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

---

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

---

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

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

---

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

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

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

---

☒ None Selected

---

Natalie

First Name

---

R

Middle Initial

---

Britt

Last Name

---

305 Taylor Street

Street Address

---

Suite or Apt

---

RALEIGH

City

---

NC

State

---

27607

Postal Code

**What district do you live in?**

---

☒ District 4

---

Home: (919) 417-3753

Primary Phone

---

Business: (919) 600-5364

Alternate Phone

---

nrbritt71@gmail.com

Email Address

---

DHIC, Inc.

Employer

---

Vice President, Real Estate  
Development

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 give back to the community where I was born and raised and have lived for my entire life. I believe my educational background and profession could be very helpful to the County in a period of great growth and change.

## Work Experience

22 years with DHIC, Inc., the Triangle's premier non-profit affordable housing developer. Current role is Vice President. Real Estate Development.

## Volunteer Experience

Triangle Land Conservancy, TCREW, Women's Leadership Initiative of ULI Triangle, teaching yoga at the NC Correctional Institute for Women

## Education

Masters and undergraduate degrees from UNC-Chapel Hill

## Comments

---

Upload a Resume

[NBritt-Resume.pdf](#)

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

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Please upload a file

---

## Demographics

  
Date of Birth

Gender \*

☒ Female

**Ethnicity \***

---

☒ Caucasian

---

**Other**

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

---

☒ Other

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

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a friend

---

Please upload a file

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

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

# NATALIE BRITT

919-417-3753 • [nrbritt71@gmail.com](mailto:nrbritt71@gmail.com)

305 Taylor Street  
Raleigh, NC 27607

## KEY STRENGTHS & SKILLS

---

20+ year career in affordable housing development in North Carolina. Started career at Raleigh-based nonprofit directly after graduate school and remains committed to the mission. While progressing from supporting real estate development activities to managing the real estate development team.

**Affordable housing finance**  
**Project management**

**Effective communicator**  
**Team builder**

## PROFESSIONAL EXPERIENCE

---

**DHIC, Inc., Raleigh, NC**

SEP 1996 – Present

***Vice President, Real Estate Development***

- Manages real estate development activities and three Project Managers
- Participates in DHIC's company-level management team
- Directs real estate development and is involved in all aspects of the development process including:
  - Site searches and investigations
  - Assembling the design and legal consultants and other members of the development team
  - Negotiating and securing financing
  - Completing due diligence and closing
  - Overseeing construction, marketing and lease-up of new rental communities
  - Ensuring the implementation of special populations targeting & supportive services plans
  - Nurturing relationships with local municipal and NCHFA staff members, financial institutions and other partners
- Completed 18 rental developments with various combinations of financing including conventional mortgage loans, housing and historic tax credits, tax-exempt bonds, local government loans, and other below market loans and grants for a total of 1,193 units and a development cost of \$157 million+

## EDUCATION/VOLUNTEERING/INTERESTS

---

**MASTER OF REGIONAL PLANNING:** Dept. of City and Regional Planning, University of North Carolina, Chapel Hill, NC

**BACHELOR OF ARTS:** International Studies & Spanish, University of North Carolina, Chapel Hill, NC

**VOLUNTEERING:** ULI Triangle's Women's Leadership Initiative Steering Committee; Leadership Raleigh Class 25; Triangle Commercial Real Estate Women Board member; Triangle Land Conservancy's Land Protection Committee; teaching yoga at NC Correctional Center for Women

