
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

Interests & Experiences

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

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

Work 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 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

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?

None Selected

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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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>

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 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 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

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

Alcoholic Beverage Control Board: Submitted

Board of Adjustment: Submitted

Centennial Authority: Submitted

Please select your first Board preference: *

☒ Board of Adjustment**Please select your second Board preference: ***

☒ Alcoholic Beverage Control Board**Please select your third Board preference: ***

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

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

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

☒ None Selected

Seth

First Name

T

Middle Initial

Fisher

Last Name

4401 Deer Knoll Court

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

None Selected

Home: (919) 971-2564

Primary Phone

Business: (919) 616-2222

Alternate Phone

fisher.seth@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:

☒ Unincorporated Wake County

Interests & Experiences

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

I would like to volunteer for the County and increase my civic engagement.

Work Experience

I have worked for HNTB (transportation infrastructure) for the past 15 years as a Civil Engineer/Project Manager.

Volunteer Experience

various

Education

BS and MS in Civil Engineering from NC State

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

[Redacted]

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

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

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

Adult Care Home Community Advisory Committee: Submitted
Alliance Health : Submitted
Board of Adjustment: Submitted
Planning Board: Submitted
GoTriangle Transit Citizen Advisory Committee: Submitted

Please select your first Board preference: *

☒ GoTriangle Citizen Advisory Committee

Please select your second Board preference: *

☒ Alliance Behavioral Healthcare

Please select your third Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fourth Board preference: *

☒ Planning Board

Please select your fifth Board preference: *

☒ Board of Adjustment

Please select your sixth Board preference: *

☒ None Selected

Andrew

First Name

D

Middle Initial

Puckett

Last Name

2822 CROYDON ST

Street Address

Suite or Apt

RALEIGH

City

NC

State

27610

Postal Code

What district do you live in?

None Selected

Mobile: (703) 946-5191

Primary Phone

Home: (703) 946-5191

Alternate Phone

andrew.puckett13@gmail.com

Email Address

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I would like to get involve to influence and assist my county in becoming a more desirable place to live and work

Work Experience

I attached my professional resume. In summary I started my career as an analyst and now transitioning to be a Scrum Master

Volunteer Experience

I volunteered for Raleigh City Farm and Raleigh's LGBT Center

Education

I graduated from Virginia Tech in 2013 with a BS in Information Technologies I'm a certified Agility Health Facilitator as well as a Professional Scrum Master - 1

Comments

I'm looking to get my feet wet getting involved in the county; looking for an adjutant or supporting position to start.

[Andrew Puckett Resume 2020.docx](#)

Upload a Resume

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

Please upload a file

Demographics

[REDACTED]

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Asian

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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<https://www.linkedin.com/pub/andrew-puckett/47/3/38a>

Skills:

- Agile Methodology, kanban, MS Office (Excel, Word, PowerPoint, Visio), DCL and Content Publishing, SQL, DB2, RUMBA, Oracle Advance Benefits, Soap, REST, HttpWatch, Fiddler, SAML 2, OIDC, PingFederate Admin, Salesforce, Saleslink, Microsoft Dynamics, Splunk, Loggly, Jira, Confluence, Catalyst

Experience:

Fidelity TalentSource - Scrum Master 11/19 - Current

- Spearheading culture of Agile within Workplace Solutions
- Encouraging best practices of Agile like vertically spliced stories & self-organizing teams
- Facilitating Agile practices like sprint planning, story refinement, retrospection
- Dual role with Systems Analyst responsibilities below

Fidelity TalentSource - Systems Analyst - 4/18 - 11/19

- Reviewed user experience to identify gaps and determine development need
- Onboarded internal applications to RBAC (Role Based Access Controls) java based solution
- Assisted with SOAP & Restful service validation using Soap UI or Swaggers
- Maintain Work intake board to track consumer requests
- Updated Service Now to ensure application ecosystem awareness for Senior Management

Zift Solutions - Business Analyst - 9/16 - 4/18

- Lead implementation for MDF (marketing development funds) solution with mid and strategic market clients and their vendors.
 - reviewed gaps between current solution and development need
 - created user stories and identified priority with Agile development team using Jira
 - facilitated meetings series between vendor and clients' multiple marketing related functional teams
- Troubleshooted large equipment manufacturer integrations between client's CRM, our product's CMM, and dealer's CRM solutions
 - troubleshooted multiple groups within client having different use cases with product
 - Worked multiple timezones to accommodate US domestic and International resources
- Worked with Sales to write SoW's and advise on product fit

