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

Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

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

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

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

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

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

☒ Housing Authority

Ariel

First Name

Aponte

Middle Initial

Last Name

2012 Castana Court

Street Address

Suite or Apt

Willow Spring

City

NC

State

27592

Postal Code

What district do you live in?

☒ District 2

Business: (919) 586-1701

Primary Phone

Home: (919) 353-6298

Alternate Phone

aponte7409@gmail.com

Email Address

Department of Military and
Veterans Affairs

Employer

Inter-Agency Coordinator

Job Title

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

☒ Yes ☐ No

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

☒ Unincorporated Wake County

Interests & Experiences

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

I am the Inter-Agency Coordinator for the North Carolina Department of Military and Veterans Affairs (NC DMVA). I am very interested in serving the Wake County Board and Commission in any capacity. I am a recent retired Special Forces Officer with experience working in South America and North America. I worked at the U.S. Embassy Colombia, where I conducted multi-agency coordination with Federal Agencies, Colombian Military and Law Enforcement, Department of State (DoS), United States Agency for International Development (USAID), and U.S. Embassy Colombia Country Team. As a citizen in the wake county, it is my duty to serve in any capacity to better assist the community I live in.

Work Experience

Serve as a designee on the Sentinel Landscapes Working Group and the Sentinel Landscape Committee for the NC DMVA to oversee the North Carolina Sentinel Landscape Projects. Served as a principle in the SERPPAS group with the task to prevent encroachment around military lands, encourage compatible, resource-use decisions, and improve coordination's among regions, state, communities, and military service. Serve as a convener for the NC DMVA Military Affairs Working Group with the task to collaborate and synchronize veteran and military efforts with state government departments and agencies.

Serve as a principal member on the State Reentry Council Collaborative on behalf of the NC DMVA to develop recommendations for the State Reentry Action Plan. Serve as a council member on the Governor's Advisory Council on Hispanic/Latino Affairs on behalf of the NC DMVA to develop solutions affecting the Hispanic/Latino community. Serve as a principal member on the Hometown Strong Working Group on behalf of the NC DMVA with the task to develop initiatives that restructures state government's approach to addressing the needs of North Carolina's rural communities. Committee member on the NC STRIVE a project of the Governor's Working Group, provides services and supports leading to Student Veterans' success in two-year and four-year public and private institutions of higher education in North Carolina

Volunteer Experience

Active member in the community with over 100hrs of volunteer in re-entry program, feed the hunger, parks and recreation, voter registration, veteran homeless.

Education

Troy University, Troy, Alabama 2015 Master of Science in International Relations Command and General Staff College, Fort Leavenworth, Kansas 2015 Intermediate Level Education Troy University, Troy, Alabama 2013 Bachelor of Science in Criminal Justice Fayetteville Technical Community College, Fayetteville, North Carolina 2011 Associate of General Studies

Comments

Please contact me for further question. I look forward in hearing from you soon. Mr. Aponte

Upload a Resume

[Aponte Ariel DMVA Final Resume.docx](#)

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

[CW3_Retired Ariel Aponte_DD214.pdf](#)

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Hispanic

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESTHIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.ANY ALTERATIONS IN SHADED AREAS
RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) APONTE, ARIEL		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA/SF		3. SOCIAL SECURITY NUMBER 143 84 0865		
4a. GRADE, RATE OR RANK CW3	b. PAY GRADE W03	5. DATE OF BIRTH (YYYYMMDD) 19781224		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 00000000		
7a. PLACE OF ENTRY INTO ACTIVE DUTY FORT BRAGG, NORTH CAROLINA		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 233 ABINGDON CIRCLE SUFFOLK VIRGINIA 23434				
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND USAJFKSWCS WO INSTITUTE SP			b. STATION WHERE SEPARATED FORT BRAGG TC, NC 28310-5000			
9. COMMAND TO WHICH TRANSFERRED N/A				10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$400,000.00		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 180A0 SPECIAL FORCES WO - 10 YRS 8 MOS// NOTHING FOLLOWS		12. RECORD OF SERVICE		YEAR(S)	MONTH(S)	DAY(S)
		a. DATE ENTERED AD THIS PERIOD		2007	09	14
		b. SEPARATION DATE THIS PERIOD		2018	05	15
		c. NET ACTIVE SERVICE THIS PERIOD		0010	08	02
		d. TOTAL PRIOR ACTIVE SERVICE		0009	06	26
		e. TOTAL PRIOR INACTIVE SERVICE		0000	00	00
		f. FOREIGN SERVICE		0002	06	03
		g. SEA SERVICE		0000	00	00
		h. INITIAL ENTRY TRAINING		0000	00	00
i. EFFECTIVE DATE OF PAY GRADE		2014	04	01		
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) AFGHANISTAN CAMPAIGN MEDAL W/ 2 CAMPAIGN STARS//BRONZE STAR MEDAL W/ V DEVICE//BRONZE STAR MEDAL (5TH AWARD)//MERITORIOUS SERVICE MEDAL//ARMY COMMENDATION MEDAL W/ V DEVICE E//ARMY COMMENDATION MEDAL (3RD AWARD)//JOINT SERVICE ACHIEVEMENT MEDAL//ARMY ACHIEVEMENT MEDAL//CONT IN BLOCK 18		14. MILITARY EDUCATION (Course title, number of weeks, and months and year completed) ADV SP OPS TECN CRS, 16 WEEKS, 2014//BASIC INSTRUCTOR TNG, 2 WEEKS, 2016//C&GS COLLEGE RES, 45 WEEKS, 2015//FAC DEVELOPMENT CRS, 1 WEEK, 2016//PERS RECOV PLANS AND OPER CRS, 2 WEEKS, 2008//SERE, 3 WEEKS, 2010//SF WOAC, 9 WEEKS, 2011//SF WOBC, 10 WEEKS, 2007//SMALL GROUP INSTRUCTION//CONT IN BLOCK 18				
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	X	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)				YES	X	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, years of commitment: NA)				YES	X	NO
16. DAYS ACCRUED LEAVE PAID 0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				YES	NO X
18. REMARKS SOLDIER PRESENTED US FLAG//SERVED IN A DESIGNATED IMMINENT DANGER PAY AREA//SERVICE IN IRAQ 20080322-20090101//SERVICE IN AFGHANISTAN 20090710-20100115//SERVICE IN AFGHANISTAN 20100621-20101219//SERVICE IN AFGHANISTAN 20120106-20120923//MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE//CONT FROM BLOCK 13: //MERITORIOUS UNIT COMMENDATION//USA/USAF PRESIDENTIAL UNIT CITATION//ARMY SUPERIOR UNIT AWARD//ARMY GOOD CONDUCT MEDAL//NATIONAL DEFENSE SERVICE MEDAL//AFGHANISTAN CAMPAIGN MEDAL W/ ARROWHEAD//GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL//GLOBAL WAR ON TERRORISM SERVICE//SEE ATTACHED CONTINUATION SHEET The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.						
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 2012 CASTANA CT WILLOW SPRING NORTH CAROLINA 27592		b. NEAREST RELATIVE (Name and address - include ZIP Code) RENATO APONTE 601 CREEKWOOD DR CHESAPEAKE VIRGINIA 23323				
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) NC		OFFICE OF VETERANS AFFAIRS		X	YES	NO
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				X	YES	NO
21a. MEMBER SIGNATURE ESIGNED BY: APONTE, ARIEL. 1029191197	b. DATE (YYYYMMDD) 20180215	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) ESIGNED BY: BEARD, JACQUELINE. MARCHEL. 1065429647 JACQUELINE BEARD, HR ASSISTANT SUPERVISOR			b. DATE (YYYYMMDD) 20180215	

