guard Commandant Letter of Commendation Ribbon (2)
- National Defense Service Medal
- Coast Guard Special Operations Service Ribbon
- Coast Guard Reserve Good Conduct Medal (2)
- Sector North Carolina Sailor of the Quarter 2019

Languages Skills:

- Spanish Intermediate

Education:

Excelsior College Bachelor of Arts in Liberal Arts with focus in Political Science and Communication

Anticipated Graduation: Spring 2020 117 of 120 Semester Hours Completed *GPA:* 2.52

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

Council on Fitness and Health: Submitted

Housing Authority: Submitted

Human Services Board: Submitted

Please select your first Board preference: *

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

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

☒ 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

Middle Initial

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

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

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

Please upload a file

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?

Please upload a file

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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

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

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

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

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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



TIFFANY DAVIS

LICENSED REAL ESTATE PROFESSIONAL

PERSONAL PROFILE

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

CONTACT



4217 Fawn Glen Drive
Raleigh, NC 27616



Tiphanie427@yahoo.com



(919) 889-0458



/tiffany-davis-2369188

EDUCATION

Real Estate, Residential Broker,
State of NC

Notary, Notary Public, Wake
County, State of NC

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

Bachelors of Arts, Business
Management, Strayer University

SKILLS OVERVIEW

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

WORK EXPERIENCE

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?**

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

Please select your first Board preference: *

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

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

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

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

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

☒ None Selected

Jeffrey

First Name

Goebel

Middle Initial

Last Name

2613 Bembridge Dr.

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

☒ District 7

Mobile: (919) 931-0767
Primary Phone

Business: (919) 828-2501
Alternate Phone

samhall9900@gmail.com
Email Address

Employer

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

Work Experience

Volunteer Experience

Education

Comments

[Goebel_resume.pdf](#)
Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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Jeffrey Goebel

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

WORK EXPERIENCE

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

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

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

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

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

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

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

EDUCATION

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

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

ADDITIONAL SKILLS

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

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

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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<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.

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

VOLUNTEER EXPERIENCE

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

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?**

Housing Authority: Submitted**Please select your first Board preference: ***

☒ Fuquay-Varina Planning and Zoning Board**Please select your second Board preference: ***

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

☒ Fuquay-Varina Board of Adjustment**Please select your fourth Board preference: ***

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

☒ Human Services Board**Please select your sixth Board preference: ***

☒ Wake County Steering Committee on Affordable Housing

Mike

First Name

A

Middle Initial

Manning

Last Name

1814 Stroll Circle

Street Address

Suite or Apt

Fuquay Varina

City

NC

State

27526

Postal Code

What district do you live in?

☒ District 2

Mobile: (423) 277-1816

Primary Phone

Home: (423) 277-1816

Alternate Phone

pastormike38930@yahoo.com

Email Address

Lee County Schools

Employer

Middle School Teacher

Job Title

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

☐ Yes ☒ No

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

☒ Fuquay-Varina

Interests & Experiences

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

I have lived in the area for nearly 4 years and plan to retire here, I want to get involved with the community and help in any way I can.

Work Experience

I have been a pastor for over 39 years and a school teacher for around 5 years now,

Volunteer Experience

I have worked in several local capacities...jail chaplain, Erwin Planning Board, many local church positions, many youth organizations, as well as local housing and Habitat for Humanity in Ohio.

Education

I have a Bachelors of Science in Liberal Arts/Pastoral Ministries. I am also a licensed ECU Post-Teacher Certification Program with 11 content hours. I am currently working toward my state teachers certification in 7th grade Social Studies and then I will start on my Masters in Secondary Education with at least 18 hours in American History.

Comments

[Mike_Manning_Professional_Resume.pdf](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Darren Eustance

Please upload a file

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

MICHAEL MANNING

TEACHER

PROFILE

Leadership and Administration graduate with a passion to teach and connect with young people. Author of 4 published books with endorsements from many successful leaders from around the world. Is fluent in public speaking to all ages. Teacher who is engaging and enthusiastic in hands-on learning with students. A heart and passion for all people.