**INTERESTS:** yoga, cycling, hiking, traveling, dogs, college basketball

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

---

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

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

---

☒ Commission for Women

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

---

☒ Human Services Board

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

---

☒ Criminal Justice Partnership Advisory Board

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

---

☒ Greater Raleigh Convention and Visitors Bureau

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

---

☒ Morrisville Board of Adjustment

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

---

☒ Raleigh-Durham Airport Authority

Linda

First Name

C

Middle Initial

Cuttler

Last Name

510 Founders Walk Drive

Street Address

Suite or Apt

Morrisville

City

NC

State

27560

Postal Code

**What district do you live in?**

---

☒ District 7

Mobile: (412) 657-6325

Primary Phone

Business: (919) 383-0426

Alternate Phone

lcuttler@gmail.com

Email Address

Hope Centre of Advancement

Employer

Clinical Director

Job Title

---

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

☐ Yes ☒ No

---

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

☒ Morrisville

---

## Interests & Experiences

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

I feel I'm in a great position in my life to help make change and to be a part of the process for change. I have served on boards in the past and present and I have always been interested in helping families and communities grow.

---

## Work Experience

28 yrs in the human service field as a therapist, director and owner of my own agency.

---

## Volunteer Experience

chairwomen of the board for juvenile detention center~ pittsburgh pa board of advisers for Heinz Endowment pittsburgh (current) board of directors for fatherhood int program board of advisors for Juvenile Crime Prevention Council (current)

---

## Education

MS degree San Fran International Univ MS degree Geneva College ba degree Duquesne University

---

## Comments

[CUTTLERLINDAFemale04-17-1959\\_Resume\\_02.docx](#)

Upload a Resume

---

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

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Please upload a file

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## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ African American

---

**Other**

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

☒ Current Wake County Volunteer

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

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Please upload a file

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

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

## LA director/manager

### Personal Information

Name: LINDA CUTTLER

Email: LCUTTLER@GMAIL.COM

Phone: 412-657-6325

Home Location: US-NC-Morrisville-27560 (Can work for any employer)

### Experience

Job Categories: **Government** (10 Years experience)

Total years experience: 19 Years

### Company Information

#### Company Name: Family Legacy

Start date February to Present

Company Name: Jacobs Ladder

Start Date: July 2009

Job Title: Child therapist, family counseling

End Date: Present

Company Name: CJC/WB Center

Start Date: August 2005

Job Title: Assessment Specialist P/T for

End Date: Present

Company Name: Juvenile Court Project

Start Date: September 2002

Job Title: Program Director

End Date: December 2008

Company Name: Healthy Start Inc

Start Date: August 1997

Job Title: Certified Addiction Counselor

End Date: September 2002

Company Name: The Whales Tale Youth and Family Counseling Center

Start Date: April 1994

Job Title: Youth and Family Specialist

End Date: August 1997

Company Name: Bridgestone/ Firestone Company

Start Date: January 1989

Job Title: Sales Manager

End Date: April 1994

Company Name: Christian Life Skills

Start Date: January 1992

Job Title: Counselor

End Date: April 1994

Company Name: Westinghouse Electric Transportation Division

Start Date: May 1985

Job Title: Purchasing agent

End Date: January 1989

Company Name: Army Corps of Engineers

Start Date: September 1980



Job Title: writer

End Date: January 1984

**Additional Skills And Qualifications**

Managed Others : Yes (12 others)

Languages Spoken : English

Most recent wage:

Felony Conviction: No

Security Clearance: No

Military Experience:

**Education**

<b>School:</b> Duquesne University	<b>Major:</b> Communications/child development	<b>Degree:</b> Bachelor's Degree	<b>Graduation Date:</b> December 1983
<b>School:</b> Geneva College	<b>Major:</b> organizational leadership	<b>Degree:</b> Master's Degree	<b>Graduation Date:</b> May 2002
<b>School:</b> San Francisco International University	<b>Major:</b> family counseling	<b>Degree:</b> Master's Degree	<b>Graduation Date:</b> May 2005

**Desired Position**

Desired wage :

Desired employment type: Full-Time

Desired commute: 25 miles

Desired travel: Negligible

Linda Cuttler  
503 Courthouse Drive.  
Morrisville, NC 27560  
(919-650-3712) home and fax #  
(412) 657-6325 Cell  
lcuttler@gmail.com

Objective: To work in social services as a manager/director with an agency or company utilizing my professional skills, education and experience.