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION RETIREMENT		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE	
25. SEPARATION AUTHORITY AR 635-40, CHAP 4	26. SEPARATION CODE SEK	27. REENTRY CODE NA	
28. NARRATIVE REASON FOR SEPARATION DISABILITY, TEMPORARY (ENHANCED)			
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE		30. MEMBER REQUESTS COPY 4 (Initials) AA	

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS
RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (Continuation Sheet)

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) APONTE, ARIEL	2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA/SF	3. SOCIAL SECURITY NUMBER 143 84 0865
---	--	---

(Specify the item number of the block continued for each entry.) //////////////////////////////////////
CONT FROM BLOCK 18: MEDAL//IRAQ CAMPAIGN MEDAL W/ CAMPAIGN STAR//NON COMMISSIONED OFFICER
PROFESSIONAL DEVELOPMENT RIBBON//ARMY SERVICE RIBBON//OVERSEAS SERVICE RIBBON//NATO
MEDAL//COMBAT INFANTRYMAN BADGE//SPECIAL FORCES TAB//RANGER TAB//SENIOR PARACHUTIST
BADGE//PARACHUTIST BADGE//DRIVER AND MECHANIC BADGE - MECHANIC//CONT FROM BLOCK 14: TNG,
1 WEEK, 2016//NOTHING FOLLOWS

21.a. MEMBER SIGNATURE ESIGNED BY: APONTE, ARIEL, 1029191197	b. DATE (YYYYMMDD) 20180215	22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) ESIGNED BY: BEARD, JACQUELINE, MARCHEL, 1065429647 JACQUELINE BEARD, HR ASSISTANT SUPERVISOR	b. DATE (YYYYMMDD) 20180215
---	---------------------------------------	--	---------------------------------------

Ariel Aponte

2012 Castana Court, Willow Spring, NC 27592
(919) 586-1701 aponte7409@gmail.com

SUMMARY

InterAgency Coordinator with a history of superior performance in the North Carolina Department of Military and Veterans Affairs (DMVA) and with other agencies at the local, state and federal level. Responsible for policy development, consultation, and educating key stakeholders within the DMVA, the Military Affairs Commission, military installation, and cabinet agency partners. Experienced in coordinating with government agencies as well as regional military support alliance and privately funded support groups to maintain the military value and presence in North Carolina. Routinely relied upon by the leadership of the DMVA for knowledge, advice, guidance and leadership to resolve issues and address potential concerns that affect may affect military installations, veterans, and government objectives.

WORK EXPERIENCE

NC Department of Military and Veterans Affairs, Raleigh, NC 06/2018 – present
InterAgency Coordinator

- Serve as a designee on the Sentinel Landscapes Working Group and the Sentinel Landscape Committee for the DMVA to oversee the North Carolina Sentinel Landscape Projects.
- Served as a principle in the SERPPAS group with the task to prevent encroachment around military lands, encourage compatible, resource-use decisions, and improve coordination's among regions, state, communities, and military service.
- Serve as a convener for the DMVA Military Affairs Working Group with the task to collaborate and synchronize veteran and military efforts with state government departments and agencies.
- Serve as a principal member on the State Reentry Council Collaborative on behalf of the DMVA to develop recommendations for the State Reentry Action Plan.
- Serve as a council member on the Governor's Advisory Council on Hispanic/Latino Affairs on behalf of the DMVA to develop solutions affecting the Hispanic/Latino community.
- Serve as a principal member on the Hometown Strong Working Group on behalf of the DMVA with the task to develop initiatives that restructures state government's approach to addressing the needs of North Carolina's rural communities.

US Army, Special Forces Warrant Officer Institute, Fort Bragg, NC 06/2016 – 05/2018
Director of Professional Military Education (PME)

- Planned, coordinated, budgeted and resourced a 10-week PME program of instructions conducted twice annually for elite Special Forces Warrant Officers.
- Taught, coached, and mentored 71 mid-grade Special Forces Warrant Officers to assume duties and responsibilities at management level as a leader, planner, and advisor.
- Oversaw a complex course redesign that improved 65 lesson plans, increased relevancy of 4 modules and efficiently prepared Officers to meet strategic and operational requirements.

US Army, Special Operations Command, Fort Bragg, NC 06/2015 – 06/2016
Operations Officer (3-Star Command)

- Planned, coordinated, budgeted and monitored all Army Special Operations Forces involvement in Contingency Operations, Joint Chiefs of Staff (JCS) Exercises, Joint Combined Exchange Training (JCET), Security and Training Assistance Missions, and Counterdrug Operations in the USNORTHCOM/USSOUTHCOM Area of Responsibility (AOR).
- Served as the USNORTHCOM/USSOUTHCOM Operations Officer ensuring flawless execution of 51 successful missions and coordination with various Commands; liaison between Government Agencies and the Headquarters (HQ) Department of Army (DA) supporting over 26 Joint Operations.
- Managed the allocation and expenditure of over \$22.1 million in support of SOUTHCOM/NORTHCOM theater strategy.

- Briefed and wrote 48 situational reports to the USASOC Commanding General on a weekly basis.

US Army, 7th Special Forces Group, Eglin Air Force Base, FL 09/2012 – 04/2014
Company Special Forces Operations Warrant (Management)

- Served as the Executive Officer and Senior Warrant Officer for a 90-man Special Forces Company; Advised the commander on all aspects of Special Operations Forces (SOF) missions and training.
- Responsible for managing the billing, payment and approval process of the Army purchase program as the Billing Official.
- Ensured the company maintained 100% accountability of its \$35 million worth of company equipment, without incident.
- Synchronized, planned, and logistically supported 37 military enduring activities and 13 episodic activities in the country of Colombia.
- Conducted multi-agency coordination with Federal Agencies, Colombian Military and Law Enforcement, Department of State (DoS), United States Agency for International Development (USAID), and U.S. Embassy Colombia Country Team.
- Served as the Contracting Officer for 6 overseas contracts worth \$2.5 million quarterly.
- Trained brigade and battalion level staff officers in contingency response, deliberate planning, human rights and logistics operations in support of Colombian campaign plan.
- Planned and executed the ground and air movement of 108 U.S. personnel and equipment overseas and stateside.

US Army, 7th Special Forces Group, Fort Bragg, NC 12/2007 – 08/2012
Special Forces Assistant/Detachment Commander (Supervisor)

- Supervised the employment of a twelve-man Special Forces Operational Detachment Alpha in support of Geographic Combatant Command (GCC) objectives.
- Served in the capacity and role as a paying agent and field ordering officer for 3 operational deployments with local and foreign contracting vendors totaling \$1.0 million.
- Constructed a diverse individual and collective Pre-Mission Training (PMT) plan that prepared SOF soldiers for full spectrum operations in Afghanistan.
- Planned and resourced a technical training venue for 48 Special Forces soldiers, resulting in an improved understanding of Village Stability Operations (VSO) for the Battalion in remote areas.
- Served as the SOF Liaison Officer (LNO) to a British Brigadier General for three months in Afghanistan.
- Coordinated 50+ logistical and humanitarian aid operations between Special Forces, the El Salvadoran Cuscatlán Battalion 3 Civil Affairs Teams, and other governmental agencies in order to legitimize the Iraqi Security Forces and the Government of Iraq.
- Implemented a maintenance plan to address shortfalls in the Salvadoran Battalions maintenance program that enabled the Salvadoran Battalion to maintain their weapons and equipment above a 93% operational readiness rating during their combat rotation.