EDUCATION

BS DEGREE RECIEVED

Lee University | 2016

EFFECTIVE TEACHER TRAINING - CERTIFIED

Johnston Community College

TEACHERS CERTIFICATION / MIDDLE SCHOOL SOCIAL STUDIES

East Carolina University

LATERAL ENTRY LICENSE

1215168

PROFESSIONAL EXPERIENCE

AMBASSADOR / PLANNING BOARD MEMBER

Erwin Chamber of Commerce | Current

- Directed planning, budgeting, vendor selection, and quality assurance efforts.
- Reviewed sales, customer concerns and new opportunities to drive business strategy at weekly planning sessions.

SUBSTITUTE TEACHER

Harnett County Schools | 2015 - Current

- Communicated objectives for all lessons, units and projects to students.
- Instructed students through lectures, discussions, group activities and demonstrations.
- Provided one-on-one attention to students, while maintaining overall focus on the entire group.
- Prepared instruction materials including copying, construction of bulletin boards, grading work and setting up work areas.

PRINCIPAL / MUSIC TEACHER

Higher Heights Christian Academy | 2007 - 2010

- Interpreted and modified music to personalize performances.
- Selected music carefully in order to achieve a balance of musical styles on the program.
- Specialized in both classical and contemporary music.
- Worked with other teachers and administrators to evaluate and revise elementary school programs.
- Enforced the school's student discipline code to deal with problem situations.
- Cooperated with parents to support students' learning and healthy development in school and at home.

7TH GRADE SOCIAL STUDIES TEACHER

West Lee Middle School | 2017 - Present

- Communicated instructions on class projects and assignments.
- Provided one-on-one attention to students.
- Communicate with parents on the progress of their children.
- Contributor of the newly revised Social Studies State Standards.

7TH GRADE SOCIAL STUDIES TEACHER

Union Middle School | 2017

- Created a curriculum based off of the state wide Social Studies standards.
- Participated in various after school programs including sporting events.

SKILLS

- Project Planning
- Procedure development
- Strategic planning
- Analytical
- Personable
- Dependable
- Office
- Word
- Excel
- PowerPoint
- Talented public speaker
- Active listener
- Highly observant
- Detail oriented
- Social and life skill educator
- Summer school teacher
- Art and music education
- Learning assessments

REFERENCES

Norman Avery

Chamber of Commerce President

T: 910 391 1398

E: navery_norman@aol.com

Sandra Butts

Retired Teacher

T: 910 891 9354

E: sandrabutts3@gmail.com

Mark Fenn

Pastor

T: 910 977 6171

E: mfenn1@nc.rr.com

CONTACT

1700 Heisser Lane, Fuquay-Varina, NC
27526

t: 423 277 1816

e: pastormike38930@yahoo.com

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

Capital Area Workforce Development Board: Submitted
Citizen's Energy Advisory Commission: Submitted
City of Raleigh Planning Commission: Submitted
Historic Preservation Commission: Submitted
Housing Authority: Submitted
Human Services Board: Submitted
Planning Board: Submitted
Wake Technical Community College Board of Trustees: Submitted
Wake County Steering Committee on Affordable Housing: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Capital Area Workforce Development Board

Please select your second Board preference: *

☒ Commission for Women

Please select your third Board preference: *

☒ Planning Board

Please select your fourth Board preference: *

☒ Human Services Board

Please select your fifth Board preference: *

☒ City of Raleigh Planning Commission

Please select your sixth Board preference: *

☒ Housing Authority

Susan

First Name

Sanford

Last Name

Middle Initial

1117 Gatling Street

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

What district do you live in?

☒ District 5

Mobile: (919) 308-6441

Primary Phone

Business: (919) 334-4078

Alternate Phone

susanrsanford@gmail.com

Email Address

Research Triangle Cleantech
Cluster

Employer

Executive Director

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I would like to contribute to my community and to learn firsthand about planning and other County and City issues.

Work Experience

please see resume

Volunteer Experience

Futures for Kids online career coach Big Brothers Big Sisters - big sister Previously, Habitat for Humanity of Durham Durham Literacy Center

Education

please see resume

Comments

Thank you

[Susan_Sanford_-_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 *

☒ Asian

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>

Susan Sanford

1117 Gatling Street, Raleigh, NC 27610 □ susanrsanford@gmail.com □ 919-308-6441 □ [LinkedIn](#)

SUMMARY

Public sector professional with 15 years of experience in community economic development. Skilled in project management, research and analysis, collaborating with diverse stakeholders, and leading teams.

