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

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Library Commission: Submitted

Open Space and Parks Advisory Committee: Submitted

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

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☒ Library Commission**Please select your second Board preference: \***

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☒ Library Commission**Please select your third Board preference: \***

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☒ Library Commission**Please select your fourth Board preference: \***

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☒ Library Commission**Please select your fifth Board preference: \***

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☒ Library Commission**Please select your sixth Board preference: \***

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☒ Open Space and Parks Advisory Committee

Michael

First Name

TW

Middle Initial

Davis

Last Name

206 Wolverine Road

Street Address

Suite or Apt

Cary

City

NC

State

27513

Postal Code

**What district do you live in?**

---

None Selected

Mobile: (423) 321-2947

Primary Phone

Mobile: (423) 321-2947

Alternate Phone

miketwdavis@gmail.com

Email Address

Durham County Government

Employer

Strategic Initiative 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:

☒ Cary

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## Interests & Experiences

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

I work in public service on strategic initiatives, change and innovation for Durham County. As a Wake County resident, I'm interested in giving back to and learning more about my county of residence.

## Work Experience

STRATEGIC INITIATIVE MANAGER, Durham County, NC (March 2012 – present) ASSISTANT TO THE COUNTY MANAGER, Durham County, NC (December 2010 – March 2012) RESEARCH ASSISTANT, UNC-CH Office of Economic and Business Development, Chapel Hill, NC (August 2008 – April 2009; August 2009 – August 2010) STAFF WRITER, Chattanooga Times Free Press, Chattanooga, TN (July 2004 – August 2008)

## Volunteer Experience

Volunteer community DJ, WXDU 88.7 FM Durham

## Education

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL Master of Public Administration (May 2010)  
Bachelor of Arts in Journalism & Mass Communication / Political Science (May 2004)

## Comments

I am a Library super-user and fan. I would love to give back to this cherished community institution through service on the Library Commission. I'm also a big parks and greenways fan and would be interested in serving on the Open Space and Parks Advisory Committee. In both of these service areas, I'm very interested in issues of accessibility and equity. Thank you for your consideration, and please let me know if you have any questions.

[MICHAEL\\_DAVIS\\_resume\\_April\\_2021.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

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## Demographics



Date of Birth

**Gender \***

☒ Male

**Ethnicity \***

☒ Caucasian

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**Other**

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

☒ Other

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

Through a professional colleague

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Please upload a file

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**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, found [here](#).

**MICHAEL DAVIS**

206 Wolverine Road, Cary, NC, 27513  
(423) 321-2947, miketwdavis@gmail.com

**EDUCATION**

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Master of Public Administration (May 2010)

Bachelor of Arts in Journalism & Mass Communication / Political Science (May 2004)

Study abroad semester in Seville, Spain (January 2003 – May 2003)

**EXPERIENCE**

**STRATEGIC INITIATIVE MANAGER**, Durham County, NC (March 2012 – present)

- Co-lead of Durham County's COVID-19 Food Security Task Force
- Consult with employees on innovation and continuous improvement projects, using coaching, meeting facilitation, and the application of problem-solving tools
- Steer various strategic initiatives focused on employee skill building and enterprise-wide continuous improvement
- Support employee facilitation skill building through County Facilitation Network
- Co-created IdeaLab innovation skill-building forum with City of Durham
- Managed successful refresh of Durham County Strategic Plan (2017) through activities such as guiding cross-departmental teams and presenting progress to Commissioners
- Directed County Innovation Academy, which trains and coaches employees
- Managed system of solicitation and testing of employee ideas enterprise-wide
- Participate in Strategy & Innovation Regional Network with Triangle J Council of Governments to promote regional information sharing and relationship building

**ASSISTANT TO THE COUNTY MANAGER**, Durham County, NC (December 2010 – March 2012)

- Managed process of adoption of first Durham County Strategic Plan (February 2012)
- Oversaw approximately \$850,000 in annual nonprofit grant funding
- Tracked Commissioners' directives and facilitated departmental responses

**RESEARCH ASSISTANT**, UNC-CH Office of Economic and Business Development, Chapel Hill, NC (August 2008 – April 2009; August 2009 – August 2010)

- Assessed research grant involving four central Appalachian colleges' attempts to build community economic development capacity

**STAFF WRITER**, Chattanooga Times Free Press, Chattanooga, TN (July 2004 – August 2008)

- Produced daily newspaper stories on Chattanooga City Government
- Covered high-profile 2006 U.S. Senate election as campaign beat writer
- Provided public affairs analysis on TV, including C-SPAN and PBS affiliate

**LEADERSHIP**

Chair, Alliance for Innovation's nextERA advisory group (2019)

**TRAINING**

Fellow, Local Government Federal Credit Union "Leading for Results" program, UNC School of Government (2015)

Attended Denver Peak Academy "Black Belt" process improvement training (2018)

**ACTIVITIES**

Contributing music writer, No Depression

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

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Citizens Energy Advisory Commission: Submitted  
Industrial Facilities and Pollution Control Financing Authority: Submitted  
Juvenile Crime Prevention Council: Submitted  
Library Commission: Submitted  
Open Space and Parks Advisory Committee: Submitted  
Wake County Water Partnership: Submitted

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

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☒ Industrial Facilities and Pollution Control Financing Authority

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

---

☒ Citizen's Energy Advisory Commission

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

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☒ Juvenile Crime Prevention Council

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

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☒ Open Space and Parks Advisory Committee

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

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☒ Wake County Water Partnership

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

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☒ Library Commission

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Min

First Name

---

U

Middle Initial

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Lee

Last Name

---

2716 Charleston Oaks Drive

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27614

Postal Code

**What district do you live in?**

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None Selected

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Mobile: (919) 931-7331

Primary Phone

---

Home: (919) 931-7328

Alternate Phone

---

mulee@ncsu.edu

Email Address

MBS Pro Inc.

Employer

Administrative Assistant and  
Supervisor

Job Title

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

☐ Yes ☒ No

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**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?**

I am interested in serving on a Board or Commission because I have always had an avid interest in serving my community. This deep interest can be observed in past work and volunteer experiences, and my continued dedication to improving my community and assisting the people who reside in it. As a member of a Board/Commission, I hope to be working with fellow members to create a positive change to improve Wake County for everyone. My current and prior experiences will provide me with an ideal insight and guidance for the work that I will carry out with my fellow board/commission members. I will strive to ensure progress is made in this great county and in the board/commission that I am selected to serve in.