**Professional Work Experience:**

**Family Legacy**

Substance Abuse Consultant

February 2010 to Present

Responsibilities include:

- Intensive In Home Substance Abuse Consultant
- Therapy session on consumers suffering with substance abuse
- Group facilitator for adults and adolescents consumers
- Juvenile court liaison for drug court and criminal court
- Trainer of 7 Challenges
- Paper work and progress note taking

**Jacobs Ladder**

Child therapist/family counseling

July 2009-January 2010

Responsibilities include:

- Therapy sessions with children with special needs
- Family counseling with families of children with special needs
- Conducted floor time play to help children develop social skills and motor skills
- Help families understand the process of dealing with a child with special needs
- Maintain records
- Develop treatment plans for clients
- Complete assessments on families

**Juvenile Court Project**

Project Director

September 2002- December-2008

Responsibilities Include:

- Developed a social service unit within the Juvenile Court Project
- Developed and designed the paperwork needed for the project
- Supervise the Parental Support Unit counseling staff
- Meet with local organizations to further advance the Juvenile Court Project
- Counseled adult clients with drug and alcohol and mental health issues
- Administer and develop protocol for a team approach
- Conduct trainings for the agency and the court system and juvenile judges on drug and alcohol
- Supervise all incoming referrals from the attorneys on clients with drug and alcohol issues
- Participate in panel discussions and trainings in the community on juvenile law
- Coordinate and supervise all outreach events
- Attend court as needed on behalf of the client

- Coordinate jail referrals and conduct trainings on legal issues around juvenile law
- Keep accurate records regarding the activities of the Parental Support Advocates

### **CJC/WB**

President/CEO

Assessment Specialist P/T for the EAP for the Bar foundation of PA

August 2005-present

Responsibilities Included:

- Drug and alcohol assessments on attorneys and judges referred by the Supreme Court of Pa. wanting to practice law in Pa.
- Write report on finding and report to the State Supreme Court and the EAP
- Refer attorneys and judges to level of treatment recommended and help facilitate funding
- Keep accurate records and files for state review

### **Healthy Start Inc.**

Certified Addiction Counselor

July 1997- June 2002

Responsibilities Included:

- Provided substance abuse assessments for women and children
- Utilize the Pennsylvania Client Placement Criteria to determine the appropriate level of care
- Develop preliminary treatment plans
- Educate clients about community resources and organizations
- Represent the organization through public speaking and trainings
- Provided clinical supervision
- Assisted in the implementation of Healthy Families project 2000 proposal
- Provided expert testimony on court proceedings on behalf of the client

### **The Whales Tale Youth and Family Counseling Center**

Youth and Family Specialist

1994-1997

Responsibilities Included:

- Worked as part of an integrated and professional treatment team providing drug and alcohol services to women and families in recovery at all levels of care.
- Facilitated parenting, life skills, and psycho educational groups
- Represented the Whales tale by providing behavioral health education for schools and other community organizations

- Developed treatment plan with clients while in treatment
- Facilitated treatment groups for inpatient and outpatient treatment
- Developed case management support for clients
- Facilitated individual, group, and family therapy sessions
- Crisis counseling
- TSS support staff

### **Christian Life Skills**

Counselor

1992-1994

Responsibilities Included:

- Provided individual and group counseling to troubled youth
- Taught life skill classes
- Made referrals for special needs
- Crisis counseling

Bridgestone/ Firestone Company

1989-1994

United States Postal Service

1988-1989

Westinghouse Transportation

Purchasing Agent/ Transportation Division

1985-1988

### **Education:**

BA, Sports, Media Communications/ Child Development

Duquesne University

1983

MS, Organizational Leadership and Development

Geneva College

2002

MS, Family Counseling

San Francisco International University

2005

Licenses and Certificates

☐☐ **Pennsylvania Certified Addiction Counselor (certificate # 4255) (working on license)**

