

Small Business and Entrepreneurship Advisory Board

Nominees At-A-Glance

Nine (9) Vacancies

Name	District	Gender	Ethnicity
Butta, Faith	3	Female	Caucasian/Non-Hispanic
Campion, Nicholas	5	Male	Caucasian/Non-Hispanic
Fluharty, Kelley	3	Female	Caucasian/Non-Hispanic
Griffin, leesha	2	Female	African American
Haywood, Shekinah	3	Female	Asian or Pacific Islander
Hargrove, Braheen	3	Male	Other
Issac, Sarepta	6	Female	African American
Nickson, Kevin	6	Male	African American
Upadhyay, Aditya	1	Male	Asian or Pacific Islander
Watkins, Jamari	1	Male	African American

Note: The 9 members of the Mecklenburg County Small Business & Entrepreneurship Advisory Board shall serve staggered two-year terms. (To achieve staggered terms with the initial set of members, 4 initial members shall be appointed for three-year terms, and the remaining 5 initial members shall be appointed for initial two-year terms.)

Statement to Applicants

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

Building Development Commission: Submitted
Small Business and Entrepreneurship Advisory Board: Submitted

Faith

First Name

Butta

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

N/A

cogentconsultingnc@gmail.com

Email Address

5035 Ridgetop Trl

Home Address

Charlotte

City

NC

State

28215

Postal Code

Mobile: (412) 326-7151

Primary Phone

Business: (980) 939-1971

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 3**How long have you been a resident of Mecklenburg County? Please include months, or years.**

13 years

My age range is (please select one): *

 30 to 45**Ethnicity ***

 Caucasian/Non-Hispanic**Gender ***

 Female

Interests & Experiences

Faith Butta

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

If you answered yes to the question above, please explain.

Although I'm a registered vendor with Mecklenburg County, I have never been a prime or sub-contractor, though I am aware that there might be a perception of conflict.

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Faith Butta

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

Faith Butta, PhD

PUBLIC POLICY SUBJECT MATTER EXPERT

OBJECTIVE

Looking to apply my proven skills in management, problem-solving, and research in order to successfully train and lead teams to reach department goals.

EXPERIENCE

POLICY CONSULTANT

North Carolina Office of Recovery and Resiliency
Oct 2023-Present

- Drafting policies and creating SOPs adhering to federal and funding guidelines.
- Responsible for tracking of federal, state, and local funding for Back@Home-Balance of State program.
 - HUD, CoC, ERA 1 & 2, SFRF
- Has knowledge and experience in state contracts with implementation of training, research, and planning.
- Act as liaison for organization with external community partners.

TEMPORARY RELOCATION COORDINATOR

North Carolina Office of Recovery and Resiliency
Oct 2022-Oct 2023

- Skilled in creating, running, and analyzing reports.
- Responsible for reporting of and to federal, state, and local funding for the State of North Carolina.
 - CDBG, CDBG-DR, ERA 1 & 2, SFRF
- Act as liaison for agency with external vendors.

HOPE PROGRAM LEAD

North Carolina Office of Recovery and Resiliency
Nov 2020-Oct 2022

- Creation and modification of SOPs adhering to state and federal guidelines.
- Assign cases to specialists and assess them for accuracy and completeness.
- Train new employees in policies and procedures, including Salesforce software.

CONTACT

faithbutta@gmail.com
(412) 326-7151
5035 Ridgetop Trail
Charlotte, NC 28215

EDUCATION

Doctorate, Public Policy
University of North Carolina,
2023

Dissertation: A spatial evaluation of housing and supportive service locations for the formerly homeless: The case of Charlotte, North Carolina

Masters, Public Administration
University of North Carolina,
2014

Bachelors, Social Sciences
University of Pittsburgh, 2009

SKILLS

Applied Research

Program Implementation

Data Collection & Analysis

SPSS, STATA, GIS

Training

Budgeting & Planning

Sales Force

PUBLICATIONS/PRESENTATI

- Act as liaison and central contact for regional staff, subject matter experts, and community partners.

CLINICAL TRIAL ASSISTANT

DiGello Research Consulting

Dec 2020-Sep 2022

- Assist with creation of ICF and site materials.
- TMF document submission and maintenance.
- Assist in preparing for regulatory inspections and audits.
- Administrative duties as assigned (agendas, meeting minutes, etc.).

GRADUATE RESEARCH ASSISTANT

University of North Carolina at Charlotte

Aug 2015-Dec 2020 (part-time)

- Coordinator for ongoing IRB-approved projects (Faculty Fellows and Data Stewards) in partnership with Harvard University and the Gambrell Foundation.
- Liaison between Urban Institute staff, UNCC professors, and community leaders to orchestrate improved data management, policy usage, & dissemination.
- Taught Political Science Methods Lab using SPSS to undergraduate students.