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## Work Experience

Part-Time Janitorial Supervisor and Administrative Assistant MBS Pro Inc. (2015 – Present) Law Firm Office Intern Perry & Brandt, Attorneys at Law (2019-2020) NC Governor's Page (2017) NC Senate Page (2017) NC House Page (2017)

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## Volunteer Experience

Police Explorer, Lieutenant (2015 - Present) Raleigh Police Explorers, Post 911 Guardian ad Litem (2021 – Present) Judicial District 10, Wake County 2nd Vice President (2021 - Present) Wake County Democratic Party, AAPI Caucus Volunteer (2021 – Present) Capital City Sierra Club

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## Education

North Carolina State University (2019 – Present) Exp. Graduation: 2023 Dean's List: Spring 2020, Spring 2021 Wakefield High School Magna Cum Laude

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## Comments

[Resume -](#)  
[Minu Lee WC Boards and Commissions App. .pdf](#)

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:

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?

☒ County Website

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

Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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# Minu Lee

## OBJECTIVE

I am a hard-working Political Science major currently attending North Carolina State University with ample work experience. I am seeking opportunities that will allow me to assist and improve my community. I have sought experiences to be engaged in my community, and I hope to serve on a Board/Commission to further assist my community.

## PERSONAL DETAILS

### Birth Date

05/25/2001


### Nationality


Asian

### Address

2716 Charleston Oaks Dr., Raleigh, NC 27614

## CONTACT

 mulee@ncsu.edu

 (919) 931-7331

## WORK/VOLUNTEER EXPERIENCE

### Part-Time Supervisor and Administrative Assistant

**MBS PRO INC.** 2015 – Present

Small commercial building cleaning business owned/managed by my family.

- As Supervisor, I am tasked with overseeing cleaners' work and to resolve any/all complaints from the buildings that I am assigned to oversee.
- As Administrative Assistant, I am tasked with the communications of the company (e.g., drafting/sending e-mails and letters on behalf of the company), and drafting all bid proposals for new buildings that the company has an interest in cleaning.

### Police Explorer Lieutenant

**RALEIGH POLICE EXPLORERS, POST 911** Nov. 2015 – Present

Volunteer program assisting to educate/train members aged 14-20 on police procedures, tactics, uniform inspections, as well as partaking in various outreach events targeted to improve relations between the police department and citizens of Raleigh.

- Served as Communications Director from 2019-2021; drafted all correspondence for the Post.
- Promoted from Explorer Corporal to Explorer Lieutenant on February 3rd, 2020.

### 2nd Vice-President

**WAKE COUNTY DEMOCRATIC PARTY, AAPI CAUCUS** 2021 – Present

Serves to promote unity among the AAPI communities in Wake County, and increase voter registration among such communities. As 2nd Vice-President, I play an extremely important role in the decision-making process for how to manage the Chapter.

- Was tasked with creating and managing social media platforms for the Chapter.
- Worked with the other officers to design an official logo for the Chapter.

### Guardian ad Litem

**10TH JUDICIAL DISTRICT OF NORTH CAROLINA (WAKE COUNTY)** 2021 – Present

Advocates for the needs and wants of abused/neglected children throughout the judicial process.

- Ensures that the children have access to all essential needs to survive and thrive (emotionally, physically, academically, etc.).
- Completes/Files reports to the Court on behalf of the child, expressing the child/children's needs and desires, as well as making a recommendation to the Court on how to proceed with the case.

### Political Volunteer

**CAPITAL GROUP OF THE NC SIERRA CLUB** 2021 – Present

Interviews local political candidates on behalf of the Sierra Club Chapter to determine whether the candidates shall receive endorsements from the Chapter.

### Campaign Volunteer

**JEFF JACKSON FOR U.S SENATE** 2021 – Present

Assists with telecommunicating with potential voters to raise awareness to events that the candidate will be hosting in the area.

### Intern

**PERRY & BRANDT, ATTORNEYS AT LAW** Jan. 2019 – June 2020

Served as an intern for a semester, fulfilling various office tasks (e.g. answering office calls, faxing letters, making copies, and filing paperwork).

- Fulfilled a research assignment on the background and history of a property.

### Governor's Page

**NC OFFICE OF THE GOVERNOR** Aug. 2017

Carried out various office tasks assigned by the Page Coordinator including hand-delivering letters from the Office of the Governor to various state government offices.

### Senate Page

**NORTH CAROLINA GENERAL ASSEMBLY** June 2017

Carried out various office tasks assigned by the Page Coordinator including assisting various state senators' offices.

### House Page

**NORTH CAROLINA GENERAL ASSEMBLY** Feb. 2017

Carried out various office tasks assigned by the Page Coordinator including assisting various state representatives' offices.

## EDUCATION

### Political Science, B.A

**NORTH CAROLINA STATE UNIVERSITY** Currently Enrolled

- DEAN'S LIST: SPRING 2020, SPRING 2020 Exp. Graduation: June 2023
- CURRENT GPA: 3.096

### High School Diploma

**WAKEFIELD HIGH SCHOOL** Graduated: June 2019

- MAGNA CUM LAUDE

## SKILLS





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

---

Centennial Authority: Submitted  
Historic Preservation Commission: Submitted  
Human Services Board: Submitted  
Library Commission: Submitted  
Open Space and Parks Advisory Committee: Submitted  
United Arts Grants Panels: Submitted

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

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☒ United Arts Grants Panels

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

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☒ Centennial Authority

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

---

☒ Open Space and Parks Advisory Committee

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

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☒ Library Commission

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

---

☒ Historic Preservation Commission

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

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☒ Human Services Board

Christopher

First Name

Pereira

Last Name

Middle Initial

2509 laurelcherry street

Street Address

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

**What district do you live in?**

---

None Selected

Mobile: (704) 564-4339

Primary Phone

Home: (704) 564-4339

Alternate Phone

crjpereira85@gmail.com

Email Address

Wells Fargo Bank, NA  
Employer

VP, Strategic Sourcing  
Consultant  
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 believe in citizen empowerment and involvement, and in giving back. I have a wide array of experiences that I believe will help me to contribute to any number of boards.

## Work Experience

I'm a banker and lawyer, and former college professor.