EDUCATION

Troy University , Troy, Alabama <i>Master of Science in International Relations</i>	2015
Command and General Staff College , Fort Leavenworth, Kansas <i>Intermediate Level Education</i>	2015
Troy University , Troy, Alabama <i>Bachelor of Science in Criminal Justice</i>	2013
Fayetteville Technical Community College , Fayetteville, North Carolina <i>Associate of General Studies</i>	2011

REFERENCES

Ariel Aponte: Department of Military and Veterans Affairs: InterAgency Coordinator

Jeremy J. Collins

Director, Office of Public Engagement
Office of Governor Roy Cooper
20301 Mail Service Center
Raleigh, North Carolina 27699-0301
919-814-2041
Jeremy.Collins@nc.gov

Nimasheena N. Burns, MPA, CFSW

Director Communications and Project Management
NC Department of Military and Veterans Affairs
413 N. Salisbury Street, Raleigh, NC 27699
984-204-2994
Nimasheena.burns@milvets.nc.gov

Robert L. Johnson

Installation Coordinator
NC Department of Military and Veterans Affairs
413 N. Salisbury Street, Raleigh, NC 27699
919-807-4864
robert.johnson@milvets.nc.gov

Matty Lazo-Chadderton

Deputy Director of Public Engagement
Office of Governor Roy Cooper
20301 Mail Service Center
Raleigh, North Carolina 27699-0301
919-814-2055
matty.lazochadderton@nc.gov

LTC David Gunther

Battalion Commander
7th SFG (A)
910-922-3177
David.w.gunthermail@army.mil
Commander

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

Capital Area Workforce Development Board: Submitted
Jury Commission: Submitted
Juvenile Crime Prevention Council: Submitted
Nursing Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Capital Area Workforce Development Board

Please select your second Board preference: *

☒ Human Services Board

Please select your third Board preference: *

☒ Juvenile Crime Prevention Council

Please select your fourth Board preference: *

☒ Alliance Behavioral Healthcare

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

Joy

First Name

C

Middle Initial

Belk

Last Name

1107 Buckhorn Rd

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Mobile: (919) 815-7019

Primary Phone

Business: (919) 815-7019

Alternate Phone

joycbelk@aol.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?

I believe my experience in the legal and education fields along with my experience in management, marketing and budgeting will allow me to assist in the work that has already been laid by the commissions.

Work Experience

North Carolina State Bar November 2013 – Present Assistant Director of Paralegal Certification • Manage the daily administration of the paralegal certification program, including supervising the compliance coordinator • Assist director with planning for board meetings • Provide advice and assistance to the Board of Paralegal Certification, its committees, and chairs • Transcribe minutes of board and committee meetings • Assist with preparation of annual budget and annual report to Council • Coordinate bi-annual administration of certification exam; work with the ExamSoft and the board's psychometrician on the processes necessary for a valid and reliable exam • Provide information and make public presentations on paralegal certification to bar organizations, prospective applicants, and the public North Carolina Prisoner Legal Services, Inc. January 2009 – September 2013 Paralegal • Prepared legal documents including complaints, motions, orders, discovery, subpoenas, and pleadings • Researched and prepared summations of medical records, legal research and client correspondence • Assisted in trial preparation, compiling trial notebooks, briefing clients, and compiling witness and exhibit lists • Reviewed and checked accuracy of trial transcripts, Transcript of Plea, Judgment and Commitment Forms, Prior Record Level Worksheets Quintiles, Inc., May 2008 – November 2008 Contracts Paralegal • Authored Standard Operating Procedures (SOPs) regarding Confidentiality Agreements, SOP Requests and requests for financial data • Reviewed, negotiated and developed contract terms for client-generated contract templates, assuring consistency, accuracy, and legal protection of client information • Fulfilled requests for financial information and SOP requests from project managers and legal team members Department of Justice October 2006 – April 2008 Legal Assistant • Negotiated repayment contracts to the State of North Carolina • Researched legal remedies, property inquiries, and payment options for both the payee and State of North Carolina • Maintained accuracy of negotiation records, payments and correspondence in database

Volunteer Experience

Paralegal Education Presenter June 2010 – Present • Frequently serves as a guest speaker for several continuing legal education sponsors and paralegal associations. • Lectures paralegal students who attend qualified paralegal programs in the areas of ethics, industry trends and the importance of seeking board certification Miller Motte College Paralegal Education Program Advisory Board Member • Reviews program curriculum and provide feedback regarding the adequacy of the program objectives, program length, curriculum content and learning resources • Recommends expansion, modification, or discontinuance of a program • Provides advice regarding equipment needs and instructional materials necessary to make learning • environment most beneficial • Establishes standards to act as guidelines for the assessment of student readiness for employment • Teams with fellow board members to provide suggestions to strengthen community relationships and service to the profession Vance Granville Community College Paralegal Education Program Advisory Board Member • Collaborates with and provides directives to paralegal education program administrators regarding increasing enrollment in existing paralegal courses while preserving overall program attendance • Reviews and comments on the paralegal program's including the appropriateness of curriculum objectives, program length, curriculum, and employment outcomes prior to submission for approval of the new courses • Highlights geographical area training needs and training possibilities for the program • Recommends expansion, modification, or discontinuance of a program • Advises special topics to include as part of educational experience Guardian Ad Litem, North Carolina Bar Association - Paralegal & Small Firm & Technology Divisions, Delta Sigma Theta Sorority, Inc.

Education

Meredith College~ Raleigh~ North Carolina A.B.A. Post Graduate Certification~ Paralegal Studies Liberty University, Lynchburg, VA M.A. Human Services – Family and Marriage Counseling Meredith College, Raleigh, NC A.B.A. Post Graduate Certification, Paralegal Studies East Carolina University, Greenville, NC B.A. Health and Human Performance

Comments

[Joy C. Belk NCCP Resume.doc](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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>

Joy C. Belk, NCCP

Joy C. Belk, NCCP

1107 Buckhorn Road • Garner, NC 27529
(919) 815.7019 • joycbelk@aol.com

PROFESSIONAL EXPERIENCE

Paralegal Education Presenter

June 2010 – Present

- Frequently serves as a guest speaker for several continuing legal education sponsors and paralegal associations.
- Lectures paralegal students who attend qualified paralegal programs in the areas of ethics, industry trends and the importance of seeking board certification

Miller Motte College

Paralegal Education Program Advisory Board Member

- Reviews program curriculum and provide feedback regarding the adequacy of the program objectives, program length, curriculum content and learning resources
- Recommends expansion, modification, or discontinuance of a program
- Provides advice regarding equipment needs and instructional materials necessary to make learning environment most beneficial
- Establishes standards to act as guidelines for the assessment of student readiness for employment
- Teams with fellow board members to provide suggestions to strengthen community relationships and service to the profession

Vance Granville Community College

Paralegal Education Program Advisory Board Member

- Collaborates with and provides directives to paralegal education program administrators regarding increasing enrollment in existing paralegal courses while preserving overall program attendance
- Reviews and comments on the paralegal program's including the appropriateness of curriculum objectives, program length, curriculum, and employment outcomes prior to submission for approval of the new courses
- Highlights geographical area training needs and training possibilities for the program
- Recommends expansion, modification, or discontinuance of a program
- Advises special topics to include as part of educational experience

North Carolina State Bar

November 2013 – Present

Assistant Director of Paralegal Certification

- Manage the daily administration of the paralegal certification program, including supervising the compliance coordinator
- Assist director with planning for board meetings
- Provide advice and assistance to the Board of Paralegal Certification, its committees, and chairs
- Transcribe minutes of board and committee meetings
- Assist with preparation of annual budget and annual report to Council
- Coordinate bi-annual administration of certification exam; work with the ExamSoft and the board's psychometrician on the processes necessary for a valid and reliable exam
- Provide information and make public presentations on paralegal certification to bar organizations, prospective applicants, and the public

North Carolina Prisoner Legal Services, Inc.

