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

Wendell Planning and Zoning Board: Submitted**Please select your first Board preference: ***

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

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

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

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

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

☒ None Selected

Emma

First Name

Gardner

Last Name

4490 Wendell Blvd

Street Address

Suite or Apt

Wendell

City

NC

State

27591

Postal Code

What district do you live in?

None Selected

Mobile: (919) 810-0755

Primary Phone

Mobile: (919) 810-0755

Alternate Phone

emmaruth94@gmail.com

Email Address

North Carolina General
Assembly

Employer

Legislative Document Specialist

Job Title

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

☒ Yes ☐ No

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

☒ Wendell

Interests & Experiences

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

I have lived in Wendell my whole life and have always had a heart for public service. I have been very involved in the community through my career as well as volunteering and I want to continue serving the town that I call home. Living in Wendell for 26 years, I have a good understanding of past, present, and future development and an understanding of how best those can meet the needs and demands of our growing town.

Work Experience

Legislative Document Specialist - North Carolina General Assembly Operations Manager, Sales Agent, Administrative Assistant - Hedrick Insurance Agency Program Director, Assistant Director - Passport Camps Database Manager - ECU Student Affairs, Office of Development

Volunteer Experience

Wendell Parks and Recreation Board Member Wendell Chamber of Commerce Board Member ECU Ambassadors

Education

East Carolina University - BSBA in Finance with a concentration in Risk Management and Insurance

Comments

[Emma Gardner -
Resume.docx.pdf](#)

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Emma Gardner

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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](#).

Emma Gardner

Post Office Box 1, Wendell, NC 27591
(919) 810-0755 | emmaruth94@gmail.com

EDUCATION

East Carolina University College of Business, Greenville, NC

May 2017

Bachelor of Science in Business Administration, Risk Management and Insurance - GPA 3.9

EXPERIENCE

North Carolina General Assembly, Raleigh, NC

February 2021 - Present

Enrolling Clerk Assistant/Legislative Documents Specialist

- Proofread, format, and correct bills as needed before being released to the legislator
- Process draft legislation, engross amendments, and proofread various other documents
- Assist in preparing bills for ratification once voted on agreed upon language and ordered enrolled

Hedrick Insurance Agency / Nationwide, Wendell, NC

Operations Manager

August 2017 – October 2019

- Managed employment and policies and procedures for the day-to-day operation of the organization
- Assisted in sale of business and transitioning current team to new agency owner
- Responsible for asset and property/facility management since sale of business

Sales Agent

August 2015 – August 2017

- Responsible for initiating and closing sales opportunities for property and casualty insurance policies
- Consulted customers, analyzed and determined their needs, communicated products/pricing packages and performed follow-up activities
- Provided exceptional customer service experience to customers in order to meet and exceed targets, performance goals and maintain customer retention

Administrative Assistant

August 2010 – August 2015

- Handled billing, policy changes, and any general client questions
- Assessed customer needs and provided support and timely issue solution
- Performed general administrative duties including scheduling, managing incoming and outgoing communication, and social media

Passport Inc., Washington, DC, Danville, VA & Greenville, SC

June 2017 – July 2019

Program Director

- Assisted and directed three years of Christian summer camps, including planning activities, coordinating staff, managing budget and communications with campus/community partners
- Trained and managed team of 18 staff members and 200-300 campers per week during camp programs

ECU Student Affairs Office of Development, Greenville, NC

January 2017 – April 2017

Student Employee -Database Manager

- Input data and updated alumni members information
- Merged and optimized all records for donor, alumni, and student records
- Assisted in organizing donor information and planning fundraising events

COMMUNITY SERVICE

- Wendell Parks and Recreation Advisory Board, July 2016 – July 2021
- Wendell Chamber of Commerce Board Member, October 2017 - September 2019
- ECU Ambassadors, Fall 2014 – Spring 2017 (365 volunteer hours) – VP of Events 2016-2017