## Volunteer Experience

Legal Aid of North Carolina (current), Leukemia and Lymphoma Society (former), Habitat for Humanity (former)

## Education

BA Political Science, Appalachian State University BSBA Marketing, Appalachian State University JD, Wake Forest University School of Law

## Comments

[resume\\_2021.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?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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# CHRISTOPHER R. PEREIRA

2509 Laurelcherry Street • Raleigh, NC 27612 • 704.564.4339 • crjpereira85@gmail.com

## EXPERIENCE

### Strategic Sourcing Consultant, WELLS FARGO BANK, N.A., Charlotte, NC

May 2015 – present

#### Strategic Sourcing Consultant II

November 2016 - present

- Serves as primary contract negotiator for all Wells Fargo Digital Platform commercial transactions, and in that role specializes in drafting, reviewing and negotiating all types of technology contracts, including licensing agreements (software, hardware, appliance (software preloaded on hardware)), transaction documents (software/hosted technology schedules, maintenance services agreements, implementation services statements of work), software as a service (SaaS), platform as a service (PaaS) (public, private and hybrid), infrastructure as a service (IaaS), hosted technology deals (including cloud computing, application services and application programming interfaces (APIs)), subscription agreements, software development kits (SDKs), evaluations, proofs of concept (POCs), statements of work (for consulting and general professional services), data protection agreements, end user licensing agreements (EULAs) and end user software agreements (EUSAs)
- Supports the Consumer Small Business Banking (CSBB, formerly Community Bank), Strategy, Digital & Innovation (SDI, formerly Payments, Virtual Solutions & Innovation (PVSI)) and Wells Fargo Technology (WFT) lines of business (LOBs), as well as various other enterprise-wide groups that need to engage in digital channels
- Frequently negotiates complex legal matters, including terms and concepts around licensing, payments (PCI DSS), e-commerce (eSign, eVerify), artificial intelligence (AI), bots and machine learning, privacy and data protection (GDPR, CCPA, personally identifiable information (PII)), APIs, cloud services, social media, information security, code reviews, source code escrow, license metrics, license swaps, confidentiality (including confidential supervisory information (CSI)), warranties, limitation of liability, indemnification, intellectual property and work product ownership, free and open source software (FOSS) and service level agreements (SLAs)
- Extensive experience leading negotiations around customer experience (CX), digital marketing (including serving as enterprise sourcing subject matter expert (SME) for social media management vendors/platforms), fraud prevention and protection (including experience with general and country code top level domain monitoring, phishing and vishing, and serving as enterprise sourcing SME for enterprise anti-fraud suite of products), and electronic signatures and verifications (including serving as enterprise sourcing SME for e-signature, a role that included running the request for proposal (RFP) for an enterprise wide e-signature solution that delivered over \$15MM in cost avoidance for Wells Fargo, serving as lead contract negotiator with the industry leader in e-signature, and currently managing the contract relationship with the enterprise's e-signature vendor, a role that has become particularly critical during the COVID pandemic as multiple LOBs have come to rely on e-verification products such as remote online notarization and mobile identity verification)
- Serves as the project manager for dozens of simultaneous sourcing efforts, collaborating with multiple LOBs in order to negotiate with vendors for both pricing and terms, obtain approval from various internal regulatory stakeholders within the enterprise (including operational risk, Supplier Management, Third Party Organization, the professional services clearinghouse, Third Party Hosted Services, Technology Standards Center, Technology Assets Operations, WFT, Information Security, Enterprise Architecture and the Software License Compliance Team), and present to executive leadership across various LOBs to obtain approval and achieve full execution of finished deals
- Serves as the enterprise sourcing SME on several large (over \$5MM annual spend) strategic vendor relationships, and as such has provided executive level briefings and white papers to WF's CEO and SEVP over WFT
- Frequently negotiates multimillion dollar deals with leading national and international technology and software vendors
- Responsible for over \$35MM in savings and cost avoidance for the enterprise since late 2016
- Conducts reviews of strategic vendor relationships and collaborates with LOBs to recognize and identify future savings and cost avoidance opportunities
- Frequently conducts sourcing events to seek further enterprise savings, both by leveraging the enterprise's relationship and position with vendors and by consolidating needs from multiple LOBs to realize volume discounts when possible
- Possesses a high level of experience and comfort conducting RFPs, Requests for Information (RFIs), Requests for Quotation (RFQs) and Reverse Auctions
- Possesses and exhibits a high level of familiarity with fintech companies, concepts, products and trends
- Reviews existing contracts with an eye towards reducing risk, process improvement, template improvement, facilitating decision making between multiple stakeholders, and ensuring compliance with contract terms, Wells Fargo aims and initiatives and governmental regulation
- Frequently works with Wells Fargo Accelerator program (Wells Fargo's startup incubator), including contracting with startups that have participated in the program, and have built familiarity with venture capital with respect to technology startups generally and with the technology startup accelerator/incubator model and process specifically

- Led Wells Fargo Strategic Sourcing in received Shared Success awards in 2020 (WF's peer recognition program)

#### **Strategic Sourcing Consultant I**

May 2015 – November 2016

- Worked within Supply Chain Management group of the Finance organization of Wells Fargo, supporting enterprise-wide sourcing efforts
- Managed sourcing relationships by drafting and negotiating contracts between bank LOBs and vendors
- Guided various agreements from inception to execution, including master service agreements, category attachments, country attachments, schedules, statements of work, amendments, change orders, escrow agreements, partnership deals, marketing agreements, non-disclosure agreements, software licensing agreements and terminations
- Extensive experience negotiating professional services engagements, particularly with large consulting firms, developing expertise in setting and developing rate cards, resource levels, SLAs, project plans and implementation timelines
- Developed strong familiarity with mergers, acquisitions and divestitures, and supported both integration and separation of large and small business units
- Extensive project management and process improvement experience from helping to develop pilot program for revamping the enterprise customer complaint system, which included designing and implementing best practices for managing outward facing vendors to ensure compliance with federal regulations
- Worked frequently with Credit Card, Virtual Channels, Technology, Consumer Lending, Community Bank, Market Data, Marketing, Wholesale, Wealth and Investment Management and Event/Sponsorship lines of business

#### **Attorney & Principal, LAW OFFICE OF CHRISTOPHER R. PEREIRA, Charlotte, NC**

April 2012 - Present  
(pro bono May 2015 - Present)

- Practice focused on contract law, small business startup and incorporation, copyright and trademarks, regulatory compliance, media law, privacy law, data protection, e-commerce, nonprofit startup and incorporation
- Provided consulting for litigation matters
- Advised clients in numerous niche spaces, including payments, fintech, venture capital funding, breweries, neighborhood development corporations, and 501c3 organization

#### **Adjunct Professor, QUEENS UNIVERSITY, Charlotte, NC**

Fall 2013 – Fall 2017

- Instructor of *Media Law and Ethics* and *Mass Communication Theory* courses to upper-level undergraduates
- Research interests include internet privacy, the evolution of first amendment rights in the digital age, copyrights and the free use of IP, and the general effect of the proliferation of digital literacy on society