January 2009 – September 2013

Paralegal

- Prepared legal documents including complaints, motions, orders, discovery, subpoenas, and pleadings
- Researched and prepared summations of medical records, legal research and client correspondence

Joy C. Belk, NCCP

- Assisted in trial preparation, compiling trial notebooks, briefing clients, and compiling witness and exhibit lists
- Reviewed and checked accuracy of trial transcripts, Transcript of Plea, Judgment and Commitment Forms, Prior Record Level Worksheets

Quintiles, Inc.,
Contracts Paralegal

May 2008 – November 2008

- Authored Standard Operating Procedures (SOPs) regarding Confidentiality Agreements, SOP Requests and requests for financial data
- Reviewed, negotiated and developed contract terms for client-generated contract templates, assuring consistency, accuracy, and legal protection of client information
- Fulfilled requests for financial information and SOP requests from project managers and legal team members

Department of Justice
Legal Assistant

October 2006 – April 2008

- Negotiated repayment contracts to the State of North Carolina
- Researched legal remedies, property inquiries, and payment options for both the payee and State of North Carolina
- Maintained accuracy of negotiation records, payments and correspondence in database

SKILLS

Word • Excel • Powerpoint • Slack • G-Suite • Zoom • Legal Files • ACIS • Amicus • Needles • Client Profile • PracticeMaster • Notary Public • Westlaw • TaskMaster • Tort Claims Tracking • Affinity • Workshare Professional 5.0 • Salesforce/Customer Relations Management/Database • ExamSoft

PROFESSIONAL & PAST ACCOMPLISHMENTS

Guardian ad Litem Advocate
2013 North Carolina Bar Association Distinguished Paralegal of the Year Nominee
Former Board Member of the North Carolina Bar Association Paralegal Division
Former Co-chair of the Continuing Education Committee for the North Carolina Bar Association Paralegal Division
Former Chair of the Pro-Bono Committee

ASSOCIATIONS/MEMBERSHIPS

North Carolina Board Certified Paralegal
North Carolina Bar Association – Paralegal Division/Small Firm & Technology Division
Member of Delta Sigma Theta Sorority, Inc.

EDUCATION

Liberty University, Lynchburg, VA
M.A. Human Services – Family and Marriage Counseling

Meredith College, Raleigh, NC
A.B.A. Post Graduate Certification, Paralegal Studies

East Carolina University, Greenville, NC
B.A. Health and Human Performance

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

Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

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

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

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

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

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

☒ Domestic Violence Fatality Review Team

Colleen

First Name

L.

Middle Initial

Bishop

Last Name

7305 Bryn Athyn Way

Street Address

Apt 126

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

What district do you live in?

☒ District 5

Home: (919) 452-5099

Primary Phone

Business: (919) 256-4979

Alternate Phone

clbishop20@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:

None Selected

Interests & Experiences

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

Service to mankind has always been a staple quote of mine. In a country where local democracy is valued, I feel like it's my duty as a citizen to be involved in my community and learn more about local issues. The board or commission offers an important opportunity for me to be of service to mankind. I also think serving is a great learning experience in many dimensions, including people's perspectives.

Work Experience

Legal Assistant Security Guard Public Safety Officer Client Relations Specialist

Volunteer Experience

Guardian Ad Litem Volunteer Program KidzNotes Parent Volunteer Coordinator Alpha Kappa Alpha Sorority Incorporated

Education

BA-Criminal Justice Pursuing a Graduate Degree in Child Advocacy and Policy

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?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

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

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

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

☒ Hispanic

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

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?**

Citizen's Energy Advisory Commission: Submitted

Juvenile Crime Prevention Council: Submitted

United Arts Grants Panels: Submitted

Please select your first Board preference: *

☒ United Arts Grants Panels**Please select your second Board preference: ***

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

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

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

☒ Historic Preservation Commission**Please select your sixth Board preference: ***

☒ Human Services Board

Erica

First Name

Coln

Middle Initial

Last Name

1102 Buckhorn Rd

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Mobile: (919) 827-7624

Primary Phone

Business: (919) 455-2331

Alternate Phone

ericamcoln@yahoo.com

Email Address

Concord Hospitality Enterprises

Employer

Controller

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:

☒ Garner

Interests & Experiences

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

I have been serving on a United Arts Panel for the past 8 years or so and would enjoy the opportunity to continue to serve on this panel as well as another Board if available.

Work Experience

Volunteer Experience

Education

East Carolina University-B.S Political Science

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

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>



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?**

Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

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

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

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

☒ Garner Planning and Appearance Commission**Please select your fifth Board preference: ***

☒ Jury Commission**Please select your sixth Board preference: ***

☒ Domestic Violence Fatality Review Team

Willie

First Name

DuPree

Middle Initial

Last Name

503 Tiffany Circle

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Home: (919) 758-9698

Primary Phone

Mobile: (919) 758-9698

Alternate Phone

willie.dupree@siemens.com

Email Address

Siemens

Employer

DX Instrument 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:

☒ Garner

Interests & Experiences

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

I believe in order to be part of change and growth within a community we must all take part in serving the community.

Work Experience

I've worked in the medical industry for the past 15years

Volunteer Experience

I coached girls and boys basketball in North Carolina and Virginia. I have spoken to at youth risk for the Boys and Girls Club in Virginia.

Education

Graduate of Virginia State University - BS Political Science - 1995

Comments


[resume_future_2015.doc](#)

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

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>

Willie DuPree
503 Tiffany Circle
Garner NC 27529

(919) 468-7571 {W}
(919) 758-9698 {C}

Objective:

To obtain a challenging position where I can maximize my Supervisory, Inventory, research and customer service skills in a fast paced work environment

Experience:

December 2013 – Present

DX Small Instrument Exchange Specialist – Team Lead

Currently serve as the Lead of the team with overall responsibilities to include handling escalated issues from customers regarding their instruments.

Create PO's to CSML and Sanmina for creation of orders for exchange instruments and repair and return with and without loaners.

Create return orders to CSML and Sanmina

Process MIGO transactions for billing in SAP P40

Run monthly DX Small Instrument inventory report for Sr. Manager.

Work directly with our teams in Sanmina and Memphis to create processes to better enhance the overall DX Small Instrument Exchange process.

Attend weekly Sanmina meetings to resolve issues with receiving instruments into the warehouse.

Attend monthly meeting to assist in resolving serial number issues within the install base.

December 2008 – December 2013

Inventory Control Analyst – Siemens Medical Solutions

Monitor inventory for the South East United States to ensure inventory levels are maintained in an effort to ensure parts are available to the field for service call completions

Work directly with the Processing Group to complete work-pool errors in order to process EFSR's for correct billing/invoicing

Respond to calls and emails from field service engineers, area service managers, processing center, customer service material logistics purchasing and returns processing inspectors to confirm and correct inventory issues and discrepancies.

Work to meet average CSG Service inventory of 9.5m by daily monitoring inventory and tracking returned parts that have not been removed from FSE's inventory

Assist FSE's with inventory issues that arise while working in the field

Maintain non confirmed inventory {NCI} resolution average to 3 days by providing extensive research of returned parts issues that arise in Memphis

Maintain average loaner tool inventory to 15 days to ensure stocking levels are maintained in order to assist FSE's with future orders

Complete Prism physical inventory of all spare parts and tools yearly with minimal variance in an effort to maintain inventory stocking levels

Run weekly reports for Zone Vice President and Asm's to assist with monitoring inventory levels in the field

January 2006- December 2008

Order Admin Lead – Siemens Medical Solutions

Handle various escalations for internal and external customers
Coach and develop new team members to perform Order Admin functions

Provided direction and leadership in the day-to-day operations in the Customer Service call center to ensure the highest level of service was delivered.

