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

Alcoholic Beverage Control Board: Submitted

Human Services Board: Submitted

Raleigh-Durham Airport Authority: Submitted

GoTriangle Board of Trustees: Submitted

Please select your first Board preference: *

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

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

☒ Raleigh-Durham Airport Authority**Please select your fourth Board preference: ***

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

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

☒ None Selected

Reginald

First Name

D

Middle Initial

Currie

Last Name

401 Oberlin Rd

Street Address

525

Suite or Apt

Raleigh

City

NC

State

27605

Postal Code

What district do you live in?

None Selected

Mobile: (843) 408-7658

Primary Phone

Mobile: (843) 408-7658

Alternate Phone

dion@curriehomes.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 have given a large part of my life to public service and have served on many boards over the years. Giving back to the community in which I live was taught to me by my parents. I took a brake from serving to give more time to family and my son. Now that he has transition into adulthood, it is time to do what I enjoy and sorely miss.

Work Experience

An effectual leader with proven ability to exceed goals and implement processes and programs. Extensive experience in leading teams, developing strategies and managing/assessing technology and budgets. • Team development and leadership • Managing projects with successful results • Design enterprise strategic plans Core Competencies: Certified Chief Information Officer, Organizational Management, IT Leadership, Business Development, Project Management, Process Improvement (Six Sigma Green Belt), Budget Management, Platforms: Microsoft Office, Microsoft Project, Windows Operating Systems, Mac OS Tools: Microsoft Word, Microsoft PowerPoint, Microsoft Project, Microsoft Outlook, Visio, Sharepoint, Salesforce Professional Experience NC Department of Information Technology November 2017 – Present IT Business Architect • Work with state agencies to develop and maintain the IT Business Architecture of the State of North Carolina. • Develop IT architecture to serve as a blueprint to link enterprise strategy with overall agency tactical demands. • Assist the strategic planning staff with agency IT strategic plans as it relates to architecture. • Lead in the development of IT business capabilities, organizational value streams and IT business relationships that allow for informed decision making • Firm understanding of SDLC, project management methodologies and change management NC Department of Information Technology June 2015 – October 2017 Business Architect/Process Improvement Engineer • Managed cross functional process improvement/Business Architecture projects in the Department of Information Technology as a part of the Enterprise Technology Strategy team. • Demonstrated use of strong analytical skills to interpret business needs and interpret them into new processes • A part of the review team for the new Enterprise Architecture tool. • Led a project to re-engineer the recruiting process use by all state agencies. Project produced a 30% reduction in time to hire from 91 days to 64 days. • Evaluated the feasibility of new technology to improve overall departmental processes • Assisted in the development of the NC Information Technology strategic plan NC DHHS/Public Health September 2014 – June 2015 Quality Improvement Associate (Temporary Position) • Administered Kaizen events & green belt projects in the public health section of DHHS • Led project to improve tracking of submissions to the NC Cancer Registry by hospitals and health clinics. • Improved the process and updated changes to North Carolina birth, marriage and death certificates requests. Technology Specialist Inc. Charleston SC 2011 – 2014 Operations/Process Improvement Manager • Systems Operations/Project Management of the TSI Charleston Facility in support of the SPAWAR (Space & Navy Warfare Command) Digital Integration Facility project. • Oversee process improvement projects using Lean Six Sigma • Management of the project deliverables and day to day operations • Strategic planning and operations management of Digital Integration Facility team • Procurement of materials and managed budget in support of the SPAWAR

project • Managed and coached a team of 7 individuals in Lean Six Sigma Artuslabs Inc 2009 - 2011 . Business Development Executive • Responsible for the sale of software that meets the regulatory and security requirements of the life science enterprise. • Provided software solutions for scientists and research organizations. Solutions such as Optical Structure Recognition™, Method Genius™, Research Decision Models, Sub Structure Search, Chemical Logistics, Ensemble Electronic Lab Notebook™ systems. These systems are sold into the lab setting to chemist and scientist. Prospected C-Level and VP-level clients. TAKE Solutions, Inc. 2008 - 2009 Senior Account Executive • Take Solutions is a leading international technology company with products for clinical life cycle management of regulatory data in a FDA compliant format. • Responsible for the sale of FDA compliant electronic common technical documents (eCTD) and document management systems (DMS) to tier 1 and tier 2 life sciences companies; • Responsible for the sale of regulatory consulting services to tier 1 and tier 2 life sciences companies. • Prospected and qualified biotechnical, biopharmaceutical, contract research organizations and clinical trial companies using SalesForce and other tools. • Developed, prepared and delivered product demonstrations to the key decision makers and executive management teams. • Prepared all sales contracts, sales support agreements and sales quotes. Sanofi-Aventis Pharmaceuticals, Inc. 2004 – 2008 Senior Sales Representative • Sanofi Aventis Pharmaceuticals is a leading global pharmaceutical company that discovers, develops, produces and markets innovative therapies that enhance people's lives. • Created demand sales through the implementation and execution of sales strategies and the presentation of medical information for diabetic medicine treatments. • Identified and interfaced with the key influencers. • Ranked #3 regionally and #2 district wide on a consistent basis. Southeast Natural Gas 2002 – 2004 Director, Marketing & Planning Southeast Natural Gas is a marketer of natural gas to utility and industrial accounts throughout the United States. • Responsible for the overall marketing, sales operations and strategic planning for utility and industrial business. • Grew company sales from \$0 to \$27.5 million in two years. • Managed the marketing budget of \$6.2 million. • Managed 5 employees and territories over the southeast region of the US. First Citizens Bank 1998-2002 Project Manager First Citizens Bank is a financial services company that provides personal banking, business banking, trust services and insurance services to 350 branches in 6 states. • Managed 7 associates and an annual budget of \$1.2 million. • Research and presented projects to upper level operations management and made recommendations based on predetermined instructions. • Managed project to create new document imaging department that saved the company \$800,000 the first year and over \$4 million in 3 years. .

Volunteer Experience

Wake County Board of Elections, Secretary Common Cause North Carolina Advisory Board Vice Chair
Guilford County Dem. Party City of Greensboro Committee for Police Review Board Study

Education

Bachelor of Arts Degree – Political Science 1993; NORTH CAROLINA A&T STATE UNIVERSITY – GREENSBORO, NC LEAN SIX SIGMA GREEN BELT; PURDUE UNIVERSITY TOGAF 9 CERTIFICATION (IT ARCHITECTURE) THE OPEN GROUP ARCHITECTURE CERTIFIED CHIEF INFORMATION OFFICER (CGCIO); UNIVERSITY OF NORTH CAROLINA SCHOOL OF GOVERNMENT

Comments

[Reginald_Currie_Resume_2019.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 *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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](#).

Reginald Dion Currie
401 Oberlin Rd Apt 501
Raleigh, NC 27605
regcurr@gmail.com
843-408-7658

An effectual leader with proven ability to exceed goals and implement processes and programs. Extensive experience in leading teams, developing strategies and managing/assessing technology and budgets.