#### **Litigation Attorney, TOWER LEGAL SOLUTIONS, Charlotte, NC**

May 2013 – May 2015

- Senior review attorney and frequent team lead, provided guidance, instruction and reviewed the work of other attorneys
- Supervisory role
- SME for litigation regarding collateralized debt obligations (CDOs) for major financial institution clients and sourcing patterns in anti-trust litigation
- Lead Spanish language review, interpreting Spanish language documents and Portuguese language documents, including master services agreements, transaction documents and licensing agreements
- Audited bank files to examine compliance with federal regulatory statutes including the Bank Secrecy Act, Dodd-Frank, the Exchange Act, and Sarbanes-Oxley, as well as with various regulations from the Office of the Comptroller of the Currency (OCC), Committee on Foreign Investment in the United States (CFIUS), Federal Reserve Board, Federal Deposit Insurance Corporation (FDIC), Financial Industry Regulatory Authority (FINRA), the Securities and Exchange Commission (SEC) and various state banking regulators
- Reviewed and advised on bank compliance with federal regulations in the financial services industry, including suspicious activity reports (SARs), matters requiring attention (MRAs), matters requiring immediate attention (MIRAs) and matters requiring board attention (MRBAs)
- Audited pharmaceutical and medical device company files to examine compliance with state and federal regulatory statutes surrounding consumer protection, fraud and antitrust matters

#### **Contract Review Attorney, CAROLINA LEGAL STAFFING, Charlotte, NC**

July 2012 – May 2013

- Frequently lead teams of reviewers as part of larger reviews, and in that role gave instruction and guidance to team members, reviewed work output and made sure team production goals and deadlines were met
- Supervisory role
- SME regarding compliance with state utility regulations and applicable law for litigation over merger that created the largest electric-power holding company in the country
- Assisted in defense in patent infringement case between two of the world's leading tablet manufacturers
- Reviewed and advised on bank compliance with state and federal regulations in the financial services industry, including SARs, MRAs, MIRAs, and MRBAs
- Reviewed and advised on utilities' compliance with multiple state utility regulations, including reviewing site plans, maintenance records and high-level correspondence with respect to several aspects of the energy



industry, including physical generator plant construction and maintenance and consumption and contracting for renewable energy

- Contract Counsel, CARDINAL INNOVATIONS HEALTHCARE SOLUTIONS, Kannapolis, NC** May 2012 – July 2012
- Advised on suitability and qualification of medical providers in newly opening catchment areas
  - Audited medical professionals to verify certifications and background checks met state standards for Medicaid contracts
  - Guided contracts from drafting to execution, tracking certification steps and collaborating with the finance department through the use of Sharepoint and Excel
  - Performed under pressure to meet deadlines set by the state government for providing behavioral health Medicaid coverage
  - Ensured compliance with state regulatory guidelines in regards to sourcing practices and Medicaid funding for Cardinal as well as for medical professional partners
- Contract Counsel, DISCOVERY READY, Charlotte, NC** August 2011 – May 2012
- Audited and analyzed risk from collected records of client financial institutions
  - Examined and advised on the compliance of clients with federal and state regulatory requirements
  - Performed electronic discovery work on a number of leading software platforms, including extensive metadata analysis
  - For client's large antitrust cases, critically evaluated contracts and records to look for patterns in sourcing strategy and evidence of horizontal conspiracy in numerous fields, including medical device supply, energy consumption/grid supply and consumer electronics
  - SME on confidentiality, privilege and data protection
- Contract Counsel, MCGUIREWOODS LLP, Charlotte, NC** February 2011 – August 2011
- Prepared defensive litigation strategy for client financial institutions in the areas of consumer lending, CDO liability and employment discrimination
  - Analyzed risk exposures for a major financial institution by reviewing contracts for their Supply Chain division, including master service agreements and statements of work for software support, various integrated logistics contracts and office supply contracts, including a number of contracts with software and management consulting firms concerning services and products used by the institution
  - Investigated and examined several major financial institutions' practices concerning residential mortgage backed securities and other CDOs and analyzed risk exposure and liability
  - Determined legal responsiveness through attention to detail and conducted first-pass review, second-pass review and quality control review
  - SME on confidentiality, privilege and data protection
- Associate, JAMES B. WILSON, JR. AND ASSOCIATES, Winston-Salem, NC** September 2009 – April 2010
- Screened, deposed, advised and interacted with clients in a bilingual general practice law office
  - Mediated and negotiated with adverse parties
  - Drafted various contracts, motions and pleadings and prepared cases for litigation
  - Analyzed and coordinated cases on criminal defense, civil asset forfeiture, residential and commercial real estate, small business incorporation and landlord-tenant issues
- Law Clerk, COOK COUNTY STATE'S ATTORNEY'S OFFICE, Chicago, IL** May 2009 – January 2010
- Investigated, evaluated and advised on compliance with federal and state regulatory guidelines on campaign finance, fraud and anti-money laundering statutes for prosecution through the Special Prosecutions Bureau, Government and Financial Crimes Division
  - Participated in long-term criminal prosecution of organized auto theft ring operating under the cover of a towing and salvage company and in bait car sting operations in conjunction with the Chicago Police Department through the Special Prosecutions Bureau, Auto Theft Division
  - Represented the county during witness preparation, pleas, motions, bench trials and sentencing hearings under Section 711 license in the Criminal Prosecutions Bureau, Felony Trials Division
  - Conducted extensive legal research on federal circuit court precedent regarding entrapment, illegal search and seizures and the components of lawful police stops
  - Participated in the prosecution of defendants accused of violent felony offenses

#### EDUCATION

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##### **WAKE FOREST UNIVERSITY SCHOOL OF LAW, Winston-Salem, NC**

Juris Doctor

- **Honors: Wake Forest Law Faculty Scholar**
- **1L & 2L Representative**, Wake Forest Student Bar Association
- Studied Comparative Constitutional and Family Law under Supreme Court Justice Ruth Bader Ginsburg during Wake Forest study abroad at Ca' Foscari University, Venice, Italy

**APPALACHIAN STATE UNIVERSITY, Boone, NC**

Bachelor of Science Business Administration in Marketing

Bachelor of Arts in Political Science

- **Honors: Holland Fellowship, Dean's List, Borrelli Family Leadership Award with Distinction**
- **Student Body Vice President**
- **President**, Student Senate
- **President**, Delta Chi social fraternity, Appalachian State Chapter

**FUDAN UNIVERSITY**, Shanghai, China

International Business

- Participated in accelerated business and industrial immersion program in Beijing, Shanghai, Chengdu and Hong Kong
- Worked in a collaborative setting with Chinese students to research and prepare a detailed study on the Chinese automobile industry
- Took instructions in Mandarin Chinese, traditional Chinese etiquette and Chinese business etiquette