EXPERIENCE

Executive Director, Research Triangle Cleantech Cluster Cary, NC NOV 2016-PRESENT

- Assess, develop, deliver, and refine strategies to meet the organization's Program of Work
- Develop, monitor, and manage annual operating budget and maintain operational reserves
- Develop and maintain relationships with industry, local government, and academic stakeholders
- Represent the organization and region at industry conferences and regional, stakeholder meetings

Membership Director, Research Triangle Cleantech Cluster Cary, NC JAN-NOV 2016

- Launched one-time projects, e.g. regional, career fair, to boost awareness of industry opportunities
- Launched advisory groups, e.g. Talent Committee, to operationalize feedback from key stakeholders

PROS Intern, Wake County Government Raleigh, NC JUN-SEPT 2014; JUL-NOV 2015

- Studied Little River inter-local agreement to understand political actors and onset of ag leases
- Met with ag producers and federal government staff to understand obstacles to monitoring land use
- Researched and benchmarked practices in soil and water conservation and government contracting
- Analyzed CBA for land uses and refined research into concise report for Board of Commissioners
- Created social media performance measurements for staff at eight (8) county parks
- Used GIS and census data to inform park staff of the need for additional facilities

Relevant economic development research, UNC-Chapel Hill AUG 2013-MAY 2015

- Researched and analyzed labor markets, targeted industry clusters, and incentives for a top 20 MSA
- Created a real estate, redevelopment plan using state tax credits for a rural community in NC

Competitive Market Analyst, Kenan Institute Chapel Hill, NC FEB 2015-JUN 2015

- Benchmarked pricing models and service delivery methods for a public sector client vs competitors

Corporate Communications Instructor, Samsung, LG Seoul, South Korea NOV 2011-MAY 2013

- Created curriculum and taught business professionals in group and 1:1 sessions for various clients

Executive Director, Futures for Kids (F4K) Raleigh, NC APR 2002-NOV 2011

- Stabilized startup organization with assertive fundraising; managed staff of 6 and \$500K budget
- Recruited 70% of new board members and facilitated the organization's first strategic plan
- Raised \$1.3M by developing partnerships with public institutions, private sector, elected leaders
- Developed performance measurements to track usage by schools, corporate partners, volunteers

Communications Consultant, FHI 360 Durham, NC OCT 2001-MAR 2002

- Increased communication channels between 70 international, field offices and headquarters

Marketing Specialist / Event Planner, IBM Durham, NC APR 1999-JUN 2001

- Facilitated collaboration between 8 cross-disciplinary teams through effective meetings
- Exhibited at trade shows and created events to promote IBM in key markets, inc NY, San Fran

EDUCATION

<i>Master of Public Administration</i> , University of North Carolina (UNC)-Chapel Hill	MAY 2015
<i>Certificate in International Development</i> , UNC-Chapel Hill	MAY 2015
<i>Basics of Economic Development workshop</i> , IEDC / UNC School of Government	AUG 2012
<i>Korean for General Purposes, levels 1-2</i> , Sogang University in Seoul	NOV 2011-MAY 2012
<i>Bachelor of Arts, Journalism</i> , UNC School of Journalism	DEC 1996

TECHNICAL SKILLS

ArcGIS – basic □ MapJournal □ IMPLAN - basic □ MS Office suite □ Basecamp □ Social media

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

Housing Authority: Submitted

Nursing Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Nursing Home Community Advisory Committee**Please select your second Board preference: ***

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

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

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

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

☒ None Selected

Cornelis

First Name

J

Middle Initial

van Dijk

Last Name

120 Windbyrne Drive

Street Address

Suite or Apt

Cary

City

NC

State

27513

Postal Code

What district do you live in?

☒ District 3

Home: (202) 507-9882

Primary Phone

Mobile: (410) 829-7381

Alternate Phone

jack.vandijk@gmail.com

Email Address

retired

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:

☒ Cary

Interests & Experiences

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

Have been on the Nursing home Advisory Committee for the last five years

Work Experience

Managed several companies and did marketing work

Volunteer Experience

Was on IT service Advisory Board in Cary

Education

BS Civil Engineering MBA

Comments

Lived in various countries (The Netherlands, England, Germany, USA) and has seen various housing solutions, specifically for affordable housing.

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?

☒ Newspaper

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>