Responsible for ensuring the delivery of new hire and refresher training

Coaching, developing and motivating employees to achieve a high level of performance. Fosters a positive and open working environment

Provides monthly performance feedback to CSR's in order to address performance gaps and manage performance improvement

Reports and analyzes call and performance statistics, and makes necessary adjustments for continued improvement

Analyze inquiry trends on repeat and/or negative customer call drivers, and make recommendations to improve the quality of service and process

Monitor RD6 box daily to provide ETA's on same day parts shipments to customers and FSE's

Monitor Order Admin mailbox daily and respond to escalations, purchase order issues as well as parts postings.

Schedule monthly Order Admin team meetings

Communicate daily with CSML America and Germany regarding purchase order issues

Handle SOX audits for Direct Sales

Communicate with Tool Center in Jonesboro daily to provide accurate tool stocking levels to FSE's and uptime service center

Assist Zone Managers with parts order training for new hires

Work with various vendors for parts ordering

May 2005 – January 2006

Direct Sales Lead – Siemens Medical Solutions

Run the Vendor Invoice/Order Related Billing Report daily.

Monitor the 1600 storage location report for orders set to ship directly to the customer from the factory.

Manage staffing levels and schedules to balance the current and projected workflow to successfully optimize and meet customer demand.

Responds to and resolves difficult customer issues and complaints when situations have been escalated.

Support in all required month and quarter-end financial activities

Run the Same Day Report once a week to obtain shipping charges for same day orders.

Handle escalations from customers and Field Service Engineers.

Assist in routing customer complaints to the Customer Advocate group.

Assist in scheduling overtime for the team.

Assist with training of new hires.

June 2004 –May 2005

Order Entry/Direct Sales/Admin

Create purchase orders for vendors

Work directly with vendors to obtain parts and tracking information.
Add and remove parts from purchase orders.

Run USA CSML Order Delivery Report.

Maintain P40 workflow for failed orders in SAP.

Monitor errors in P51

Research and fix errors that occur in Direct sales and Order Entry.

Monitor the RD6 box and provide ETA's to customers and FSE's.

Work daily with CSML to handle parts issues and escalations.

September 2003 – June 2004

Order Entry/Direct Sales – Siemens Medical Solutions

Place parts orders for FSE's and customers

Track and provide shipping information to FSE's and customers

Submit escalations to CSML to provide better ETA's on part orders

Work with credit reps to release blocked orders

Place Direct sales orders obtained from customers via fax.

SPECIALIZED SKILLS

SAP system knowledge

Demonstrated leadership and management skills

Good communication skills with the ability to relate to employees at all levels

In the organization

Excellent organizational, planning and decision-making skills with strong attention to detail and follow-through

Strong analytical and problem-solving skills

Demonstrated ability to coach and develop employees

Excellent conflict resolution and interpersonal skills

Education:

Denbigh High – Graduate 1991

Virginia State University – 1991 – 1995
BS Political Science.

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

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

Please select your first Board preference: *

☒ Juvenile Crime Prevention Council

Please select your second Board preference: *

☒ Jury Commission

Please select your third Board preference: *

☒ Historic Preservation Commission

Please select your fourth Board preference: *

☒ Commission for Women

Please select your fifth Board preference: *

☒ Fire Commission

Please select your sixth Board preference: *

☒ Domestic Violence Fatality Review Team

Brianna

First Name

L

Middle Initial

Fanning

Last Name

900 Old Baron Dr

Street Address

Suite or Apt

Fuquay Varina

City

NC

State

27526

Postal Code

What district do you live in?

☒ District 2

Mobile: (984) 225-0338

Primary Phone

Home: (919) 762-6271

Alternate Phone

bfredhead@gmail.com

Email Address

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

☐ Yes ☒ No

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

☒ Fuquay-Varina

Interests & Experiences

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

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

Work Experience

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

Volunteer Experience

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

Education

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

Comments

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

[fanning_resume_Wake_County_.pdf](#)

Upload a Resume

[Sue_Gray_Letter_of_Recomendation_.pdf](#)

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

[Fanning_Unofficial_Wake_Tech_Transcript__1_.pdf](#)

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

Wake Tech Comm Coll

Date: February 11 2019
 Name: Fanning, Brianna Lane

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

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

ID: 2097149

Curriculum:

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

Term Totals: 6.00 6.00 24.00 GPA = 4.000

Cumulative Totals: 38.00 38.00 145.00 GPA = 3.816

Criminal Justice Technology: Intro to Law Enforcement

Program Total: Completed Cred : = 6.00 GPA = 4.000

College Transfer Pathway Leading to the Associate in Arts

Program Total: Completed Cred : = 29.00 GPA = 3.759

Note:

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

The courses with *A are CAA courses.

END OF TRANSCRIPT

Feb. 15, 2019

To whom it may concern,

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

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

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

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

Sincerely,

Sue Gray, Ms. Ed

Phone: (919)218-3196

Email: Hope2kidz@gmail.com

BRIANNA FANNING

CONTACT

PHONE

984-225-0338

EMAIL

bfredhead@gmail.com

ADDRESS

900 Old Baron Drive
Fuquay-Varina NC 27526

DOB

August 8 2000

EXTRACURRICULARS

MOCK TRIAL

NCFCA SPEECH & DEBATE

NATIONAL HONORS SOCIETY

HS TRAVEL SOFTBALL

NC TEEN COURT

TEEN GOVERNMENT CLUB

GENERAL ASSEMBLY PAGE

VOLUNTEER WORK

(150 HOURS LOGGED SENIOR YEAR)

WITH LOVE FROM JESUS

NC REPUBLICAN PARTY

GIRL'S PITCHING COACH

ENGLISH/MATH TUTOR

EDUCATION

HERITAGE CHRISTIAN ACADEMY HOMESCHOOL

Graduation Date: May 2019

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

- 4.6 GPA
- 27 ACT
- 1260 SAT

COMMUNITY COLLEGE

Transfer Date: May 2019, currently enrolled

- 60 credit hours completed
- 3.8 GPA

WORK EXPERIENCE

COLLEGE ASSISTANCE CHAIR

Leadership Initiatives' International Business Internship | 2018-Present

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

INTERN

Goodwin Weber PLLC | 2018

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

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

INTERN

North Carolina Republican Party | 2018-Present

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

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

NC TEEN COURT ATTORNEY

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

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

WAKE COUNTY BOARD OF ELECTIONS

Multi-Partisan Assistance Team

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

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

Fire Commission: Appointed
Juvenile Crime Prevention Council: Submitted
Library Commission: Submitted
GoTriangle Transit Citizen Advisory Committee: Submitted

Please select your first Board preference: *

☒ Fire Commission

Please select your second Board preference: *

☒ Information Technology Advisory Committee

Please select your third Board preference: *

☒ Triangle Transit Authority Board

Please select your fourth Board preference: *

☒ Juvenile Crime Prevention Council

Please select your fifth Board preference: *

☒ Aircraft Noise Abatement Committee

Please select your sixth Board preference: *

☒ Citizen's Energy Advisory Commission

Satish

First Name

S

Middle Initial

Garimella

Last Name

207 Spencor Mill Rd

Street Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

What district do you live in?