- Team development and leadership
- Managing projects with successful results
- Design enterprise strategic plans

Core Competencies: Certified Chief Information Officer, Organizational Management, IT Leadership, Business Development, Project Management, Process Improvement (Six Sigma Green Belt), Budget Management,

Platforms: Microsoft Office, Microsoft Project, Windows Operating Systems, Mac OS

Tools: Microsoft Word, Microsoft PowerPoint, Microsoft Project, Microsoft Outlook, Visio, Sharepoint, Salesforce

Professional Experience

NC Department of Information Technology
IT Business Architect

November 2017 – Present

- Work with state agencies to develop and maintain the IT Business Architecture of the State of North Carolina.
- Develop IT architecture to serve as a blueprint to link enterprise strategy with overall agency tactical demands.
- Assist the strategic planning staff with agency IT strategic plans as it relates to architecture.
- Lead in the development of IT business capabilities, organizational value streams and IT business relationships that allow for informed decision making
- Firm understanding of SDLC, project management methodologies and change management

NC Department of Information Technology
Business Architect/Process Improvement Engineer

June 2015 – October 2017

- Managed cross functional process improvement/Business Architecture projects in the Department of Information Technology as a part of the Enterprise Technology Strategy team.
- Demonstrated use of strong analytical skills to interpret business needs and interpret them into new processes
- A part of the review team for the new Enterprise Architecture tool.
- Led a project to re-engineer the recruiting process use by all state agencies. Project produced a 30% reduction in time to hire from 91 days to 64 days.
- Evaluated the feasibility of new technology to improve overall departmental processes
- Assisted in the development of the NC Information Technology strategic plan

NC DHHS/Public Health
Quality Improvement Associate (Temporary Position)

September 2014 – June 2015

- Administered Kaizen events & green belt projects in the public health section of DHHS
- Led project to improve tracking of submissions to the NC Cancer Registry by hospitals and health clinics.
- Improved the process and updated changes to North Carolina birth, marriage and death certificates requests.

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regcurr@gmail.com
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Technology Specialist Inc. Charleston SC
Operations/Process Improvement Manager

2011 – 2014

- Systems Operations/Project Management of the TSI Charleston Facility in support of the SPAWAR (Space & Navy Warfare Command) Digital Integration Facility project.
- Oversee process improvement projects using Lean Six Sigma
- Management of the project deliverables and day to day operations
- Strategic planning and operations management of Digital Integration Facility team
- Procurement of materials and managed budget in support of the SPAWAR project
- Managed and coached a team of 7 individuals in Lean Six Sigma

Artuslabs Inc
Business Development Executive

2009 - 2011

- Responsible for the sale of software that meets the regulatory and security requirements of the life science enterprise.
- Provided software solutions for scientists and research organizations. Solutions such as Optical Structure Recognition™, Method Genius™, Research Decision Models, Sub Structure Search, Chemical Logistics, Ensemble Electronic Lab Notebook™ systems. These systems are sold into the lab setting to chemist and scientist. Prospected C-Level and VP-level clients.

TAKE Solutions, Inc.
Senior Account Executive

2008 - 2009

- Take Solutions is a leading international technology company with products for clinical life cycle management of regulatory data in a FDA compliant format.
- Responsible for the sale of FDA compliant electronic common technical documents (eCTD) and document management systems (DMS) to tier 1 and tier 2 life sciences companies;
- Responsible for the sale of regulatory consulting services to tier 1 and tier 2 life sciences companies.
- Prospected and qualified biotechnical, biopharmaceutical, contract research organizations and clinical trial companies using Salesforce and other tools.
- Developed, prepared and delivered product demonstrations to the key decision makers and executive management teams.
- Prepared all sales contracts, sales support agreements and sales quotes.

Sanofi-Aventis Pharmaceuticals, Inc.
Senior Sales Representative

2004 – 2008

- Sanofi Aventis Pharmaceuticals is a leading global pharmaceutical company that discovers, develops, produces and markets innovative therapies that enhance people's lives.
- Created demand sales through the implementation and execution of sales strategies and the presentation of medical information for diabetic medicine treatments.
- Identified and interfaced with the key influencers.
- Ranked #3 regionally and #2 district wide on a consistent basis.

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Raleigh, NC 27605
regcurr@gmail.com
843-408-7658

Southeast Natural Gas
Director, Marketing & Planning

2002 – 2004

Southeast Natural Gas is a marketer of natural gas to utility and industrial accounts throughout the United States.

- Responsible for the overall marketing, sales operations and strategic planning for utility and industrial business.
- Grew company sales from \$0 to \$27.5 million in two years.
- Managed the marketing budget of \$6.2 million.
- Managed 5 employees and territories over the southeast region of the US.

First Citizens Bank
Project Manager

1998-2002

First Citizens Bank is a financial services company that provides personal banking, business banking, trust services and insurance services to 350 branches in 6 states.

- Managed 7 associates and an annual budget of \$1.2 million.
- Research and presented projects to upper level operations management and made recommendations based on predetermined instructions.
- Managed project to create new document imaging department that saved the company \$800,000 the first year and over \$4 million in 3 years. .

Merisel Corporation
Account Executive

1997 – 1998

- Responsible for the sale of computer parts and hardware via call center setting (outbound) to resellers in Illinois territory.
- Supplied customers with hardware and software peripherals through presentations.

IBM
Account Executive

1994 – 1997

IBM is a multi-national computer organization that supplied computers for personal and business use through the world. I was responsible for the sales of personal computer and was then promoted to the outside sale of servers.

- Consistently over 100% of sales goal of 1.2 million annually
- Ranked on average as the #2 sales person in the division.
- Ranked as the # 1 sales associate in 1995.
- Promoted to the server sales division

Reginald Dion Currie
401 Oberlin Rd Apt 501
Raleigh, NC 27605
regcurr@gmail.com
843-408-7658

EDUCATION AND CREDENTIALS

Bachelor of Arts Degree – Political Science 1993

NORTH CAROLINA A&T STATE UNIVERSITY – GREENSBORO, NC

LEAN SIX SIGMA GREEN BELT

PURDUE UNIVERSITY

TOGAF 9 CERTIFICATION (IT ARCHITECTURE)

THE OPEN GROUP ARCHITECTURE

CERTIFIED CHIEF INFORMATION OFFICER (CGCIO)

UNIVERSITY OF NORTH CAROLINA SCHOOL OF GOVERNMENT

CERTIFIED IN THE GOVERNANCE OF ENTERPRISE IT (IN PROCESS)

INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION

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

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Alcoholic Beverage Control Board: Submitted

Please select your first Board preference: *

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

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

☒ Durham Highway Fire Department Board of Trustees Firemen's Relief Fund**Please select your fourth Board preference: ***

☒ Economic Development Commission**Please select your fifth Board preference: ***

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

☒ Raleigh-Durham Airport Authority

Don

First Name

W

Middle Initial

Alspaugh

Last Name

5512 Farmridge Rd

Street Address

Suite or Apt

Raleigh

City

NC

State

27617

Postal Code

What district do you live in?