#### SKILLS, CERTIFICATIONS, DISTINCTIONS AND INTERESTS

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**Member**, North Carolina Bar (**Active**; Bar #: 43988), Wake County Bar, American Bar Association

Proficient in Spanish (written and oral)

Proficient with Microsoft Office suite (Word, Excel, Outlook, Powerpoint), SAP Ariba, IBM Emptoris, Beeline, Oracle Business Intelligence, Tableau, Sharepoint, Relativity, Concordance, Catalyst, Cricket, Kroll

**Volunteer**, North Carolina Legal Aid

Familiar with HTML and SQL

2+ years of management experience in previous jobs (supervisory roles w/ hiring/firing capacity and budget responsibility), can provide upon request

**Eagle Scout**, Boy Scouts of America

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

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Capital Area Workforce Development Board: Submitted  
Centennial Authority: Submitted  
Durham and Wake Counties Research and Production Service District Advisory Committee: Submitted  
Greater Raleigh Convention and Visitors Bureau: Submitted  
Human Services Board: Submitted  
Library Commission: Submitted  
Planning Board: Submitted  
GoTriangle Board of Trustees: Submitted  
Wake Technical Community College Board of Trustees: Submitted

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

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☒ Capital Area Workforce Development Board

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

---

☒ Human Services Board

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

---

☒ Library Commission

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

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☒ Keep America Beautiful Advisory Board

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

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☒ Commission for Women

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

---

☒ GoTriangle Board of Trustees

Donna

First Name

Ford

Middle Initial

Last Name

2315 Brasstown Ln

Street Address

Suite or Apt

Apex

City

NC

State

27502

Postal Code

**What district do you live in?**

---

None Selected

Mobile: (301) 752-3377

Primary Phone

Mobile: (301) 752-3377

Alternate Phone

lildonna68@hotmail.com

Email Address

State of NC

Employer

IT Business Analyst

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:**

☒ Apex

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## Interests & Experiences

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

It is an excellent way to positively affect community change.

## Work Experience

Customer Service Rep Network Engineer Tax Auditor IT Business Analyst

## Volunteer Experience

I have volunteered at church as a teacher. I have volunteered at nursing homes. I have also volunteered at outreach programs feeding the homeless.

## Education

Associate Degree - Electronic Engineering Technology Bachelor Degree - Accounting Masters Degree - Business Administration (MBA) Master's Certificates - Project Management and Commercial and Government Contracting

## Comments

[dfresume-updated.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

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## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ African American

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**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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**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, found [here](#).



# DONNA FORD

(H) (301) 752-3377 | msdonna68@gmail.com | 2315 Brasstown Lane Apex NC 27502

## SKILLS & ABILITIES

- Project Management
- Peer mentoring and training
- Reports generation and analysis
- Hardware and software configurations
- Time management Skills
- Written and oral communication
- Engineering documentation
- Vendor-specific technologies
- Strong analytical skills
- Data synchronization
- Telephony
- UAT Testing

## EXPERIENCE

### **IT Business Analyst**, NC Department of Revenue, November 2020-Present

Raleigh, NC

- Uses professional concepts in accordance with company objectives to solve complex problems in creative and effective ways
- Demonstrates expertise in functional area business processes and understands assigned and cross functional areas
- Plans, coordinates and conducts the analysis of client business processes and functional requirements and the preparation of appropriate documentation to communicate and validate the information
- Acts as a liaison between business clients and technical staff and/or with development staff throughout the development life cycle
- Provides on-going project management and status reporting at all levels
- Analyzes business requirements, system capabilities, and the end-to-end operating model to integrate and release new technology products, features, services and applications into current end user service, process, and support models
- Performs functional testing of installed products or systems for requirements traceability
- Participates in development and UAT phases of all new reports and report enhancements
- Maintains a formal system of evaluating all telephony resources for licenses and capacity reports

### **Tax Revenue Auditor**, NC Department of Revenue, November 2019-November 2020

Raleigh, NC

- Applied the internal Revenue Code and North Carolina Revenue Laws across multiple NC tax schedules

- Applied auditing and accounting principles and practices in the review of a taxpayer's books, records and returns
- Communicated comprehensive information on matters of a complex nature in a concise manner
- Investigated tax compliance issues of a substantial variety and complexity
- Communicated and resolved technical and controversial tax matters with professional judgement utilizing tax research skills as needed
- Maintained effective working relationships with taxpayers, CPA's, Attorneys, and employees
- Extensive knowledge of Microsoft Office Applications
- Tested tax software, worked with project managers to ensure testing protocols were properly implements and adhered to rigorous testing schedule

**Administrative Specialist I**, NC Department of Revenue, July 2019-November 2019  
Raleigh, NC

- Timely posted and corrected taxpayer submissions that were flagged by the system
- Evaluated suspended items to enable posting by the Department of Revenue systems
- Used the Error Correction application to aid in correcting suspended items
- Worked with other divisions as needed to ensure taxpayer items were posted according to administered guidelines
- Used a clerical degree of tax knowledge for a variety of tax schedules

**Network Engineer III**, Verizon Business, May 2018-December 2018  
Cary, NC

- Provided Tier II technical support to the Global Transport Network Operations Center for the Verizon Wireline/Verizon Wireless/XO networks by managing customer devices, providing root cause solutions, and resolving configuration issues
- Understood, reviews, and creates action plans for planned and unplanned network issues
- Performs root cause analysis, complex implementations, and network configurations
- Responsible for identifying, troubleshooting, and successfully resolving all transport network incidents concerning the SONET OMS Platform, Cisco 15454, Fujitsu FW9500, Ciena 6500
- Created and successfully executes system maintenance requests for various network augmentations such as node additions, fiber splicing, card replacements, software upgrades, light level testing and ring balancing

**Senior Technician**, Verizon Communications, July 2014-May 2018  
Cary, NC

- Performed software upgrades to Verizon Network Elements: Alcatel-Lucent (DMX, WaveStar, Lambda Unite, FT-2000), Fujitsu (FW9500, FW4500, FW4100, FLM2400), Cisco 15454, Adtran (Opti6100, TA3000), Coriant 7100

- Monitored alarms, created repair tickets for the field and central offices, troubleshot and repaired maintenance issues
- Trained new technicians/occasional management relief
- Projects: Upgraded Lucent FT2000 for the Verizon Business network – 100% completion  
Reset transponders on the Coriant 7100 network elements – 100% completion  
Upgraded the CPU/DCC hardware cards and software versions for the Fujitsu Flashwave 4500  
Upgraded the Adtran TA5000 for Verizon Telecom HSI group – 100% completion  
Project managed DACS IV project – Created maintenance tickets/Created and maintained Excel Spreadsheets to track inventory and project progress of hard drive replacements/Initiated weekly progress conference calls/Advised upper management of progress
- Systems used: Network Monitoring Analysis (NMA), Repair, NetSmart 1500 and 500, Cisco CTC, Oracle, Adtran OptiApps, Tirks, Junos Pulse, Microsoft Office