Fidelity Investments - Systems Analyst - 7/13 - 9/16

- Interacted with vendors and (mid to strategic) clients.
 - Requirements gathering on new SSO product offerings.
 - SSO spec walkthrough; covering inbound and outbound scenarios.
 - Troubleshooting of SSO connection setup using Splunk
- Formulated web-based regression test suite for full ecosystem coverage.
 - Authentication, BU authorization components, and data mining.
- Facilitated outbound migration of vendors to new PingFederate platform.
- Earned WI Green Mile in 2015 from Annual Enrollment Program Manager

Certification:

- Professional Scrum Master I - <https://www.scrum.org/certificates/498398>

Education:

- 2013 Virginia Tech - Business Information Technology

Community Service:

- Development Committee LGBT Center of Raleigh
- Aspire Administrations Lead : Black and Latino Employee Resource Group

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

Board of Adjustment: Submitted

Historic Preservation Commission: Submitted

Please select your first Board preference: *

☒ Board of Adjustment**Please select your second Board preference: ***

☒ Historic Preservation Commission**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

Randy

First Name

H

Middle Initial

HERMAN

Last Name

1421 Sweetclover Dr

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Home: (336) 337-6516

Primary Phone

Business: (919) 825-1250

Alternate Phone

rherman@bafolk.com

Email Address

BA Folk PLLC

Employer

Attorney

Job Title

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

☐ Yes ☒ No

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

☒ Rolesville

Interests & Experiences

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

To be able to apply my training and experience for the benefit of the county

Work Experience

Real estate attorney, certified specialist in commercial real estate law

Volunteer Experience

Hillsborough Board of Adjustment, Orange County Board of Adjustment, NC Land Records Task Force

Education

BA University at North Carolina Greensboro JD North Carolina Central University

Comments

[Randy_Herman_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 *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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

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

Randy Hawkins Herman

195 Ellsworth Manor Drive, Hillsborough, NC 27278

(336) 337-6516

randy.herman.law@gmail.com

Licensed to practice in North Carolina since 2013 and Tennessee since 2014

PROFESSIONAL EXPERIENCE:

The Banks Law Firm, P.A.

NC

Durham,

Associate Attorney

December 2016-

Present

- Represent developers before municipal governments in rezoning petitions
- Appear for and against property owners in quasi-judicial matters, including variances and staff appeals
- Introduced land use and zoning as a new practice area to the firm
- Perform commercial real estate closings for private land owners and municipal housing authorities
- Perform and review full title searches
- Negotiate complex purchase contracts, easements and commercial leases
- Draft closing and secondary market purchase documents for commercial lenders
- Resolve title problems through negotiation and litigation

Moore & Alphin, PLLC

Raleigh, NC

Associate Attorney

May 2014-

November 2016

- Perform residential and commercial real estate closings
- Full title searches on large tracts of undeveloped land
- Negotiate complex purchase contracts

Southern Environmental Law Center

NC

Chapel Hill,

Intern

Spring 2013

- Research environmental topics related to Clean Water Act
- Develop guidance for environmental and neighborhood groups

Judge Robert C. Hunter, North Carolina Court of Appeals

Raleigh, NC

Judicial Intern

Spring

2012

- Review briefs and case files regarding appeals
- Draft memoranda and opinions

State Employees' Credit Union

NC

Chapel Hill,

Financial Services Representative

September

2007-May 2014

EDUCATION:

North Carolina Central University School of Law (Evening)

Durham, NC

<i>Juris Doctor, magna cum laude</i>	May
2013	
- Senior Editor, North Carolina Central Law Review	
University of North Carolina at Greensboro	Greensboro,
NC	
<i>Bachelor of Arts in History</i>	
May 2006	
University of Tartu (Tartu Ülikool)	
Tartu, Estonia	
<i>Certificate of Baltic Studies</i>	
August 2005	
<u>ASSOCIATIONS:</u>	
Real Estate Lawyer's Association of North Carolina (RELANC)	
- Board of Directors	
- RELANC representative on North Carolina Land Records Task Force	
Triangle Community Coalition	
- Board of Directors	
NAIOP Raleigh-Durham Chapter	
- Governmental Affairs Committee	
North Carolina Bar Association Real Property Section	
North Carolina Bar Association Zoning, Planning and Land Use Section	
American Bar Association Forum on Affordable Housing and Community Development	
<u>PUBLIC SERVICE:</u>	
Hillsborough Board of Adjustment	
Hillsborough, NC	
<i>Chair</i>	2017-
present	
Orange County Board of Adjustment	
Hillsborough, NC	
<i>Member</i>	2017-
present	
Orange County Board of Equalization and Review	Hillsborough,
NC	
<i>Alternate Member</i>	
2017	
<u>CONTINUING EDUCATION FACULTY:</u>	
Proffers and Mandates in Conditional Zoning	Online
Webinar	
<i>American Bar Association</i>	
November 2019	
Practical Guide to Zoning & Land Use Law	
Raleigh, NC	
<i>National Business Institute</i>	
September 2019	