None Selected

Home: (704) 651-9908

Primary Phone

Home: (919) 390-1353

Alternate Phone

thunderbirdf4@gmail.com

Email Address

LM Restaurants

Employer

Senior General 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?

Give back. Influence for the better. Connect to my community.

Work Experience

Management of businesses in Raleigh with over 120 employees on staff.

Volunteer Experience

Habitat for Humanity

Education

Bachelors UNCC Economics.

Comments

[resume_dwa_20213.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?

☒ Other

If you selected "Other" above, how?

Referral. Wake county district court judge and friend Kris Bailey

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Don Alspaugh

Orchestrating Conductor of High Volume Upscale Operations

**Course corrector
Change agent
Individualizer
Ideator**

**Servant-style
Lifetime learner/Teacher
Uncompromising Integrity
Approachable relator**

***Senior GM, Vidrio Signature Brands/LM Restaurants, Raleigh, NC
1/2019 to 3/2020***

- 25% increase in sales YOY. 4.8+ sustained guest survey score.
- Oversight of operations for two upscale locations with 60 team members each.
- Culture with standards and policy compliance. Creation of systems for TM growth, advancement and operational consistency.

***Operating Partner, P.F. Changs, Raleigh, NC
6/2008 to 12/2018***

- Ranked in the top 5 in sales company wide, \$7m+. Restaurant of the year nominee.
- SMG scores +13% / 80%+ vs. co. avg. +6 to 9% APT index growth vs. competitors.
- 115 team members. 6 salaried manager/chef direct reports.
- Leading OPD driver; Grubhub, Doordash, Foodsby, Catering, Carside.
- Awarded top 5% score "Quality Operations Bistro Audit."

***Managing Partner, OSI/Cheeseburger in Paradise, Charlotte, NC
5/2005 to 6/2008***

- Proprietor of \$3.4M new opening in North Charlotte 2007.
- 2 new restaurant openings. On site contact for hiring, construction and permitting.
- Praised for locations opening being viewed as one of the smoothest openings for our concept; recognized as "the most well run and organized restaurant in region."

***Operations Resource, Frito-Lay (FLNA), Charlotte, NC
11/2000-6/2004***

- Driving manufacturing performance in a 1.2m pound plant with 45 direct reports.
- Apex, Polaris Bagmakers, Ishida, PRM, PPT, ICS. A.I.B. World Food Safety Matrix, crewing and scheduling, PM planning, Asset Reliability Management Software experienced.
- "Continuous Improvement" certified in "C.I. Core 5"; Performance Based Training.
- "Realizing Your Potential Through Inclusion" and "Managing in a Diverse Workforce" Trainer certified.

***KM & FOH Manager, Outback Steakhouse, Rock Hill, SC
11/1995- 6/2000***

- Three "Kitchen of the Quarter" awards.
- Kitchen Manager for Winston-Salem location, \$80k weekly.
- Lowest food cost in Carolinas for 2 years, 10% sales increase trend.

***The University of North Carolina, Charlotte, NC;
<http://linkedin.com/in/don-alspaugh-46000972>***

B.A. in Economics, 1994

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

Alcoholic Beverage Control Board: Submitted
Domestic Violence Fatality Review Team: Submitted
Fuquay-Varina Board of Adjustment: Submitted
Human Services Board: Submitted
Jury Commission: Submitted
Juvenile Crime Prevention Council: Submitted

Please select your first Board preference: *

☒ Criminal Justice Partnership Advisory Board

Please select your second Board preference: *

☒ Jury Commission

Please select your third Board preference: *

☒ Human Services Board

Please select your fourth Board preference: *

☒ Keep America Beautiful Advisory Board

Please select your fifth Board preference: *

☒ Alcoholic Beverage Control Board

Please select your sixth Board preference: *

☒ Water Partnership

Melvin

First Name

Turner III

Last Name

Middle Initial

2120 Fox Chapel Place

Street Address

Suite or Apt

Fuquay-Varina

City

NC

State

27526

Postal Code

What district do you live in?

None Selected

Mobile: (919) 995-0402

Primary Phone

Home: (919) 995-0402

Alternate Phone

melt3rd@aol.com

Email Address

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

☐ Yes ☒ No

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

☒ Fuquay-Varina

Interests & Experiences

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

I would like to make a difference in the Raleigh-Durham area by utilizing my knowledge, skills and abilities in order to ensure the best services and assistance is rendered within the scope of each government boards' authority. I have worked in the criminal justice and human services field for approximately thirty years and desire to provide a service to the community through workings within one or more commissions or boards in the triangle area.

Work Experience

I have worked in the field of criminal justice and human services since 1991. I have worked in basically all levels of government whether with the city of Lexington-Fayette Urban County Government to the United States Marine Corps Reserve to the DOJ, Federal Bureau of Prisons. Below are several experience related jobs I have conducted throughout my career: Again, I am interested in joining a Board or Commission in order to assist the citizens of Wake County under ion because of my vast level of experience gained while working in the criminal justice field for approximately thirty years, as well as related degree work. I have completed the following related coursework: Corrections Ethics, Legal Issues in Correctional Institutions, Correctional Service in Community, Criminology and Contemporary Practice Corrections as well as other related courses. I have worked as a Training Officer/Investigator for the North Carolina Department of Public Safety, Private Protective Services from January of 2015 to January 2018. I administered the training programs for the Private Protective Services Board. I coordinated the unarmed and firearms instructor trainer program. I monitored delivery of training courses and investigated potential violations of 74C and the NC Administrative Code via formal complaints. I have worked as a Probation/Parole Officer in the state of Ohio and North Carolina for a five-year period. I managed an approximate caseload of 75 to 100 offenders in North Carolina, as well as Ohio while working under the respective probation and parole divisions. I completed pre-sentence, post-sentence, placement, arrest and violation investigations; tracked offenders for arrest purposes; conducted background investigations; investigated technical violations of probation/parole; interviewed witnesses and victims; and presented typed investigative reports to the parole commission and the courts. I have worked from June of 1995 until December of 2002 as a Correctional Officer for the Fayette County Detention Center and the Bureau of Prisons in Lexington, KY. I supervised inmates, conducted court security and transportation of inmates, patrolled the federal institution with firearms and worked in special segregation units with mental health and high-risk populations.

Volunteer Experience

I have the following volunteer experience as follows: * Natural Helper with the Reclaiming Futures Program, Montgomery County Juvenile Drug Court, Dayton, OH. * Former Co-Founder of Prime Performance Mentoring Through Sports and Education, Dayton, OH.