SHIFT MANAGER/BARTENDER

Sullivan's Steakhouse

Oct 2014-Mar 2020 (part-time)

- Supervise the shift to ensure adherence to policies and guest satisfaction.
- Create and distribute nightly reports on sales, labor, costs, tips, and any shift issues/complaints.
- Food, wine, and cocktail knowledge for making guest recommendations.

FISCAL LIAISON

Community Options, Inc

Aug 2009-Aug 2011

- Audited client and company expenditures.
- Trained staff and new hires on company fiscal policies and procedures.
- Collected competitive bids for products and services.

ONS

Arrigo, B., Sellers, B., & Butta, F. (2021). Introduction. In *The Pre-Crime Society: Crime, Culture, and Control in the Ultramodern Age*. Bristol University Publishing.

Bjerregaard, B., Windett, J., Butta, F., & Hua, A. (2019). *Policy innovation and diffusion: Examining 40 years of Crime Victims' Rights Amendments*. Southern Criminal Justice Association Conference, Nashville, TN.

Parrot, A., Carman, J.G., & Butta, F. (2018). *Health & wellness interventions in schools: Equal access to effective programs*. Nationwide Children's Hospital Population Health and Equity Research Conference, Columbus, OH.

Butta, F. and Carman, J.G. (2018). Accountability: Breaches and Trust. In *Global Encyclopedia of Public Administration, Public Policy, and Governance*. Springer International Publishing.

Butta, F. (2018). *A post-recession look at state differences in homelessness*. American Political Science Association State Politics and Policy conference, State College, PA.

Millesen, J., Carman, J., & Butta, F. (2017). *Exploring the variation in board performance: Insights from board self-assessments*. Association for Research on Nonprofit Organizations and Voluntary Action annual conference, Grand Rapids, MI.

Butta, F. (2017). *Life after the uniform: Women veterans and voter turnout in presidential elections*. North & South Carolina Political Science Association, Rock Hill, SC.
-Fidelity Investments Best Graduate Paper recipient of 2018

Statement to Applicants

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

Bicycle Advisory Committee: Submitted
Small Business and Entrepreneurship Advisory Board: Submitted
Transit Services Advisory Committee: Submitted

Nicholas

First Name

Campion

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

Nick

nick.campion@gmail.com

Email Address

1141 Salem Drive Apt C

Home Address

Charlotte

City

NC

State

28209

Postal Code

Home: (773) 677-6425

Primary Phone

Home: (773) 677-6425

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 5**How long have you been a resident of Mecklenburg County? Please include months, or years.**

1

My age range is (please select one): *

 30 to 45**Ethnicity ***

 Caucasian/Non-Hispanic**Gender ***

 Male

Interests & Experiences

Education

University of Colorado Boulder - Leeds School of Business Master of Business Administration - MBA, Marketing & Entrepreneurship 2017 - 2019 Grade: 3.57 Terra.do Certificate, Climate Change 2021 - 2021 Activities and societies: A 12-week online course taught by world-class climate experts and practitioners. The course gives a deep understanding of climate change and climate action, and how to leverage skills for maximal impact in the climate space.
Community College of the Air Force Associate's degree, Airframe Mechanics and Aircraft Maintenance Technology/Technician 2015 - 2016 Grade: 4.0 Purdue University Daniels School of Business BS, Management/Management Information Systems Aug 2000 - May 2004 Grade: 3.29

Campion Impact

Employer

Consultant

Occupation

Business and civic experience

Digital Operations Consultant Make My Freshener · Contract Sep 2023 - Present · 1 yr United States · Remote United States · Remote As a Digital Operations Consultant, I oversee and implement product and marketing strategies, collaborating closely with the client to ensure our work aligns with their expectations. I manage a team of freelancers to execute tasks efficiently, delivering high-quality results on time. *Designed, launched, and tested a new B2C product, resulting in a 20% increase in web traffic within the first quarter. *Developed and executed social media, email marketing, SEO, and paid advertising strategies targeting a new ideal customer profile, leading to a 10% revenue increase in Q3 2024. *Integrated analytics tools and generated daily reports to assess project success and identify areas for improvement. Skills: Product Management · Marketing Strategy · Conversion Optimization · Google Analytics · Search Engine Optimization (SEO) · Backlinks · Email Marketing · Social Media Marketing · Facebook Ads · Google Ads · Tiktok Marketing · User Interface Design · User Experience (UX) · Google Tag Manager