☒ District 7

Mobile: (919) 699-1043

Primary Phone

Home: (919) 468-8220

Alternate Phone

garimella@gmail.com

Email Address

AT&T

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:

☒ Morrisville

Interests & Experiences

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

To understand and server the community better .

Work Experience

o 18 + years of experience of IT industry with proven track record of success that requires a wide range of skill set, roles and industry verticals experience. o 17 + Years of experience in Telecom sector and expertise in Trouble Ticketing and Trouble Management systems. o Experienced in a broad spectrum of IT support including trouble resolution, administration and monitoring IT platforms, analysis, design, troubleshooting, customizations and implementation of software applications including systems/networks/databases and Remedy applications.

Volunteer Experience

Town Council , Morrisville HOA President of Breckenridge , 1140 homes from last 5 years Board of Directors at The Friends of the North Carolina Museum of Natural Sciences

Education

BS in Electronics MS in Computer Science

Comments

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Asian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

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

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

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

Please select your first Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your second Board preference: *

☒ Alcoholic Beverage Control Board

Please select your third Board preference: *

☒ Library Commission

Please select your fourth Board preference: *

☒ Capital Area Workforce Development Board

Please select your fifth Board preference: *

☒ Jury Commission

Please select your sixth Board preference: *

☒ Juvenile Crime Prevention Council

Chad

First Name

M

Middle Initial

Hunter

Last Name

1210 Westview Lane

Street Address

Apt. 205

Suite or Apt

Raleigh

City

NC

State

27605

Postal Code

What district do you live in?

☒ District 5

Home: (704) 564-2648

Primary Phone

Business: (919) 745-2920

Alternate Phone

chadmhunter@gmail.com

Email Address

Syneos Health

Employer

Project Manager I

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I would like to give back to my community.

Work Experience

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

Volunteer Experience

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

Education

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

Comments

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

[Hunter_Chad_CV.pdf](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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>

Chad Hunter

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

Biography

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

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

His therapeutic area experiences include:

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

Professional Experience

Nov 2018 - Present Syneos Health

Project Manager I

Project Administration

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

Financials/Reporting

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

study milestones.

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

Business Development

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

Knowledge/Training

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

Jan 2018 - Nov 2018 Syneos Health

Project Specialist II

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

Apr 2017 - Jan 2018 INC Research

Project Specialist II

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

a therapeutic area.

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

May 2016 - Apr 2017 Premier Research

Project Specialist

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

Dec 2015 - May 2016 North Carolina State University

Postdoctoral Research Associate

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

Jul 2011 - Dec 2015 North Carolina State University

Graduate Research and Teaching Assistant

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

Aug 2009 - Jun 2011 East Carolina University

Graduate Research and Teaching Assistant

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

Therapeutic Experience

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

Languages

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

Additional Experience

- Pain, Bunionectomy
- Pain, Knee Replace

Education

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

Publications & Presentations

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

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

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

Juvenile Crime Prevention Council: Submitted**Please select your first Board preference: ***

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

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

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

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

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

☒ Housing Authority

Cory

First Name

S

Middle Initial

Johnson

Last Name

7621 Sumter Crest dr

Street Address

Apt 8307

Suite or Apt

Raleigh

City

NC

State

27617

Postal Code

What district do you live in?

☒ District 7

Home: (443) 509-6111

Primary Phone

Mobile: (443) 831-3137

Alternate Phone

cjohn4050@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:

None Selected

Interests & Experiences

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

I want to be more involved with how our community operates. I feel like I can help add value to the process.

Work Experience

Volunteer Experience

While in the U.S. Army, I volunteered on several occasions to assist the present mission. For example, I volunteered to help with Veteran funeral services, provided tactical medical training to Federal Agents at the Pentagon, and provided medical coverage for Presidential speeches.

Education

Comments

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Google Search

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?**

Historic Preservation Commission: Submitted

Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

☒ Historic Preservation Commission**Please select your second Board preference: ***

☒ Juvenile Crime Prevention Council**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

Carla

First Name

Monroe

Middle Initial

Last Name

The Science House

Street Address

909 Capability Drive, Suite
1200

Suite or Apt

Raleigh

City

NC

State

27695

Postal Code

What district do you live in?

☒ District 4

Home: (404) 909-5842

Primary Phone

Mobile: (404) 909-5842

Alternate Phone

crmonroe@ncsu.edu

Email Address

NCSU

Employer

Grant Writer

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 want to be an active citizen in Raleigh and help improve the quality of life in the city. My professional and personal interests are most aligned with the boards that I have selected.

Work Experience

NC State University, Grant Writer 2018-present

Volunteer Experience

Education

BA, Meredith College, MA, Emory University PhD, Emory University

Comments

[Carla_Monroe_1-page_CV.pdf](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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>

CV

CARLA R. MONROE

Fall 2019

Mailing Address:

Phone: (404) 909-5842

The Science House
North Carolina State University
909 Capability Dr., Suite 1200
Raleigh, NC 27695

E-mail: crmonroe@ncsu.edu;
carla@drclamonroe.com

EDUCATION

Postdoctoral study, The University of Georgia, Athens. Affiliation: Institute for Behavioral Research.

Ph.D., Emory University, Atlanta, Georgia, May 2004. Major field: Educational Studies.

M.A., Emory University, Atlanta, Georgia, May 2000. Major field: Educational Studies.

B.A., Meredith College, Raleigh, North Carolina, May 1997. Major: Spanish; Minor: Psychology; Teacher Certification: K-12/Spanish. *Cum laude*.

RELEVANT WORK EXPERIENCE (selected)

NC State University, Grant Writer (2018-present)
Wake County Public School System, Teacher (2014-2018)
Governor Morehead School, Teacher (2014)
University of Georgia, Research Scientist (2006-2009)

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

Human Services Board: Submitted

Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

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

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

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

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

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

☒ Alcoholic Beverage Control Board

Jeremiah

First Name

pierce

Middle Initial

Last Name

9204 Dakins Court

Street Address

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

What district do you live in?

☒ District 1

Mobile: (919) 749-2211

Primary Phone

Home: (919) 749-2211

Alternate Phone

frank@nrlandscape.com

Email Address

SELF

Employer

Owner

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

To help make a difference in the communities.

Work Experience

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

Volunteer Experience

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

Education

Graduated 2009 Mount Olive College.

Comments

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

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?**

Juvenile Crime Prevention Council: Submitted**Please select your first Board preference: ***

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

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

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

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

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

☒ Juvenile Crime Prevention Council

Jacob

First Name

Rigg

Last Name

1104 Groveview Wynd

Street Address

Suite or Apt

Wendell

City

NC

State

27591

Postal Code

What district do you live in?

☒ District 1

Mobile: (321) 604-1327

Primary Phone

Home: (321) 604-1327

Alternate Phone

jacobrigg17@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:

☒ Wendell

Interests & Experiences

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

I just moved to the Raleigh area and having volunteered with Teen Court, figured this would be a great opportunity to network and be more involved in my community.

Work Experience

Lend-A-Wing Pantry Assistant Director Eastern Florida State College Junior Student Recruiter

Volunteer Experience

Teen Court throughout high school. American Lung Association college internship

Education

A.S. Degree in Digital Media B.S. In Communications with a concentration in Public Relations

Comments

I attended JCPC's September meeting. At this time I'm only interested in joining the JCPC board.