Education

*Sinclair Community College, Dayton, OH Associate of Science Degree Community-Based Corrections June 2004
*Urbana University, Urbana, OH Bachelor of Science Criminal Justice Leadership August 2005
*University of Phoenix, Phoenix, AZ (Dayton, OH campus) Master of Business Administration March 2008
*University of Cincinnati, OH Master of Science Criminal Justice May 2014

Comments

I am ecstatic at the opportunity to be able to serve the people of Wake County in whatever capacity I may be charged with. I sincerely hope that I am strongly considered for this opportunity and am up for the challenge.

[MTurner_III_-_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 *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Through Eugene Weeks, former member of the Raleigh City Council in North Carolina, who represented District C.

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Melvin Turner III

2120 Fox Chapel Place • Fuquay-Varina, NC 27526 • (919) 995-0402(D/E)

Email: melt3rd@aol.com

PROFILE

- Adaptable; able to transition between small and large tasks, working individually and in a team environment with diverse persons.
- Effective problem solver with strong organizational and analytical skills.
- Committed to excellence and exceptional leadership abilities.

PROFESSIONAL EXPERIENCE

Department of Justice, Bureau of Prisons - FCC Butner

Old N.C. HWY. 75, Butner, NC 27509

Main#: 919-575-5000

Time and Leave Clerk, 03/2020-Present

Responsible for time and attendance record keeping of all assigned employees. Responsible for maintaining documentation regarding leave and pay as appropriate. Ensure time is correctly keyed into the system, verifies overtime has been approved before keying and confirms staff are entitled to additional pay such as overtime, night differential and Sunday/holiday pay. Resolves and answers questions regarding payroll issues. Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Durham VA Medical Center, Environmental Management Services

508 Fulton St., Durham, NC 27705

Main#: 919-286-0411 ext. 4567; Supervisor – Darwin Short

Supervisory Housekeeping Aid, 02/2019-03/2020

Assigned the work units and planned the frequency of operations in order to maintain a high level of sanitation. Approved/disapproved leave requests in such a manner to ensure the highest level of sanitation maintained in all areas of the hospital. Developed appropriate time management techniques that resulted in the planning of work and the use of equipment, facilities, and materials on a week-to-week or month-to-month basis for subordinates to assure superior sanitation levels. Counseled employees, when indicated, due to such things as less than satisfactory performance, absenteeism, tardiness, abuse of sick leave, failure to be at work stations, etc. Worked with Contract Service Providers and administered aspects of service contracts to assure monitoring and scheduling was accomplished to provide waste removal and pest control measures that result in maximum value for the Medical Center.

Department of Homeland Security, Transportation Security Administration

2400 John Brantley Blvd., Morrisville, NC 27560

Main#: 1-800-367-5690; Supervisor – Antonio Brown

Transportation Security Officer, 02/2018-02/2019

Provided security and protection of air travelers, airports and aircraft. Operated various screening equipment and technology to identify dangerous objects in baggage, cargo and on passengers, and prevented those objects from being transported onto aircraft. Performed searches and screened passengers and controlled terminal entry and exit points. Interacted with the public, gave directions and responded to inquiries. Identified and located potentially life threatening or mass destruction devices and

made effective decisions in both crisis and routine situations. Conducted risk-based security screening protocols based on various security program requirements. Retained and implemented knowledge of all applicable Standard Operating Procedures.

North Carolina Department of Public Safety, Private Protective Services Board

3101 Industrial Dr., Raleigh, NC 27609

Main#: 919-788-5320; Supervisor – Phillip Stephenson

Training Officer, 01/2015-01/2018

Primary responsibilities were to administer the training programs for the Private Protective Services Board. Conducted coordination and oversight of unarmed guard instructor and firearms instructor trainer programs. Monitored and coordinated the development and updating of trainer programs and training materials. Conducted investigations into complaints and allegations of alleged violations of state laws and rules. Conducted audit checks of firearms training conducted by certified firearms instructors. Composed detailed investigation reports and present said reports to the Private Protective Services Board. Conduct criminal record searches through the Administrative Office of the Courts database. Received, evaluated and process new and renewal applications for unarmed guard trainers and firearms trainers in PPS2000 Database system. Testified in administrative hearings for appeal cases. Conducted oral presentation of Standards of Continuing Education Requirements(CEU) course to PPSB licensees. Communicated daily with local, city, state and federal agencies.

Criminal Justice Specialist/Investigator II, 10/2011-01/2015

Conducted background investigations of license applicants and corroborated with local, city, state and federal agencies through completion. Composed and presented written background investigation reports before the Private Protective Services and Alarm Systems Business Licensing Boards. Testified in administrative hearings for licensee appeals of agency actions. Conducted company audit investigations of company records of licensed companies for alleged state statutes and rules violations. Assisted Interview Panel that conducted interviews of prospective candidates applying for employment with agency. Served as Assistant Safety Officer to the Deputy Director; and was charged with attending quarterly state D.O.J. Safety Meetings and conducted monthly inspections of fire extinguishers and other safety related tasks as assigned.

Wake Technical Community College

Wake Tech Community College, 321 Chapanoke Rd., Raleigh, NC 27603

Main#: (919) 866-5169; Supervisor – Janie Slaughter

Adjunct Criminal Justice Instructor, 08/2014-03/2016

Prepared instruction that reflects appropriate learning objectives. Constructed classroom materials that support the goals of the course. Designed curriculum and a schedule of instruction. Maintained communication with course committee instructors and participate in instructional discussions. Maintained accurate records of student work and attendance. Graded and returned student work in a timely manner. Counseled students regarding their grades and progress in the course. Effectively utilized course materials such as: **Blackboard, Moodle, WebAssign, MS Office, Course Compass, and Internet application.**

North Carolina Department of Community Corrections, Probation/Parole Division

825 S. New Hope Rd., Raleigh, N.C. 27610

Main#: (919) 250-4305; Supervisor – Sharon Graham

Probation/Parole Officer II, 09/2010-09/2011

Supervised parolees, probationers or transitional control and other releasees placed under direct supervision. Conducted and completed pre-sentence, post-sentence, placement, arrest and violation

investigations. Conducted duties of sworn officer representing the North Carolina courts and parole commission while charged with supervising a caseload of criminal offenders. Tracked offenders for arrest purposes. Conducted background investigations of work, criminal and educational history on offenders. Investigated technical violations of probation and parole offenders. Interviewed witnesses and victims. Completed delivery of written arrest and hold release orders by writing or dictation. Presented investigative reports on offenders to the parole commission and the courts.

Ohio Department of Rehabilitation and Corrections, Adult Parole Authority

201 W. Main St., Troy, OH 45373

Main#: (937) 440-6063; Supervisor – Sheri Duchak

State Parole Officer, 07/2006-08/2010

Supervised parolees, probationers or transitional control and other releasees placed under direct supervision. Conducted and completed pre-sentence, post-sentence, placement, arrest and violation investigations. Conducted duties of sworn officer representing the North Carolina courts and parole commission while charged with supervising a caseload of criminal offenders. Tracked offenders for arrest purposes. Conducted background investigations of work, criminal and educational history on offenders. Investigated technical violations of probation and parole offenders. Managed Drug Court offender caseload. Presented investigative reports to the parole commission and the courts.