Candidate for Denver City Council District 7 Nick For Denver · Full-time Sep 2022 - Apr 2023 · 8 mos Denver, Colorado, United States · Hybrid As a first-time candidate for a city-level campaign, set up campaign and fundraising operations, developed internal documentation, implemented sales and marketing automations, and wrote press releases. Consulted with domain experts in homelessness, transportation, and clean energy. *Led campaign and emerged as a contender which resulted in reaching the run-off election. *Connected with 50K voters to understand issues that influenced raising over \$111K in donations. *Synthesized voters' needs into actionable items on the website which transpired to 30 volunteer signups. *Trained and coached a diverse team of three staff members that reached out to 20K voter doors. *Collaborated with government agencies to discuss policy changes and endorsed by five local organizations. Skills: Customer Analysis · Public Speaking · Field Marketing · Search Engine Optimization (SEO) · Sales · Strategic Planning

Portfolio CEO Xenon Partners · Full-time Apr 2020 - Feb 2023 · 2 yrs 11 mos Denver, Colorado, United States · Remote As a portfolio CEO, led day-to-day operations for three early-stage Private Equity B2B software companies (MetricFire, Iron and RingCaptcha) for 600 customers and ten global employees. Led product development and strategy for six cloud products. Identified customer and market insights to drive the product roadmap. Developed user stories and user acceptance testing for a prioritized backlog. Distilled business requirements and connected product value to customer needs through strong client relationships. Researched and identified ideal customer profiles, industry segments, and gaps in the market to drive messaging. Conducted product demos and user onboarding to distill user requirements and connected product value to customer needs. Adaptive communication skills by delivering presentations covering stakeholders, KPIs, and company vision. *Managed the product life cycle of a user experience which expanded leads by 100% over three months. *Collaborated with engineers to reduce software bugs that boosted user retention by 15% in six months. *Drove new business through inbound leads which resulted in exceeding monthly quotas in 2022. *Negotiated two partnerships which increased service reliability and reduced costs by 20% over three months. *Hired and trained eight employees and coached by setting shared goals that led to 88% employee retention. *Redesigned and launched website along with digital ad campaigns which increased traffic by 20% in one year. *Implemented sales and marketing software tools which increased lead generation by 30% in one year. Skills: Business Development · Backlinks · Search Engine Optimization (SEO) · Agile Project Management · Product Management · Sales · Strategic Planning

Area of expertise and interests/skills

Sustainability Advisory Council of Denver's Office of Climate Action, Sustainability & Resiliency Denver's Office of Climate Action May 2022 - June 2023 Politics Developed zero waste recommendations for CASR on a committee of 20 members. Advocated for the Expanded Waste Services policy to increase Denver's diversion rate through voter outreach and speaking in front of City Council. Lead Organizer & Emcee 1 Million Cups Organizer Oct 2019 - Jan 2023 Education Emceed a weekly event supporting local entrepreneurs. Reviewed over 500 business applications and connected with over 200 entrepreneurs to help grow their businesses. Created a volunteer playbook and grew the volunteer base from two to eight over a three-month period. Partnered with over ten local organizations to attract new presenters and members. Lead Organizer Denver Founders Feb 2022 - June 2023 Education Led a small volunteer team to host monthly events for a local founder network of 10K members. Organized a startup competition that provided valuable resources to the founders. Partnered with businesses for sponsorships and funding. Entrepreneur Mentor Rocky Mountain Micro May 2020 - May 2021 · 1 yr 1 mo Entrepreneur Mentor Watson University Aug 2018 - Dec 2019 Bike Mechanic Volunteer Bike Mechanic Volunteer Bikes Together Mar 2017 - Mar 2018 Social Services Fixed donated bikes to give away to the community.

Additional Comments

As an Eagle Scout and a veteran of the Colorado Air National Guard, I am deeply committed to serving others. In 2023, I ran for Denver City Council with the goal of making Denver a better place to live. With an MBA and experience running software companies, I aimed to bring an agile, entrepreneurial mindset to local government—where we could rapidly build, test, and learn from new ideas. As a Zero Waste advocate passionate about public transportation and bicycling, I sought to make Denver more sustainable by introducing incentives that empower residents to make environmentally friendly choices, contributing to the health of our planet. Driven by my commitment to serving others and the environment, I am eager to bring my passion for entrepreneurship, public transportation, and bicycling to an Advisory Board. My goal is to help make Charlotte a better place for its residents, fostering a more sustainable and vibrant community.