**International Certified Alcohol & Drug Counselor NCSAPPB #123067**

**Pennsylvania Certification of Competency in Problem Gambling (working on national certification)**

## **North Carolina Certified Substance Abuse Counselor (CSAC) #2427 working on License**

### **Achievement and other Interest**

- **AAU- Coached and counseled young basketball talent**
- **Volunteer as Youth and Young Adult Counselor associated with East End Cooperative Ministries.**
- **Received the Community Impact Award of the year in sports on April 27<sup>th</sup> 2003**
- **Nominated and elected to the Board of Advisers for the Shuman Juvenile Detention Center and current Chairman of the Board.**
- **Head Basketball coach for Trinity Christian High School (Boys Varsity) WPIAL**
- **Selected to be on future Geneva College brochures**
- **Awarded the Willie Stargell "Say no to drugs and alcohol and violence" MVP Award, June, 2005 & 2008**
- **Nominated to the Board of Advisors for the National Fatherhood Initiative.**
- **President and Founder of the Cuttler Hoops Classic for boy's basketball AAU.**
- **Nominated to the The Heinz Endowment African American Men and Boys Advisory Board**

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

---

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

---

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

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

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

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

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

---

☒ None Selected

---

Jane

First Name

---

Forde

Middle Initial

Last Name

---

2212 Byrd Street

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27608

Postal Code

**What district do you live in?**

---

None Selected

---

Home: (919) 783-6457

Primary Phone

---

Mobile: (919) 302-7118

Alternate Phone

---

jfordebroughton@gmail.com

Email Address

---

WCPSS, retired

Employer

---

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

---

## Interests & Experiences

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

Having previously served on a City Council and Planning Commission in another area of NC, I understand the importance of planning for the future. I love living in Wake County and would like to help shape what is ahead for our county and area in a studied and positive manner.

## Work Experience

Professionally, I have been a public K-12 educator, teaching in elementary, middle, and high schools, with the last one being Broughton High School in Raleigh. I have taught Spanish, World History, AP World History, African American History, US History, Conversations in Diversity, AP/IB Human Geography.

## Volunteer Experience

I have been an active volunteer most of my life, having served as a PTA President, on the NC League of Municipalities Board, the Wade Edwards Learning Lab Board, NC Capitol docent, at Shepherd's Table, Raleigh Historic Districts Commission, a coordinator for youth volunteers and many others.

## Education

B.A., UNC-CH, History; M.A., ASU, Spanish

## Comments

(If possible, I would like to send a resume in a different form. I am typing this on a phone and there is no way to use a flash drive to upload my resume with this phone. Thank you for your consideration)

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Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

Gender \*

☒ Female

Ethnicity \*

☒ Hispanic

---

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Through other volunteer and educational experiences

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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---

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

---

Alcoholic Beverage Control Board: Submitted  
Board of Adjustment: Submitted  
City of Raleigh Board of Adjustment: Submitted  
City of Raleigh Planning Commission: Submitted  
Planning Board: Submitted  
Northern Wake Board of Trustees Firemen's Relief Fund: Submitted

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

---

☒ City of Raleigh Planning Commission

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

---

☒ City of Raleigh Board of Adjustment

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

---

☒ Planning Board

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

---

☒ Board of Adjustment

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

---

☒ Alcoholic Beverage Control Board

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

---

☒ Raleigh-Durham Airport Authority

Philip

First Name

Law

Middle Initial

Last Name

2824 Peachleaf Street

Street Address

Suite or Apt

Raleigh

City

NC

State

27614

Postal Code

**What district do you live in?**

---

☒ District 6

Mobile: (910) 554-1525

Primary Phone

Mobile: (910) 554-1525

Alternate Phone

pjlaw1@gmail.com

Email Address

---

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

☒ Yes ☐ No

---

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

☒ Raleigh

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## Interests & Experiences

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

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To continue to serve my country and community so that it is a better place for my children.