Montgomery County Juvenile Drug Court, Center for Adolescent Services

333 Access Rd, New Lebanon, OH 45453

Main#: (937) 687-9427; Supervisor – J. Peyton

Unit Counselor/Supervisor, 11/2005-07/2006

Motivated, trained and supervised 5-10 employees on a daily basis and maintained safety and security of juveniles within the facility and during transports. Conducted treatment programming, counseling and mentoring for at-risk youth. Maintained safety and security of correctional/therapeutic environment. Participated on interview panels for hiring of prospective employees of the agency.

The Wackenhut Corporation

117 South Dixie Suite 3, Vandalia, OH 45377

Main#: (937) 890-4717; Supervisor – Mark Wysong

Security Site-Supervisor 05/2003-11/2005

Conducted physical security checks of the Dayton Public School Administration Building and conducted regular security briefings with school safety administrators. Monitored CCTV security cameras for suspicious activity. Conducted safety inspections and communicated hazards to upper management. Prepared and distributed shift schedules and submitted payroll. Trained, motivated and managed security guard staff.

United States Department of Justice, Federal Bureau of Prisons

3301 Leestown Rd., Lexington, KY 40511

Main#: (859) 255-6812, Shift Commander – Lt. Trimble

Correctional Officer, 07/2002-12/2002

Observed inmate conduct in order to prevent disturbances and escapes within the institution. Conducted inmate and cell searches for contraband. Patrolled assigned areas for evidence of forbidden activity.

Lexington-Fayette Urban County Detention Center

600 Old Frankfort Circle, Lexington, KY 40511

Main#: (859) 425-2700, Shift Major-Major Thomas White

Detention Officer, 11/1995-07/2002

Conducted intake and followed booking procedures of inmates into detention center at the county adult and juvenile facilities. Guarded inmates in transit between jail, court, and medical offices. Performed duty of court officer when not engaged in institutional guard duties. Maintained safety and security of inmates and staff within the facility.

United States Marine Corps Reserves, 4th FSSG, MPCo. A, Law Enforcement Battalion

151 Vocational-Technical Rd., Lexington, KY 40511

Service Record Book Clerk, 06/1991-06/1999

Performed personnel and general administrative duties utilizing manual and automated information systems. Prepared documents, maintained personnel records and input audit and retrieve pay and personnel information into military database system. Audited and made entries in individual service records. Audited service records for required entries and documentation. Completed various personnel and pay related forms and documents. Researched proper unit diary entry requirements. Reported transactions into MCFS via the unit diary. Audited and corrected feedback reports from systems. Prepared individual pond and allotment requests. Performed other duties pertaining to pay and personnel administration as required. Other duties and tasks performed overlapped those performed by administrative clerks, including naval correspondence and maintenance of correspondence files and directives. Completed Marine Corps Total Force System (MCTS), which encompassed the on-line Diary System (OLDS), the Unit Diary/Marine Integrated Personnel System (UD/MIPS).

EDUCATION

Sinclair Community College, Dayton, OH

Associate of Science Degree

Community-Based Corrections

June 2004

Urbana University, Urbana, OH

Bachelor of Science

Criminal Justice Leadership

August 2005

University of Phoenix, Phoenix, AZ(Dayton, OH campus)

Master of Business Administration

March 2008

University of Cincinnati, OH

Master of Science

Criminal Justice

May 2014

SKILLS

Spanish-Intermediate Level • Excellent report writer • Intermediate Word/Excel/Access/PowerPoint

COMMUNITY INVOLVEMENT

Natural Helper with the Reclaiming Futures Program, Montgomery County Juvenile Drug Court, Dayton, OH. Former Co-Founder of Prime Performance Mentoring Through Sports and Education, Dayton, OH.

*References available upon request

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

Alcoholic Beverage Control Board: Submitted**Please select your first Board preference: ***

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

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

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

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

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

☒ None Selected

Tymeeka

First Name

L

Middle Initial

Williams

Last Name

4213 Beacon Crest Way

Street Address

Ste 2900

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

None Selected

Home: (919) 225-6859

Primary Phone

Home: (919) 828-7854

Alternate Phone

tymeekad@gmail.com

Email Address

Wake County Finance
Department

Employer

Executive Assistant

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I would like to invest in my community. I would like to develop a deeper understanding of what it takes to run a successful organization. Serving on a board will allow me to experience, first-hand, the operations of an organization at a high-level. I would like to learn about and making decisions on governance, financial/accounting, ethics and legal issues which is not something that I have the responsibility of doing or opportunity to do in my position . It's an experience that will truly develop my leadership skills and provide me with exposure that I wouldn't otherwise gain at this stage in my career. I would also like to build my professional network. Being on a nonprofit board will allow me to interact with individuals who aren't in my current professional network. Most boards have a diverse array of professional backgrounds, I will have the opportunity to meet new people; both the members of the board and their network as I interact with them at events. By expanding my network in this way, I will have access to mentors and professional opportunities.

Work Experience

Executive Assistant Wake County Government; Finance Department, Raleigh NC 2018-Present

Responsibilities: Provide senior level planning and administrative support for the daily operations of Wake County's Finance Department by implementing front desk duties. Communicate with internal and external customers, prospects, partners, and vendors while exhibiting professionalism, courtesy, and diplomacy. A liaison between the department, elected officials and other department heads to ensure effective integration and distribution of information. Process, input, review and submit vendor's purchase orders, invoices, and payments. Investigates and resolves complaints as well as drafting correspondence and reports. Provide and assimilate data related to Risk Management concerning the MVR/DOT processes while serving as Finance Department's HR Representative, Safety Coordinator and Records Custodian.

Accomplishments • Responsible for departmental development, ATS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment processes and policies • Accountable for sending out departmental correspondence, prepare monthly faculty meeting agenda and meeting minutes • Developed "Welcome to Finance Department" NEO preparation for the introduction to new positions and daily duties for first few weeks of employment. Introduced Departmental HR checklist/manual for onboarding and offboarding employees. • Work with

Procurement Services on bids and government purchasing patterns and implemented a receipt process for businesses that drop off bids for RPFs. Associate Professional/Project Management/Public Relations KMG Holdings, Clayton NC 2003 - 2012 Responsibilities: Accountable for building a scalable program and daily operations to help at-risk youth 8 to 18 years of age become independent and return to their regular living environment in a group home setting. Accomplishments • Spearheaded a scalable filing system from paper-based to electronic reporting and tracking of >250 youth in less than 60 days. • Lead the treatment and intervention processes to establish trust and conflict resolution to >90% of cases. • Developed and maintained training processes that reduced redundancy, improved accuracy and efficiency and organizational objectives as stated by company's policies and procedures. • Managed daily operations to ensure community outreach completed, insurance billing paid on time, probation guidelines adhered to, education and school related duties and daily necessities provided and met. • Coordinated and presented on the job training programs to enhance office staff's level of performance. Executive Assistant/ Corporate Events Planner Lenovo, Morrisville NC 2006 – 2016 Responsibilities: Assisted SVPs, VPs, and Executive Directors by managing extremely active calendars, executive retreats, and large-scale company events.