[Rigg 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 *

☒ Asian

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>

JACOB RIGG

JacobRigg17@gmail.com

<https://www.linkedin.com/in/jacob-rigg-4a8080b6/>

Jacksonville, Florida

EDUCATION:

University of North Florida, Jacksonville Florida

August 2017-August 2019

Expected Graduation: August 2019

Bachelor of Science in Communication with a concentration in Public Relations

Eastern Florida State College, Melbourne Florida

August 2013- May 2017

Associates of Arts

Associates of Science in Digital Media

RELEVANT EXPERIENCE:

American Lung Association

Jacksonville, Florida

Development Intern

May 2019-July 2019

- Assisted with the production of multiple fundraisers
- Contacted and secured in-kind donations from various local businesses
- Fostered a positive relationship with existing donors
- Complied and updated lists of sponsors for each event

University of North Florida, Student Government

Lend-A-Wing Assistant Director

Jacksonville, Florida

October 2017-August 2018

- Promoted the food pantry on main campus
- Ensured the pantry operated smoothly
- Edited the Lend-A-Wing website
- Managed Lend-A-Wing staff

LEADERSHIP EXPERIENCE:

Student Government Association, Eastern Florida State College

Cocoa, Florida

President

2016-2017

Student Government Association, Eastern Florida State College

Cocoa, Florida

Student Ambassador

2015-2016

Digital Media Bobcats, Eastern Florida State College

Cocoa, Florida

President

2015-2016

Other EXPERIENCE:

Ad/PR Campaigns

Jacksonville, Florida

Research Team

January 2019-May 2019

Digital Media Bobcat Independent Digital Features Festival

Cocoa , Florida

Festival Director

May 2015-May 2017

Eastern Florida State College, Melbourne Florida

Cocoa, Florida

Junior Student Recruiter

August 2016- July 2017

Skills:

Microsoft Word

Ektron CMS

Photography

Basic AP Style Knowledge

Public Speaking

Organizational Management

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?

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?**

Juvenile Crime Prevention Council: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Human Services Board

Please select your second Board preference: *

☒ Population Health Task Force

Please select your third Board preference: *

☒ Human Services Board

Please select your fourth Board preference: *

☒ None Selected

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

Stephanie

First Name

Rubain

Last Name

4828 Topstone Road

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

☒ District 2

Home: (732) 763-9373

Primary Phone

Home: (732) 763-9373

Alternate Phone

slruba@hotmail.com

Email Address

NC State University

Employer

Assistant 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 feel it is my civic and personal responsibility to take an active role in my community.

Work Experience

see attached resume

Volunteer Experience

see attached resume

Education

PsyD 2007 Rutgers, The State University of New Jersey

Comments

[resume_cv_2017.docx.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

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>

STEPHANIE L RUBAIN, PSYD, LPC

North Carolina State University
Counseling Center
2815 Cates Avenue
Raleigh, NC 26975

slrubain@ncsu.edu
P: 919-515-2423
F: 919-515-8525

EDUCATION

Psy. D. Clinical Psychology 2007	Graduate School of Applied and Professional Psychology Rutgers University Piscataway, New Jersey
--	---

M.A. Clinical Psychology Maryland 1995	Towson State University Towson,
---	---------------------------------

B.S. Psychology 1989	Howard University Washington, D.C.
--------------------------------	------------------------------------

LICENSURE/CERTIFICATION

Question, Persuade, and Refer (QPR)	August 2017-Present
Green Zone Training Completion, NCSU Veteran Service Program	Spring 2016-Present
Licensed Professional Counselor (LPC), North Carolina (#10145)	April 2013-Present
National Board Certified Counselor (NBCC)	2006-2015
New Jersey Disaster Response Crisis Counselor Certification (NJDRCC)	2009-2013
Licensed Professional Counselor (LPC), New Jersey	2004-2013

RELEVANT EXPERIENCE

Interim Assistant Director for Diversity and Special Programs NC State University Counseling Center, Raleigh NC	August 2017-Present
--	----------------------------

- Improve and increase the counseling center's provision of best practices in culturally affirming therapeutic services to students from diverse and varied backgrounds specific to their gender, racial and ethnic membership, sexual identity, social class, nationality, and/or disability status.
- Help to develop and establish sustainable relationships and collaborations with various university units and departments.
- Provide individual group, and couples therapy in a university counseling center.
- Lead, participate, and contribute in multiple counseling center and university wide committees and training opportunities bi-weekly or as scheduled that include:
 - Chair Multicultural committee, August 2017-Present
 - CC Staff Retreat Committee, August 201-Present
 - Threat, Risk and Assessment committee August 2017 -Present
 - Division of Academic and Student Affairs committee
- Participate in case consultation with staff, admin, and trainees weekly and as needed.
- Provide crisis intervention services for high-risk clients and on-call duties as assigned.
- Provide outreach, training, and consultation workshops, psychoeducation and psychosocial experiences to college students. Topics included but not limited to: adjustment and transition to college, stress management, time management, homesickness, identity trauma, mental health stigma in the African American and Black community, microaggressions, and suicide prevention and training (QPR).
- Provide consultation to college students, students' family, and faculty and staff on campus.

Counselor
NC State University Counseling Center, Raleigh, NC

January 2016- July 2017

- Provided individual, group, and couples therapy in a university counseling center.
- Awarded NC State University 2017 Division of Academic and Student Affairs Pride of the Wolfpack Award.
- Served as co-chair of Multicultural committee; and member of retreat committee, staff wellness committee, threat, risk, and assessment committee, and member of addiction treatment team.
- Provided campus outreach programs, consultation, and training on a variety of subjects as requested.
- Participated in case consultation with staff, admin, and trainees weekly and as needed.
- Provided crisis intervention services for high-risk clients and on-call duties as assigned. Provided walk-in triage counseling services.

Human Service Clinician II (Licensed Therapist)
 Novant Health, Forsyth Medical Center, Winston Salem, NC

October 2013-December 2015

- Provided clinical services, case management, utilization review, and individual, group, and family counseling on an adult inpatient behavioral health unit.
- Developed, coordinated, and implemented treatment and discharge plans.
- Worked as part of a multidisciplinary treatment team and regularly collaborated with community based treatment providers and social service personnel.

Mental Health Clinician, Clinical Supervisor
 Trinitas Regional Medical Center, Westfield, New Jersey

September 2000 – November 2013

- Conduct individual, family, crisis, and group therapy in a therapeutic school setting with adolescents and their families.
- Develop and implement treatment and behavioral plans and participate as member of a multidisciplinary treatment team.
- Consult with a variety of professionals (i.e., mental health professionals, school personnel, juvenile justice, and social service personnel).
- Assist in program planning, training, and development of therapeutic interventions.
- Help develop transition plans and assist students with vocational exploration, assessments, and referrals to vocational rehabilitation programs, university/colleges, and other transitional services.
- Provide clinical supervision to psychology intern.

Licensed Clinician (II-C) part-time
 Agencies (NJ Mentor and Supreme Consultants), New Jersey

September 2004-November 2013

- Provide community based individual and family therapy to youth and families experiencing severe emotional and behavioral problems.
- Complete psychosocial evaluations and make appropriate recommendations and referrals for therapeutic services.

Psychology Intern (APA-accredited program)**August 1999-August 2000**

Trinitas Hospital, Department of Behavioral Health and Psychiatry
Elizabeth, New Jersey

- Clinical Rotation (Therapeutic High School) - Conducted individual, family, and group therapy in milieu school setting with adolescents and their families. Responsible for treatment plans and discharge planning. Consulted with teachers, mental health, social service, and juvenile justice professionals.
- Outpatient Units - Conducted short-term and long-term individual, play, and family therapy for adult and child populations. Completed intake assessments.
- Led outpatient psychotherapy groups for adolescent girls and adults experiencing bereavement.
- Co-led domestic violence group for court-referred female perpetrators.
- Testing and assessments – administered and interpreted intellectual, neurological, and personality assessments.