## Work Experience

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IT Business Analyst Manager—Genworth Financial— Sep 16 – Current • Core Team project support and experience with MISITE rollout • Project Manager for 100+ Small-Medium projects • Gather and development of Business Requirements & Functional Requirements • Facilitate and support QA and UAT testing • Primary contact for integrations to Genworth for Loan Servicing • Experience with 3rd Party development & testing. Encompass, Mortgagebot, Mortgage Builder, LendingQB, Empower, Calyx, Byte, FICS, Fiserv, Black Knight, D&H, Roostify, • Working relationships with multiple departments at Genworth. Lender Servicing, Sales, Marketing, Commercial, IT, Delinquencies, Reporting, Rates, Compliance, Claims, Training, etc. • Experience with industry standards MISMO, XML, many different billing formats, MILAR • Extensive experience interacting with customers to promote and support the product. Which in turn increases New Insurance Written. Project Site Supervisor—Hewlett Packard— FEB 04 – APR 2015 NMCI/COSC/NGEN Contract ISO 9001 TOP Secret Clearance Project Site Supervisor (May 08 – Apr 15) • Manage cross-functional project teams and team leaders over different geo areas • Supervise projects from scope to completion • Gather, maintain and report metrics/milestones on projects • Instruct knowledge transfer to customers as part of project handover • Tier 3 Active Directory administrator. Unclassified and Classified. Creation, modification and deletion of objects, users, groups, permissions • Recruit, train supervisors and technicians on policies and procedures, performance reviews, action plans • Led implementation of all of Japan projects for 15 months on schedule, under budget and with superior customer satisfaction. Received commendations from SVP and customers. Recommended for advancement based on consistent outstanding results. Business Analyst Advanced (July 06 – May 08) • Administrator of central logistics database • Held daily round table meetings with customers and support personnel, Final project meeting with Executive leadership • Full support of tens of thousands of devices during break in period according to SLAs and KPIs • Interacting with customers to provide deliverables and customer service • Create, maintain and report records for unclassified and classified hardware • Worked with application developers to troubleshoot, log and test applications • Installed customer specified images from network or mobile resources both on and off site Computer Technician (Feb 04 – July 06) • Data and profile migration using CA Desktop Migration Manager, Windows USMT & Easy Transfer • Troubleshoot software/hardware and network issues • Installed, maintained and troubleshoot thousands of applications mostly in the .gov realm Team Leader Sgt/E5 – U.S. Marines – DEC 99 – FEB 04 • Supervise personnel to complete missions in hostile environments • Develop operational plans • Manage training and development of Marines • Maintained and troubleshoot both hardware and software for the unit • Maintained inventory of equipment and parts as well ordering replacement parts • Combat Iraq, Peace Keeping in Kosovo, Humanitarian in Liberia • While on deployment aboard the USS Iwo Jima my unit participated in the invasion of Iraq where we were inserted to Mosul and captured the airport. During hostile conditions I maintained order, overcame obstacles and completed the mission.

## Volunteer Experience

---

American Legion – Service Officer – Jan 2015 – JUN 2017 • Oversee delivery of American Legion program benefits. Provide evaluation and recommendations • Act as case manager preparing documents for submittal for financial assistance • Coordinate with Veterans groups and attend Community events

## Education

---

Strayer University Degree: Bachelor of Science Major: Information Systems Leadership Institute: International Leadership and Negotiation

## Comments

---

[Philip\\_Law\\_Resume\\_V4.docx](#)

Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Asian

---

## Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

# Philip J. Law

---

2824 Peachleaf St Raleigh, NC 27614  
(910)554-1525 - Cell  
Pjlaw1@gmail.com

## OBJECTIVE

- Seeking an opportunity where I can be an asset to my employer by applying my experience leading cross-functional teams to successfully complete projects and achieve goals that include wide ranging challenges and multiple interactions with customers.
- I am capable and successful at jumping into new and difficult situations. I drive for and get results.