Arranged travel locally, domestically, and internationally while ensuring accurate destinations, itineraries, meetings, and agendas. Composed, prepared, and processed confidential documents for meetings and other events. Reconciled company credit cards, procurement cards and reports as well as completed, managed, and submitted expense reports for a global PC company. Accomplishments • Led planning and coordination for annual North America kickoff event for Lenovo USA (15K+) employees. • Negotiated and managed event invoices with event costs below budget and ensured all employees, partners and vendor activities were coordinated. • Prepared financial documents such as Vendor Invoices, Purchase Orders and other marketing materials while using company policies, procedures, requirements, and standards for each department • Arranged and supervised a variety of community outreach events and marketing campaigns; served as primary liaison for local, domestic, and international programs • Coordinated direct marketing distribution, press kits, events, and pilot units, composed correspondence such as client memos, travel planning, expense reports and promotional material. • Developed proposals and presentations for keynote speaking opportunities as well as executive strategy decks.

Volunteer Experience

Community in Schools Interact Developing Human Potential

Education

Wake Technical Community College 2016-2018 (Continuing Education Classes) Johnson C Smith University c/o 2001: Communication Arts with a concentration in Public Relations and Marketing

Comments

[TLW_Resume.docx](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

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

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](#).

Tymeeka L. Williams
(919) 225-6859 | tymeekad@gmail.com

Professional Summary

A Self-motivated, conscientious, and adaptable professional with more than 10 years of experience in corporate event planning, project management, human resources, accounts receivable /payable and administrative support to EDs, VPs and SVPs. Experience managing large-scale assignments from conception to delivery while handling multiple projects. A recognized leader and initiator with a positive attitude that solves complex problems. Highly skilled in tracking details, communicating deadlines, and following-up with internal and external partners to ensure on-time completion within budget.

Core Competencies

MICROSOFT OFFICE CERTIFICATION; MTA: WINDOWS SERVER ADMINISTRATION FUNDAMENTALS; ITIL AWARENESS; MTA: NETWORKING FUNDAMENTALS; NC FAST; Advantage 3.11 Financial, ESS & HRM; Applicant Tracking System; SharePoint; ONBASE; MAGI; COMPTIA IT FUNDAMENTALS; NOTARY PUBLIC/ ELECTRONIC NOTARY PUBLIC

Professional Experience

Executive Assistant *Wake County Government; Finance Department, Raleigh NC*

2018-Present Responsibilities: Provide senior level planning and administrative support for the daily operations of Wake County's Finance Department by implementing front desk duties. Communicate with internal and external customers, prospects, partners, and vendors while exhibiting professionalism, courtesy, and diplomacy. A liaison between the department, elected officials and other department heads to ensure effective integration and distribution of information. Process, input, review and submit vendor's purchase orders, invoices, and payments. Investigates and resolves complaints as well as drafting correspondence and reports. Provide and assimilate data related to Risk Management concerning the MVR/DOT processes while serving as Finance Department's HR Representative, Safety Coordinator and Records Custodian.

Accomplishments

- Responsible for departmental development, ATS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment processes and policies
- Accountable for sending out departmental correspondence, prepare monthly faculty meeting agenda and meeting minutes
- Developed "Welcome to Finance Department" NEO preparation for the introduction to new positions and daily duties for first few weeks of employment. Introduced Departmental HR checklist/manual for onboarding and offboarding employees.
- Work with Procurement Services on bids and government purchasing patterns and implemented a receipt process for businesses that drop off bids for RPFs.

Project Coordinator *Toshiba Global Commerce Solutions, Durham NC*
2017-2018

Responsibilities: Scheduled and attended client meetings while assisting with determination of project requirements. Assisted Project Managers in drafting and issuance of project proposals, RFP's, tenders, budgets, cash flows and preliminary schedules. Organized and gathered materials for inception, duration, and completion of projects. Prepared project organization and communication charts while tracking progress and quality of work performance by design disciplines/trades. Served as a point of contact for high level Executives including CEO. Maintained calendars, arranged travel, reservations, and expenses. Utilized project scheduling and control tools to monitor projects plans, work hours, budgets, and expenditures for a Global IT company.

Accomplishments

- Recognized by CEO for providing exemplary work standards by following production, productivity, quality, and customer-service standards.

- Awarded at National Retail Federation Big Show for continuously resolving operational problems; identifying work process improvements; monitoring expenses and implementing cost-saving actions.
- Enhanced Portfolio Management and Business Strategy department and organization reputation by accepting ownership for accomplishing new and different requests.
- Assisted in TGCS development and communication policies, trained employees, and helped to implement a better recruitment process.

Tymeeka L. Williams (919) 225-6859 | tymeekad@gmail.com

Lead Contractor/Event Facilitator *CareerBuilder, Nationwide, Amazon*
2016-2017 (TEMP)

Responsibilities: Facilitated on site hiring events for Amazon. Trained a team of contractors during hiring events on daily responsibilities and tasks. Tracked candidates progress throughout the hiring event through internal reporting system. Provided ongoing support and communication across team members with regards to logistical or process changes. Coordinated and communicated any additional facilitation or logistical needs as they arose.

Accomplishments

- Maintained the HR Department's personnel filing system by ensuring all records were compliant with federal and state laws while securing all confidential documents.
- Communicated with agency participants to ensure issues were handled promptly.
- Established and trained other lead contractors on policy and procedures of onsite hiring events.
- Coordinated and presented on the job training programs to enhance staff's level of performance.
- Established clear priorities and measurable KPIs by offering immediate reinforcement or coaching to keep performance and deadlines on track

Executive Assistant/ Corporate Events Planner *Lenovo, Morrisville NC*
2006 - 2016

Responsibilities: Assisted SVPs, VPs, and Executive Directors by managing extremely active calendars, executive retreats, and large-scale company events. Arranged travel locally, domestically, and internationally while ensuring accurate destinations, itineraries, meetings, and agendas. Composed, prepared, and processed confidential documents for meetings and other events. Reconciled company credit cards, procurement cards and reports as well as completed, managed, and submitted expense reports for a global PC company.

Accomplishments

- Led planning and coordination for annual North America kickoff event for Lenovo USA (15K+) employees.
- Negotiated and managed event invoices with event costs below budget and ensured all employees, partners and vendor activities were coordinated.
- Prepared financial documents such as Vendor Invoices, Purchase Orders and other marketing materials while using company policies, procedures, requirements, and standards for each department
- Arranged and supervised a variety of community outreach events and marketing campaigns; served as primary liaison for local, domestic, and international programs
- Coordinated direct marketing distribution, press kits, events, and pilot units, composed correspondence such as client memos, travel planning, expense reports and promotional material.
- Developed proposals and presentations for keynote speaking opportunities as well as executive strategy decks.