Short Term Rentals: Municipal Regulatory Issues

Online

Webinar

National Business Institute

July 2019

Real Estate Law Boot Camp

Raleigh, NC

National Business Institute

June 2019

Title Workshop: From Examination to Commitment

Raleigh, NC

National Business Institute

November 2018

Top 8 Most Problematic Parts of Real Estate Purchase and Sale Agreements

Raleigh, NC

National Business Institute

December 2017

HOA Law for Non-Real Estate Attorneys

Online Webinar

Law to the People

February

2017

Legal Descriptions, Title Insurance and Surveys in Real Estate Transactions

Raleigh, NC

National Business Institute

October 2016

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

Board of Adjustment: Submitted

Planning Board: Submitted

Please select your first Board preference: *

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

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

☒ Knightdale Land Use Review Board**Please select your fourth Board preference: ***

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

☒ Greater Raleigh Convention and Visitors Bureau**Please select your sixth Board preference: ***

☒ Library Commission

Reese

First Name

M

Middle Initial

Wamsley

Last Name

5107 Walton Hill Road

Street Address

Suite or Apt

Knightdale

City

NC

State

27545

Postal Code

What district do you live in?

None Selected

Mobile: (615) 218-9234

Primary Phone

Business: (252) 626-8767

Alternate Phone

wamsleyreese@gmail.com

Email Address

Rodgers Builders

Employer

Assistant Project Manager

Job Title

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

☒ Yes ☐ No

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

☒ Unincorporated Wake County

Interests & Experiences

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

I am interested in serving on a board in order to help create a better experience in Wake County for all residents. I look forward to using my unique experiences both in and outside the county to facilitate growth that all residents can be proud of.

Work Experience

I currently work with Rodgers Builders on renovations and additions to medical facilities in eastern North Carolina. I have completed projects in New Bern and Roanoke Rapids. I have also helped with the new Conn Elementary school in Raleigh in a limited capacity. Prior to working with Rodgers, I lived in Pittsburgh, PA for 2 years as a project engineer for multifamily residential projects.

Volunteer Experience

Since moving to North Carolina I have volunteered with Roc Solid Foundation which provides and constructs play sets to families fighting pediatric cancer.

Education

I have a Bachelors in Architectural Engineering from Penn State. I am currently pursuing a Culinary Arts degree from Wake Tech.

Comments

I am excited for this opportunity to make a positive impact on my community!

[Reese_Wamsley_Resume2020.pdf](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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

Reese Wamsley

5107 Walton Hill Road
Knightsdale, NC 27545

Cell: 615-218-9234

Email: wamsleyreese@gmail.com

Experience	Assistant Project Manager, Rodgers Builders Inc.	June 2019- Present
	<i>Medical Facility Renovations/ Additions</i> <ul style="list-style-type: none">• Creates project budgets and schedules.• Produces monthly cost and schedule reports for analysis.• Assists with day-to-day coordination of trades on the job site.• Coordinate office and on-site personnel.• Analyzes current means and methods to identify available areas of improvement.• Reviews proposed changes from subcontractors, owners, and architects to determine cost, duration, and constructability.• Presents costs of construction changes to owner and architect for approval.• Leads weekly meetings with subcontractors and ownership team.	
	Project Engineer, Rycon Construction Inc.	May 2017- June 2019
	<i>Multi-Family Residential Construction</i> <ul style="list-style-type: none">• Assists with day-to-day coordination of trades on the job site.• Coordinate office and on-site personnel.• Analyzes current means and methods to identify available areas of improvement.• Inspects residential units to ensure standard of quality is met.• Assemble and submit project Requests for Information and Submittals.	

Education

Bachelor of Architectural Engineering, Construction Option <i>The Pennsylvania State University</i> , University Park, PA.	2012- 2017
Associate in Applied Science, Culinary Arts <i>Wake Technical Community College</i> , Raleigh, NC.	Expected 2022

Memberships & Certifications

- LEED Green Associate
- Eagle Scout, Boy Scouts of America