Residence Life Director**September 1996-July 2000**

Rutgers University New Brunswick, New Jersey

- Responsible for the overall management and supervision of assigned resident units housing 250-400 students. Supervised undergraduate resident advisors and helped to recruit, train, and develop their skills in providing quality programming to students.
- Provided on-call coverage for entire campus and responded to emergencies, assessed mental health and substance abuse issues, monitored campus activities, and made appropriate referrals and follow-up.
- Provided crisis intervention and conflict mediation services to students.
- Advised student leaders and organizations in the development and promotion of student activities.

Mental Health Therapist/Consultant**May 1997-August 1999**

Youth Development Clinic Newark, New Jersey

- Conducted individual, play, and family therapy with children and adolescents in an urban community mental health center.
- Served as a mental health consultant to a homeless shelter for runaway adolescents and young adults.
- Provided ongoing training, supervision, and consultation to interdisciplinary staff. Provided crisis counseling and emergency intervention as needed.

Behavior Specialist**September 1995-August 1997**

NSTM/Center for Applied Psychology

Rutgers, The State University of New Jersey Piscataway, New Jersey

- Provided behavioral consultation, training, and therapy to caregivers and family members of individuals with developmental disabilities.
- Developed and helped implement behavioral analysis programs, monitored their effectiveness, and provided support to caretakers and family members.

Psychiatric Technician**June 1994-August 1995**

University of Maryland Medical Systems Baltimore, Maryland

- Participated as a member of a multidisciplinary team rendering inpatient psychiatric services to adults in urban setting.
- Assessed and monitored patient needs, implemented behavior and treatment care plans, and facilitated a substance abuse group.

Psychiatric Technician**January 1990-June 1994**

Chestnut Lodge Hospital Rockville, Maryland

- Supervised cottage of 5-10 youth in private hospital setting in collaboration with a multidisciplinary treatment team.
- Developed and implemented activities and projects for patients which fostered adaptive functioning.
- Assisted with the review of research articles and data collection for a grant proposal seeking funding for a partial hospital program for chronically and severely disturbed adolescents.

COMMUNITY/VOLUNTEER EXPERIENCE

Volunteer**2010- Present**

Give an Hour (GAH)

- Provide telephonic mental health consultation and referral service to military members and their family on an as needed basis.

Board Member**January 2007 – December 2009**

New Jersey Women and AIDS Network (NJWAN) , New Brunswick, New Jersey

- Served as a board member for a female centered HIV/AIDS organization.
- Promoted and supported the organization through fundraising, public relations efforts, and community education.

Disaster Mental Health Volunteer**January 2006-November 2009**

American Red Cross of Central Jersey Princeton, New Jersey

- Provided mental health services to persons experiencing community disaster; also responsible for general disaster response duties.

Child Placement Review Board Member**2003-2005**

Middlesex County Courts, New Brunswick, New Jersey

- Served as a court-appointed citizen volunteer who monitored cases involving youth in custody of child protection services – monitored and reviewed cases in terms of youth's emotional, mental, and physical/medical well-being and made recommendations to court regarding the best interest of the child.

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

Council on Fitness and Health: Submitted
Juvenile Crime Prevention Council: 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: *

☒ Juvenile Crime Prevention Council

Please select your fourth Board preference: *

☒ Jury Commission

Please select your fifth Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your sixth Board preference: *

☒ Population Health Task Force

Lindsey

First Name

R

Middle Initial

Scott

Last Name

1570 Atria Circle #3023

Street Address

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

☒ District 5

Mobile: (252) 373-4882

Primary Phone

Mobile: (252) 373-4882

Alternate Phone

lindseyrscott98@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?

I want to use my skills, knowledge, and ambition to serve and better the community that I live in and care for so greatly.

Work Experience

I have been involved in many clubs throughout my college experience of which include College Mentors for Kids, Psychology Club, Read to Lead, University Ambassadors, and more. My work experience includes babysitting, tutoring, sales, marketing, office work, and event planning. These experiences are touched on more in my resume. In most of my jobs, I have had to work with a diverse set of people. I believe this would aid me in serving on a board or commission. Throughout my different jobs, I have developed more skills in communication and inclusion. My current job as a runner at a Raleigh law firm is continuously teaching me how to be organized and get the job done.

Volunteer Experience

Most of my work and volunteer experience do overlap, but my extended volunteer experience includes volunteering at the Durham Boys and Girls Club, the Wilson County Crisis Center, Prevent Blindness NC, Young Life, and NAMI Wake County. I try my best to involve myself in organizations that allow me to advocate for those around me.

Education

I am currently studying Communication and Psychology at NC State with plans to graduate this December.

Comments

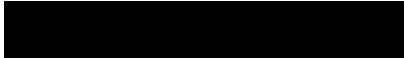
[Scott.Lindsey_Resume_.pdf](#)

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 *

☒ 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>

LINDSEY REBECCA SCOTT

EDUCATION

MEREDITH COLLEGE – AUGUST 2016- MAY 2017

GPA: 3.8, ALPHA LAMBDA DELTA HONORS SOCIETY AND SCHOLARSHIP RECIPIENT

NORTH CAROLINA STATE UNIVERSITY – INTENDED GRADUATION: DECEMBER
2019

*INTENDED MAJOR: COMMUNICATION– INTERPERSONAL, ORGANIZATIONAL, AND
RHETORIC*

INTENDED MINOR: PSYCHOLOGY

LAMBDA PI ETA NATIONAL HONORS SOCIETY MEMBER

JOB EXPERIENCE

SOCIAL MEDIA/MARKETING INTERN, CRAFT COMMERCIAL; RALEIGH, NC – 2016

EVENTS INTERN – NC STATE – 2017-2018

NANNY AND TUTOR – 2015-PRESENT

CORRAL RIDING ACADEMY INTERN - SPRING 2019

ORANGETHEORY FITNESS SALES ASSOCIATE - SUMMER 2019

VOLUNTEER EXPERIENCE

WILSON COUNTY CRISIS CENTER, VOLUNTEER – WILSON, NC

PREVENT BLINDNESS NC – RALEIGH, NC

YOUNG LIFE, MENTOR – RALEIGH, NC

UNIVERSITY AMBASSADOR – NORTH CAROLINA STATE UNIVERSITY – RALEIGH, NC

SMALL PACK LEADER – NORTH CAROLINA STATE UNIVERSITY – RALEIGH, NC

COLLEGE MENTORS FOR KIDS, MENTOR – NORTH CAROLINA STATE UNIVERSITY –
RALEIGH, NC

READ TO LEAD, MENTOR – NORTH CAROLINA STATE UNIVERSITY – RALEIGH, NC

NAMI WAKE COUNTY, VOLUNTEER – RALEIGH, NC

DURHAM BOYS AND GIRLS CLUB – DURHAM, NC

CLUBS AND COMMITTEES

LEADERSHIP TEAM – WILSON CHRISTIAN ACADEMY

RESIDENCE HEARING COMMITTEE, REPRESENTATIVE – MEREDITH COLLEGE

EVENTS COMMITTEE AND CO-CHAIR – MEREDITH COLLEGE

PSYCHOLOGY CLUB – NORTH CAROLINA STATE UNIVERSITY

AWARDS AND HONORS

NATIONAL HONOR SOCIETY – WILSON CHRISTIAN ACADEMY

CITIZENSHIP AWARD – WILSON CHRISTIAN ACADEMY

CLASS OF 2020 OUTSTANDING LEADER AWARD – MEREDITH COLLEGE

DOB: 01-25-1998 lrscott@ncsu.edu 252-373-4882