Associate Professional/Project Management/Public Relations *KMG Holdings, Clayton NC*
2003 - 2012

Responsibilities: Accountable for building a scalable program and daily operations to help at-risk youth 8 to 18 years of age become independent and return to their regular living environment in a group home setting.

Accomplishments

- Spearheaded a scalable filing system from paper-based to electronic reporting and tracking of >250 youth in less than 60 days.
- Lead the treatment and intervention processes to establish trust and conflict resolution to >90% of cases.
- Developed and maintained training processes that reduced redundancy, improved accuracy and efficiency and organizational objectives as stated by company's policies and procedures.
- Managed daily operations to ensure community outreach completed, insurance billing paid on time, probation guidelines adhered to, education and school related duties and daily necessities provided and met.
- Coordinated and presented on the job training programs to enhance office staff's level of performance.

Education

Wake Technical Community College, Raleigh NC

2016-2018

Human Services Exploration: DSS Caseworker

45

Hours

Human and Social Services Certification

45 Hours

Global Knowledge/IT Fundamentals, Cary NC

85 Hours

Johnson C Smith University Charlotte NC

2001

B.A in Communications Arts, with Public Relations and Marketing Communications concentration

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

Alcoholic Beverage Control Board: Submitted**Please select your first Board preference: ***

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

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

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

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

☒ City of Raleigh Housing Appeals Board**Please select your sixth Board preference: ***

☒ Adult Care Home Community Advisory Committee

Tamara

First Name

Harrison

Last Name

10855 Smith Rd

Street Address

Suite or Apt

Middlesex

City

NC

State

27557

Postal Code

What district do you live in?

None Selected

Mobile: (252) 314-4520

Primary Phone

Home: (980) 475-3210

Alternate Phone

tharrison35@yahoo.com

Email Address

Wake County

Employer

Eligibility Clerk

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:

☒ Zebulon

Interests & Experiences

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

To help with ongoing issues.

Work Experience

I have supervisory experience and administrative experience.

Volunteer Experience

I volunteered for Score

Education

I have a BS in Business and a MS in Administration

Comments

[Tamara Harrison Resume 2021 .docx](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Linkedin

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Tamara L. Harrison

10855 Smith Rd
Middlesex, NC 27557

P: 252-314-4520

E: tharrison35@yahoo.com

OBJECTIVE

Proactive and self-motivated professional with over 15 years of effective supervisory experience. Looking to obtain a supervisor position in an organization where excellent leadership and motivational skill will be utilized to achieve organizational objectives.

EDUCATION

Central Michigan University
Health Care Administration, M.S.
June 2010

Central Michigan University
Public Administration, M.S.
May 2008

Shaw University
Business Administration, B.S.
May 2006

Gaston College
Early Childhood Education, A.A.S
Human Services, AAS
December 2013-Present

LICENSES / CERTIFICATIONS

American Red Cross
CPR & First Aide
December 2019

North Carolina State University
Construction Management, Certificate
September 2019

Gaston College
Supply Chain Management, Certificate
May 2019

NC General Board of Contractors
General Contractors License
January 2018

NC Secretary of State
NC Notary Public
August 1998

EXPERIENCE

Subsidy Eligibility Clerk I August 2020 – Present
Wake County Government (Raleigh, NC)

- Determine eligibility for childcare subsidy by working in NCFast
- Provide case management to app 350 families receiving childcare subsidy.
- Knowledgeable in the Childcare Subsidy Program policies
- Complete professional development ongoing trainings
- Perform Duty Person responsibilities monthly

Income Maintenance Caseworker II March 2020 – August 2020
Cabarrus County Government (Kannapolis, NC)

- Determined eligibility for FNS by working in NCFast , EBT Edge, and OVS
- Completed FNS annual reviews
- Provided case management to app 300 families receiving FNS
- Completed professional development ongoing trainings

Terminal Clerk/Dispatch Assistant, May 2017 – Sept 2020
Estes Express (Charlotte, NC)

- Motivated and developed team members, resulting in resolution of issues and improvement in team overall performance
- Processed Manifest and EDocks for loads
- Completed hazmat checks
- Dispatched truck drivers to manifested destination
- Closed routes for the workers on loading deck to allow them to load trailers
- Manually logged and completed paperwork for all outbound trailers on log sheet

Administrator/Supervisor, July 2008 – February 2020
Love's Learning Center, Inc. (Gastonia, NC)

- Completed financial reports, including financial forecasting
- Established and maintain financial records for all Daycare expenses
- Invoiced parents monthly
- Complete payroll processes
- Recruited, interviewed, and hired new employees
- Provided ongoing trainings to employees such as SIDs, CPR/First Aid/ BSAC
- Accurately reported attendance to NC Fast monthly
- Managed transportation routes - including dispatching drivers and

KEY SKILLS —

- Leadership
- Active Listening
- Oral and Written Communication
- Customer Service Management
- Time Management
- Personnel Coaching
- Self-motivation
- Conflict Resolution

creating route schedules

Childcare Subsidy Specialist, Apr 2006 – June 2008

Down East Partnership for Children (Rocky Mount, NC)

- Monitored Childcare Providers for compliance of both state and federal regulations
- Completed financial reports, including financial forecasting
- Determined eligibility for childcare financial aid
- Provided case management to families receiving childcare subsidy

Researcher Operations Analyst/Customer Service Rep, Jan 2004 – Mar 2006

Eagle Press (Rocky Mount, NC)

- Verified shipment orders
- Ran UPS Report, CASS Report, and Late Order Status Report
- Provide excellent customer service to both customers and vendors

AP Vendor Clerk Support Specialist, Mar 2001 – Oct 2003

MBM Corporation (Rocky Mount, NC)

- Received, opened and processed invoices daily valued in excess of \$750,000.00 monthly
- Adequate in 10-key punch, averaging 16000 keystroke per hour
- Entered vendors payments

Owner/Operator, Oct 1997 – Oct 2002

Sonya's Childcare (Rocky Mount, NC)

- Provided high quality childcare for children between ages of 3 weeks to 12 years
- Established and maintained financial records for all daycare expenses using sound business practices
- Established childcare substitute program to ensure continuity of care to children

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

Alcoholic Beverage Control Board: Submitted

Please select your first Board preference: *

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

☒ Raleigh-Durham Airport Authority**Please select your third Board preference: ***

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

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

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

☒ Triangle J Emergency Medical Services Advisory Council

Christopher

First Name

Gibson

Middle Initial

Last Name

8909 Wellsley Way

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

None Selected

Home: (919) 398-3009

Primary Phone

Home: (919) 398-3009

Alternate Phone

cseangibson@gmail.com

Email Address

Duke University Health System

Employer

Director of Emergency Service -
Trauma Services

Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

I would like to apply for the position of Commission/Board Member with Wake County. I am an active community member with a background in human services and would love the opportunity to give back by lending my advisory skills. For over 30 years, I have been in the healthcare & human services profession and understand the value that volunteer oversight can give and organization. I am currently the director for emergency services with Duke Health with direct oversight of the trauma center. I have firsthand experience in understanding how alcohol, domestic violence, mental health, violent crime, and transportation accident affects both the victim, their family, and community. While the ABC Board is my primary interest, I am open to other opportunities. I have attached my resume in order to outline my other skills and experiences. For any further queries or to set up an interview or discussion, please feel free to contact me. Thank you for your consideration.