**Central Office Technician**, Verizon Communications, January 2009-June 2014

Ashburn, VA

- Performed proactive software upgrades on network elements to ensure quality customer service: Alcatel-Lucent DMX, Lambda Unite Ft-2000, Fujitsu Flashwave 4100, 4500, 9500, Wavestar 2.5, Metro Eon, and Tellabs 7100.
- Troubleshot network elements to restore communications when failed.
- Trained technicians on procedures for the proactive team.
- Project Managed Alcatel Lucent Controller Card Replacements - Created maintenance tickets for field dispatch/Created and maintained Excel spreadsheet for inventory tracking/Created shipping labels for the shipment of the controller cards/Escalated with dispatch and field management when necessary/Updated upper management on project progress
- Systems Used: Wfa-C, V-repair, Tirks, SharePoint, Netsmart 500 and 1500.

**Long Distance Technician**, Verizon Global Networks, July 2003-January 2009

Arlington, VA

- Provisioned long distance data circuits - (Frame Relay, ATM, Private Line) 10M Ethernet, OC48, OC12, OC3, DS1, DS3, Network-Network Interface Trunks (NNI), User-Network Interface Trunks (UNI), Permanent Virtual Circuits (PVC).
- Occasional management relief and Peer-Peer Training
- Projects: Verizon Wireless – Pretested circuits/Verified cross-connects/Worked with vendors to complete head to head tested/Adhered to provisioning schedule/Initiated weekly conference calls with design engineers, field technicians, Vendors, service managers, and management personnel
- Systems used: Naviscore Optical GUI (INC), XNG, Actiview Order Manager, Hekimian React 2001, Naviscore, Remedy, Netsmart.

**Central Office Technician**, Verizon Advance Data, Inc., May 2000-July 2003

Washington, DC

- Performed routine monitoring and troubleshooting of circuits on the Lucent CBX 9000, CBX 500, Siemens Tandem, and Newbridge switches.
- Tested, analyzed, and provided fault resolution for troubles within data circuits via Hekimian React.
- Tracked, analyzed and reviewed system alarms and created trouble reports for Frame Relay, TLS, SMDS, and ATM circuits.
- Occasional management relief Systems Used: Foreview, BNS, Openview, Wfa-C, DNMS, Hekimian React, Ncon, Newbridge/Alcatel, Naviscore, Tirks, Vrepair.

**Customer Service Administrator**, Bell Atlantic - Maryland, September 1998 -May 2000  
Silver Spring, MD

- Created maintenance tickets, updated customers with testing results, tested Plain Old Telephone Service (POTS), Centrex, and ISDN lines
- Made corrections to database systems
- Accessed on-line systems: LFACS, SOACS, EXACT, LMOS, SWITCH, WFA-C, WFA-DO

**Consultant, Bell Atlantic**, March 1992-September 1998

Washington, DC

- Handled requests for new residential telephone service, upgrades and disconnections
- Discussed, investigated, and resolved billing issues
- Exceeded annual sales requirements by 105%
- Participated in the Winners Circle - 1994, 1995,1996

**EDUCATION AND TRAINING**

Masters of Business Administration - MBA

Business Administration, University of Phoenix Arlington, VA 2013

Bachelor of Science

Accounting

Strayer University, Suitland MD 2003

Graduated Cum Laude

- Masters Certificate, Project Management IT
- Masters Certificate, Government and Commercial Contracting

Villanova University Online, 2003

Associate

Electronic Engineering Technology TESST College, Laurel MD 1989

Verizon Certificates

- Optical Transport Networks, 2015
- Reconfigurable Optical Add-Drop Multiplexer (ROADM), 2015
- DMX Access Multiplexer Turn-up and Provisioning, 2011

- DWDM Essentials, 2011
- Tellabs 7100 ROADM Turn-up and Testing, 2010
- Network Synchronization, 2010
- Lambda Unite Multiservice Switch, 2010
- Business Imperatives – Driving Growth and Business Performance Program
- Interconnecting Cisco Network Devices, 2006
- Introduction to Cisco Network Technologies, 2006



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

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Library Commission: Submitted**Please select your first Board preference: \***

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☒ Library Commission**Please select your second Board preference: \***

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☒ Library Commission**Please select your third Board preference: \***

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☒ Library Commission**Please select your fourth Board preference: \***

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☒ Library Commission**Please select your fifth Board preference: \***

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☒ Library Commission**Please select your sixth Board preference: \***

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☒ Library Commission

---

Valerie

First Name

---

N

Middle Initial

---

Grasso

Last Name

---

5508 Yew Pine Court

Street Address

---

Suite or Apt

---

Wake Forest

City

---

NC

State

---

27587

Postal Code

**What district do you live in?**

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None Selected

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Home: (301) 814-4199

Primary Phone

---

Home: (301) 814-5399

Alternate Phone

---

vbgrasso@gmail.com

Email Address

---

Granite Falls Swim and Athletic  
Club

Employer

---

Running coach

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

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## Interests & Experiences

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

To give back to the community. I am particularly interested in the public library system as it was the bedrock of my education.

## Work Experience

I retired on 2/4/2016 after 32 years as a senior defense acquisition specialist for the Library of Congress in Wash., DC.

## Volunteer Experience

Middle school cross-country coach, Guardian Ad Litem for Franklin County, church volunteer

## Education

BA, Sociology; MSW, Social Work; Masters in National Security Resource Strategy

## Comments

Since retirement, I have focused solely on sports and conditioning coaching in strength training for older adults

[resume.doc](#)

Upload a Resume

[Grasso\\_fitness\\_and\\_sports\\_resume.doc](#)

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?**

---

☒ Other

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

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From local commissioners

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Please upload a file

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**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, found [here](#).