## SUMMARY OF QUALIFICATIONS

- IT Project manager with 14 years of experience in cross-functional leadership as a site manager on DOD/Private projects, 1000+ projects completed
- Operated, supervised and assists with policy and standing operating procedure creation
- Manage implementation projects of COTS computers for DOD exceeding 2000 devices per month ITIL
- IT Business Analyst experience with JIRA, Service Now, Daptiv, Sharepoint, Salesforce, Tea Leaf, Secure FX, Active Batch 10

## EDUCATION

Strayer University Degree: *Bachelor of Science* Major: *Information Systems*  
Leadership Institute: International Leadership and Negotiation

## PROFESSIONAL EXPERIENCE

### ***IT Business Analyst Manager-Genworth Financial- Sep 16 - Current***

- Core Team project support and experience with MISITE rollout
- Project Manager for 100+ Small-Medium projects
- Gather and development of Business Requirements & Functional Requirements
- Facilitate and support QA and UAT testing
- Primary contact for integrations to Genworth for Loan Servicing
- Experience with 3<sup>rd</sup> Party development & testing. Encompass, Mortgagebot, Mortgage Builder, LendingQB, Empower, Calyx, Byte, FICS, Fiserv, Black Knight, D&H, Roostify,
- Working relationships with multiple departments at Genworth. Lender Servicing, Sales, Marketing, Commercial, IT, Delinquencies, Reporting, Rates, Compliance, Claims, Training, etc.
- Experience with industry standards MISMO, XML, many different billing formats, MILAR
- Extensive experience interacting with customers to promote and support the product. Which in turn increases New Insurance Written.

### ***Project Site Supervisor-Hewlett Packard- FEB 04 - APR 2015*** ***NMCI/COSC/NGEN Contract ISO 9001*** ***TOP Secret Clearance***

Project Site Supervisor (May 08 – Apr 15)

- Manage cross-functional project teams and team leaders over different geo areas
- Supervise projects from scope to completion
- Gather, maintain and report metrics/milestones on projects
- Instruct knowledge transfer to customers as part of project handover
- Tier 3 Active Directory administrator. Unclassified and Classified. Creation, modification and deletion of objects, users, groups, permissions
- Recruit, train supervisors and technicians on policies and procedures, performance reviews, action plans
- Led implementation of all of Japan projects for 15 months on schedule, under budget and with superior customer satisfaction. Received commendations from SVP and customers. Recommended for advancement based on consistent outstanding results.

#### **Business Analyst Advanced (July 06 – May 08)**

- Administrator of central logistics database
- Held daily round table meetings with customers and support personnel, Final project meeting with Executive leadership
- Full support of tens of thousands of devices during break in period according to SLAs and KPIs
- Interacting with customers to provide deliverables and customer service
- Create, maintain and report records for unclassified and classified hardware
- Worked with application developers to troubleshoot, log and test applications
- Installed customer specified images from network or mobile resources both on and off site

#### **Computer Technician (Feb 04 – July 06)**

- Data and profile migration using CA Desktop Migration Manager, Windows USMT & Easy Transfer
- Troubleshoot software/hardware and network issues
- Installed, maintained and troubleshot thousands of applications mostly in the .gov realm

#### ***Team Leader Sgt/E5 – U.S. Marines – DEC 99 – FEB 04***

- Supervise personnel to complete missions in hostile environments
- Develop operational plans
- Manage training and development of Marines
- Maintained and troubleshot both hardware and software for the unit
- Maintained inventory of equipment and parts as well ordering replacement parts
- Combat Iraq, Peace Keeping in Kosovo, Humanitarian in Liberia
- While on deployment aboard the USS Iwo Jima my unit participated in the invasion of Iraq where we were inserted to Mosul and captured the airport. During hostile conditions I maintained order, overcame obstacles and completed the mission.

#### **Community Service**

#### ***American Legion – Service Officer – Jan 2015 – JUN 2017***

- Oversee delivery of American Legion program benefits. Provide evaluation and recommendations
- Act as case manager preparing documents for submittal for financial assistance
- Coordinate with Veterans groups and attend Community events