Work Experience

Please see attached resume.

Volunteer Experience

Old Hickory Council Boy Scouts of America (Committee) LGBTQ+ Community Center (Volunteer) Mount Airy Rescue Squad (Board) Saving Grace Animal Rescue (Volunteer) NC State Medical Assistance Team (Oversight Committee) North Carolina Air Medical Association (Past President) National Association of Air Medical Transport Association (Committee Chair) American Trauma Society (Member)

Education

Master, Health Administration, Pfeiffer University. BS, Health Administration, Columbia Southern University AAS, Pre-Hospital Science, Guilford Tech.

Comments

[Christopher_Sean_Gibson.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?

☒ Other

If you selected "Other" above, how?

Friend

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Christopher “Sean” Gibson

8908 Wellsley Way, Raleigh, NC 27613

Cell: (919) 398-3009 E-Mail: sean.gibson@duke.edu

EDUCATION

Masters of Science	Healthcare Administration (MHA) Pfeiffer University GPA: 4.0 May 2017
Bachelors of Science	Healthcare Administration Columbia Southern University GPA: 3.8 December 2005
Associates of Science	Pre-Hospital Science Guilford Technical Community College GPA: 4.0 May 1998

PROFESSIONAL EXPERIENCE

Duke University Hospital

August 2016 – Present

Interim Administrative Director, Screening Services (September 2020)

Administrative Manager, Trauma Services

Responsible for the administrative functions of Trauma Services and the trauma program; development of budget and effective use of financial resources, referral region marketing, and strategic planning. Serves as the administrative leader and liaison with all service line physicians and physician partners, development of partnerships and relationships to advance the goals of Duke University Hospital.

- Oversight and leadership for the trauma center’s registry, injury prevention, performance improvement, revenue and regional trauma system programs.
- Participates in the development and manages trauma services annual budget.
- Collaborates with the trauma medical director, hospital administration and clinicians to assess the need for policies, procedures and protocols relating to the care of trauma patients.
- Teams with a broad array of physicians and departments to resolve inefficiencies and reduce costs.
- Engages with referral physicians to understand concerns and barriers to access to develop resolution.
- Collaborates with EMS agencies within the region to improve referral pattern.
- Analyzes data, identify trends/areas for process improvement/redesign.
- Works closely with leadership and providers of trauma & critical care surgery, orthopedic surgery, neurosurgery, pediatric surgery, and emergency medicine to achieve trauma center goals and objectives.
- Monitors indicators for system issues and outcomes related to the quality of care provided to trauma patients.
- Assists in organizing and documenting compliance with governmental, regulatory, and American College of Surgeon’s requirements for the trauma center.
- Oversees the collection, coding, storage, use, and validation of data for the trauma registry.
- Assists in facilitating research and protocol design, data collection, analysis, and publication efforts.
- Participates in the development of trauma system at the community, state, and national levels.
- Partners with governmental affairs at a local, state, and national level to advance the interest of the trauma center.

WakeMed Health & Hospitals

August 2005 – August 2016

Performance Improvement Manager, Mobile Critical Care Services

Performance Improvement Manager for Mobile Critical Care Services, accountable for regulatory compliance, process improvement, revenue flow, physician engagement and strategic planning for the service and its 143 FTEs at six regional locations.

- Managed and coordinated department operational and clinical efforts to ensure that quality improvement programs were developed and managed using a data-driven focus.
- Co-managed 143 FTEs at six different locations.
- Accomplished human resource objectives by: recruiting, selecting, onboarding orienting, training, and coaching employees.
- Achieved quality assurance objectives by: contributing information and analysis to strategic plans, preparing and completing action plans, implementing quality standards, identifying and resolving problems, determining system improvements, and implementing change.
- Physician engagement within the division and other service lines within the system and outside referrals.
- Oversight of the department's electronic patient medical records system and integration with EPIC.
- Oversight of the department's revenue flow, charge coding, billing and Centers for Medicare and Medicaid Service's compliance.
- Developed and maintained project schedules. Tracked and managed tasks assigned to the internal teams to meet deliverables.

New Hanover Regional Medical Center

March 2000 – August 2005

Supervisor, Performance Improvement

Supervisor, Emergency Services responsible for ensuring data-driven performance management and quality improvement programs are designed and implemented in a manner that aligns with an organization's overall strategy.

- Monitored operational and clinical quality matrix within the service from a performance improvement prospective.
- Provided feedback from collected and analyzed data for methods of improvement by plan placement, facilitating work groups and employee involvement.
- Provided direction and oversight of the division's education, performance improvement, and compliance activities.
- Functioned as the liaison between hospital and other agencies and hospitals within the system and regional referral area.
- Drafted departmental protocols, policies, procedures and guidelines associated with performance improvement.
- Assured compliance with governing agencies including the OEMS, North Carolina Board of Nursing, North Carolina Respiratory Care Board, and Joint Commission.

Surry County Emergency Service

February 1991 – March 2000

Paramedic/Emergency Management Specialist, Quality & Compliance Coordinator

Responsible for providing the care of the sick and injured as a paramedic within the county jurisdiction, development of course curriculum for paramedic education, and quality improvement programs. Haz-Mat Technician, Regional Response Team 5.

- Responded to urgent and emergent calls to provide care for the sick and injured.
- Oversight for curriculum development, scheduling, and teaching continuing education for paramedics.
- Ensured compliance with all regulatory, certification and licensing requirements by coordinating and taking an active role in quality improvement and quality assurance programs.
- EM Specialist both county and State Emergency Response Team (SERT)
- Regional Response Team 5 Officer - Research & Identification of Hazardous Materials

PROFESSIONAL MEMBERSHIPS

American Trauma Society
Society of Trauma Nurses

Trauma Center Association of America
NC Air-Medical Association

Brain Injury Association of America
International Flight Paramedic Association

CORE STRENGTHS

- Accountable Leadership & Management
- Government Relations
- Strategic Alliances
- Patient Experience/Customer Relationship
- TeamSTEPPS Master Trainer
- Duke Leadership Academy Scholar
- Performance Improvement
- Physician Relations
- Policy Development
- Revenue Charge/Capture
- Lean Six Sigma Greenbelt
- Expert in OEMS Policy