## **Fitness and Sports Resume**

Valerie Bailey Grasso  
5508 Yew Pine Court, Wake Forest, NC 27587  
Email: easy2exercise@gmail.com  
Cell: (301) 814-4199

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**Mission Statement: To empower others to improve their fitness, nutrition and health**

### **Current Fitness Certifications:**

- Phase I Yoga Instructor Certification, AAI-ISMA, earned June 2018
- Level II Certified Running Coach, Road Runners Club of America, 2017 - present
- Level I Certified Running Coach, Road Runner Clubs of America, 2008 - present
- Certified, Primary Aerobics Instructor, AAI-ISMA, 2014 - present
- Certified, Strength Conditioning & Weight Training Consultant, AAI-ISMA, 2014 - present
- Certified Personal Trainer Fitness Trainer Certification, AAI-ISMA, 2014 - present
- Certified, Phase II-Master Personal Fitness Trainer, AAI-ISMA, 2016-present
- Older Fitness Training Certification, AAI-ISMA, 2014 - present
- Licensed ZUMBA Fitness Instructor (ZUMBA Basic, ZUMBA Sentao}, 2014
- Aqua Instructor Certification, 2015 - present

### **Fitness Background**

- Joined Beginning Women's Running Group, Montgomery County Road Runners Club, 1997
- Completed first 5k road race, June 1997
- Ran six marathons: Marine Corps (1999, 2000, 2011, 2013); Pittsburgh (2000); New York (2004); as well as races of varied distances
- Completed five sprint triathlons, 2017-2018
- Lifetime Weight Watcher Member since 2005

### **Current Fitness Activities:**

- Cardio workouts 5-6 times weekly (swimming, biking, walking, running, ZUMBA)
- Weekly Vinyasa Yoga
- Strength Training, twice weekly

### **Education**

Master of Science in National Security Resource Strategy, National Defense University, Eisenhower School, Fort Lesley J. McNair, Wash., DC

Master of Social Work, Howard University, School of Social Work, Wash., DC

Bachelor of Arts, Georgetown University, College of Arts and Sciences, Wash.,  
DC

**Retired from the Library of Congress, February 2016, after 32 years of  
federal service**



## **Resume**

Valerie Bailey Grasso, 5508 Yew Pine Court, Wake Forest, NC 27587  
[vbgrasso@gmail.com](mailto:vbgrasso@gmail.com), Cell Phone: (301) 814-4199

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### **Former Position and Major Achievements:**

Library of Congress, Congressional Research Service; Foreign Affairs, Defense and Trade Division

Specialist, Defense Acquisition Policy – from 10/07 to 2/4/16 (**Retired, 2/4/16**)

Analyst, Defense Policy – from 6/98 – 10/07

Prepared probing, innovative, and balanced written analyses on complex and sensitive public policies of national and international significance, for Members and committees of Congress in support of their legislative, oversight and representative functions.

### **Job Responsibilities:**

- Personally assisted Members of Congress and senior staff in consideration of legislative proposals at various stages of the legislative process.
- Identified emerging issues; planned, organized, and coordinated group efforts; prepared and delivered oral presentations and prepared authoritative, descriptive, and background reports, characterized by substantial breadth and depth, for Members of Congress.
- Organized, led, and moderated policy institutes and seminars.
- Published reports on significant public policies of national and international significance for Members and Committees of Congress (See list)
- Led, organized, and coordinated research teams
- Developed research methodology

### **Major Achievements in Current Position:**

- Recognized by Congressional clients as an authority on the defense acquisition system, including all phases of acquisition – from the identification and prioritization of requirements for equipment, facilities, good and services, to the policies, procedures, and practices that govern the process itself. I am also recognized as an authority on defense acquisition reform initiatives, competitive sourcing and defense contracting policies, procedures, and programs. **See Congressional Record citation, June 7, 2016.**
- Led a team of CRS analysts from several research divisions to compile an integrative report on the policy of awarding contracts for combat services Iraq.
- Cited publicly as one of the earliest observers to suggest that Congress might broaden the statutory mandate for the Special Inspector General for Iraq Reconstruction (SIGIR) to include the audit and investigation of certain DOD contracts, such as contracts for the Army's Logistics Civil Augmentation and Support Program (LOGCAP). Since that time, legislation that would broaden the SIGIR's mandate to include such DOD contracts has been enacted into the Fiscal Year 2008 National Defense Authorization Act.

- Received public citations in media, press, and opening remarks upon the introduction of legislative initiatives on the floor of the Congress.
- 

## **Past Positions and Major Accomplishments**

Executive Potential Program, Office of Personnel Management (Development Program)

Field Placement: 9/95 – 12/95)

Department of the Navy, Office of the Assistant Secretary for Research, Development, and Acquisition, Arlington, VA Acquisition and Business Management Group

- As a member of a Acquisition Business Management team, assisted in the development and facilitation of a strategic plan designed to automate the Navy's procurement function.

Executive Potential Program, Office of Personnel Management (Development Program)

Field Placement: 6/95-9/95

Department of the Navy, Naval Sea Systems Command, Aircraft Carrier Program Office, Arlington, VA Division of Plans, Programs, Financial Management and Appraisal

- Assisted in an acquisition review of major defense weapon systems. Participated in a team focused on budget definition, contract deliverable requirements development, procurement requirements and two multi-billion dollar defense Acquisition Category I-C contracts.

Library of Congress, Integrated Support Services, Office of the Director, Wash., DC  
Job Title: Program Manager, Workers' Compensation, 7/90-8/94

- Wrote a proposal that persuaded the Deputy Librarian of Congress to create the first Library of Congress' Employee Workers' Compensation Program, achieving compliance with regulatory provisions of the Federal Employees' Compensation Act (FECA) legislation and related standards.
- Provided fiscal program management of workers' compensation costs, established a close working relationship with the Office of the Inspector General, aggressively tracked workers' compensation claims, monitored claimants recovery, investigated allegations of waste, fraud and abuse.
- Conceived and published a supervisory training manual and developed a curriculum for a mandatory supervisory training program. Selected as

speaker to represent the agency at annual federal safety and health conferences held in Chicago, Illinois and Orlando, FLA.

Center for Abuse Persons, White Plains, MD

Volunteer Board Member, 1990-97; President of the Board, 1993-1996

Fund-raising and Resource Development Chair, 1996-1997

(Averaging 10-15 hours weekly)

- Governed a board of directors for the Center, a 501C-3 private, nonprofit organization dedicated to reduce the incidence and prevalence of domestic violence in Charles County.

Combined Federal Campaign (CFC) of the National Capitol Area, Wash. DC, 8/94-2/95

Loaned Executive (Full-Time Assignment), 1995-97; Member, Technical Advisory Committee, 1997-98;

Job Title: Chair Technical Advisory Committee, 1998-99

- Detail Assignment: Appointed by the Associate Librarian for Human Resources to serve as the Library's representative to the CFC for eight months
- Assigned to the U.S. Postal Services' 1994 campaign, composed of seven individual campaigns within the National Capital Area. Analyzed previous campaign performances. Improved productivity and administration. Motivated and guided leaders. Conducted training workshops. Monitored day-to-day campaign progress. Delivered motivational presentations.
- The campaign raised nearly \$2.3 million in six months and earned the Pacesetter Award and the Chairman's Cup for the best-run large campaign among all federal agencies. Received eight individual awards for outstanding performance.
- Appointed to the Technical Advisory Committee (TAC), which is the Board of Directors for the Local Federal Coordinating Committee of the Combined Federal Campaign. Led the team that analyzed and adjudicated CFC applications from agencies. Personally approved applications for 17 federations.

Library of Congress, Personnel and Labor Relations, Health Services Office, Wash., DC

Job Title: Health Services Supervisor, 3/84-7/90; Administrative Head, 6/86-2/88

- Directed the daily operations of a multifaceted occupational health program, with five different centers, serving 5000 employees. Managed a staff of nine.
- Performed program planning, budgeting, staffing, procurement, and training functions.
- Along with the head of the employee assistance program, counseled troubled employees and management and conducted supervisory training courses.

- Developed agency regulations on reasonable accommodation, health and safety, health services, and workers' compensation.

Comprehensive Care Corporation, Newport Beach, CA

Job Title: Program Manager, Inpatient Adolescent Psychiatric Treatment Unit, Greater Southeast Community Hospital, Wash., DC, 5/83 – 3/84

- Performed program planning, budgeting, staffing, procurement and training functions. Supervised psychologists, counselors and recreation specialists. Served on a clinical team with the head Nurse and Psychiatrist.

Comprehensive Care Corporation, Newport Beach, CA

Job Title: Social Worker, The Care Unit (Inpatient Alcohol and Substance Abuse Treatment Program)

Providence Hospital, Wash., DC, 11/80-5/83

- Worked as part of a multi-disciplinary team to provide clinical services to patients and their families.
- Designed and conducted the Family Education Program; provided case management, conducted counseling and therapeutic groups, and performed clinical assessments, evaluations, and interventions for hospitalized patients.

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### **Career History/Previous Jobs**

Trinity College, Office of Graduate Programs, Washington, DC

Job Title: Workshop Instructor, 10/84 – 12/85

- Designed curriculum and taught secondary school teachers in graduate course ???

Second Genesis, Inc., Bethesda, MD

Job Title: Intake Counselor, 7/77-7/79; Senior Intake Counselor, 8/79-11/80

- Served as an intake counselor for a long term, inpatient substance abuse treatment program serving the Washington metropolitan area

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### **Degrees, Certifications, and Licenses**

National Defense University, Eisenhower School, Fort Lesley J. McNair, Wash., DC  
Master of Science in National Security Resource Strategy, 8/05-6/06

Graduate Certificate, Senior Acquisition Course, 8/05-6/06

- Competitively selected as the CRS-designate for the 10-month, full-time graduate degree program at the National Defense University, ICAF
- Awarded the Master of Science degree in National Security Resource Strategy.

- Competitively selected for and completed the Senior Acquisition Course (SAC). SAC is the preeminent course for members of the Department of Defense (DOD) Acquisition Corps, is DOD's highest-level acquisition education program, and is designed to prepare selected military officers and civilians for senior leadership and staff positions throughout the acquisition community.
- Completed 36 graduate credit hours and earned a Grade Point Average of 3.6.

U.S. Department of Agriculture, Wash., DC, Executive Potential Program, 3/95-3/96

- Successfully completed an intense, 12-month program to strengthen management expertise.
- Course training included leadership styles, managing conflict, empowerment, stress management, and cultural diversity management. Participated in an intensive cluster-group assignment, and addressed challenges of performance management in a team environment.
- Completed three developmental assignments.

George Washington University, School of Government and Business Administration, Wash., D.C., 3/87-4/87

- Completed the Contemporary Executive Development Program, an eight-week program to strengthen leadership expertise in public administration, meeting Office of Personnel Management guidelines for the Senior Executive Service.

Howard University, School of Social Work, Wash., DC.  
Awarded Master of Social Work, 8/75-5/77

- Micro concentration, services to individuals and groups

Georgetown University, College of Arts and Sciences, Wash., DC  
Awarded Bachelor of Arts, 8/71-5/75

- Major: Sociology; Minor: Theology

### **Honors, Awards, and Special Accomplishments**

- Agency Special Achievement Awards, 1985, 1986, 1988, 1992, 1994, 1996, 2002, 2005, 2008
- Superior Service Award, 1986
- Meritorious Service Award, 1988
- Honorary U.S. Postal Employee Award, 1994

- Seven (7) Special Achievement Awards, 1994 Combined Federal Campaign

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## **Self-Development and Training**

- Certified Instructor, Myers-Briggs Type Indicator
- Instructor, Organizational Development using the Myers-Briggs Type Indicator
- Instructor, Supervisory Training and Skill Development
- Instructor, Sexual Harassment
- Instructor, Instructional Design in the “Train the Trainer” Methodology
- Instructor, Team Facilitation Skills

### Workshops

- Introduction to Management, including the following modules:
- Communication Skills
- Conflict Management and Resolution
- Decision Making
- Empowerment
- Ergonomics
- Job Analysis
- Leadership Styles
- Listening and Feedback Skills
- Managing a Cultural Diverse Workforce
- Motivational Skills
- Organizational Relations
- Strategic Planning
- Team Building
- Stress Management
- Supervisory Leadership for Women

## **List of Published Congressional Research Service Reports Written for Members of Congress**

Sealift (LSMR) Shipbuilding and Conversion Program: Background and Status

Navy San Antonio (LPD-17) Class Amphibious Shipbuilding Program: Background Information

A/F-117X Aircraft Proposal: Background and Issues for Congress

Defense Acquisition Workforce: Issues for Congress

Defense Outsourcing: The OMB Circular A-76 Policy

Defense Surplus Equipment Disposal: Background Information

Military Uniform Procurement: Questions & Answers

Defense Outsourcing: The OMB Circular A-76 Policy, Proceedings of a CRS Seminar

Foreign Affairs, Defense, and Trade Policy: Key Issues in the 107<sup>th</sup> Congress (Report Coordinator and Contributor)

The Berry Amendment: Requiring Defense Procurement To Come From Domestic Sources,

Demilitarization of Significant Military Equipment

Iraq: Frequently Asked Questions About Contracting (Report Coordinator and Contributor)

The Specialty Metal Clause in the Berry Amendment: Issues for Congress

Walter Reed Army Medical Center (WRAMC) and the Office of Management and Budget (OMB) Circular A-76: Implications for the Future

Defense Acquisition: Use of Lead System Integrators (LSIs) - Background, Oversight Issues, and Options for Congress

Defense Contracting in Iraq: Issues and Options for Congress

Defense Operations: The Defense Base Act, Issues and Options for Congress

Defense Operations: DOD and the Use of Inherently Governmental Functions