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

I am interested in serving on these boards for the following reasons: Small Business and Entrepreneurship Advisory Board, * Influence Policy and Advocacy * Champion Innovation * Community Impact Transit Services Advisory Committee, and * Plan for Future Growth * Influence Budget and Resource Allocation * Reduce Traffic and Pollution Bicycle Advisory Committee for the following reasons: * Expand Bike Infrastructure * Influence Urban Planning * Enhance Safety for Cyclists

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

4

Nicholas Campion

How did you learn of the vacancy? *

Word of Mouth

[Nick_Campion_Resume.pdf](#)

Upload a Resume

Disclosure

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Nicholas Campion

Nicholas Campion

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

NICK CAMPION, MBA

CHARLOTTE, NC or REMOTE

Tel: 773.677.6425 | Email: Nick.Campion@gmail.com | LinkedIn: [linkedin.com/in/campionnick/](https://www.linkedin.com/in/campionnick/)

PROFESSIONAL EXPERIENCE

(In Order of Relevance to the Role)

Digital Operations Consultant | Make My Freshener | Remote

September 2023 - Current

As a Digital Operations Consultant, I led the product roadmap for both B2B and B2C e-commerce platforms, defining feature prioritization and release schedules based on market research, user engagement, and business objectives. I collaborated closely with clients to ensure our work aligned with their expectations, managing a team of freelancers, developers, designers, and QA testers to execute tasks efficiently and deliver high-quality results on time.

- Developed and executed product and marketing strategies, including social media, email marketing, SEO, and paid advertising, which targeted a new ideal customer profile and led to a 10% revenue increase in Q3 2024.
- Implemented analytical tools for user behavior analysis, resulting in improved KPI measurement and reporting.
- Increased website domain authority by 15% through keyword analysis, content creation, and backlinking campaigns.
- Designed, launched, and tested a new B2C product, resulting in a 20% increase in web traffic within the first quarter.

Portfolio CEO & Product Manager | Xenon Partners - MetricFire, RingCaptcha, Iron | Remote

April 2020 - January 2023

As a portfolio CEO, operated three early-stage Private Equity B2B software companies and led product development for six cloud products. Identified market opportunities and business cases to drive product roadmap. Developed companies' strategy and vision and set quarterly goals with KPIs. Gathered business requirements and connected product value to customer needs through strong client relationships. Ran marketing experiments by testing different keywords on landing pages. Developed content strategy for organic marketing via blog. Adaptive communication and influencing skills by delivering presentations covering stakeholders, KPIs, progress and success.

- Managed the product life cycle of a user experience which expanded leads by 100% over three months.
- Collaborated with engineers to reduce software bugs that boosted user retention by 15% in six months.
- Redesigned and launched website along with Google Ad campaigns which increased traffic by 20% in one year.
- Established user stories and acceptance criteria, and measured success for all products.

Web Development Consultant | Nick Campion | Denver, CO/Remote

October 2019 - September 2023

As a Web Development Consultant, collaborated with clients on the scope, design, and implementation of websites. Conducted user interviews to gain a deep understanding of the user experience. Researched and identified ideal customer profiles, industry segments, and gaps in the market to drive messaging.

- Consulted with clients to design websites that saw clients' sales increase by 25% in six months.
- Prototyped, iterated, and launched a new client's blog which grew lead generation by 10% over six months.
- A/B tested client's pricing and website messaging that escalated revenue by 15% in six months.

Candidate for Denver City Council | Nick For Denver | Denver, CO

September 2022 - April 2023

As a first-time candidate for a city-level campaign, set up campaign and fundraising operations, developed internal documentation, implemented sales and marketing automations, and wrote press releases. Consulted with domain experts in homelessness, transportation, and clean energy.

- Led campaign and emerged as a contender which resulted in reaching the run-off election.
- Connected with 50K voters to understand issues that influenced raising over \$111K in donations.
- Synthesized voters' needs into actionable items on the website which transpired to 30 volunteer signups.
- Trained and coached a diverse team of three staff members that reached out to 20K voter doors.
- Collaborated with government agencies to discuss policy changes and endorsed by five local organizations.

Aircraft Maintenance Personnel (TAAP), Staff Sergeant | Colorado Air National Guard | Aurora, CO

March 2015 - March 2021

As TAAP, supported the maintenance of a fleet of 26 F-16 fighter planes by coordinating and documenting all maintenance activities and collaborating with maintenance and support staff. Backfilled as a MOC Controller, coordinating aircraft maintenance operations and project management.

- Meticulous attention to detail for repairs and inspections which resulted in zero failed inspections in 2016.
- Consolidated the pilot maintenance requests into prioritized work orders that lead to no delayed flights.
- Supervised and trained five airmen and coached a department of 50 coworkers on the Raising Six program.

EDUCATION

Master of Business Administration in Entrepreneurship | University of Colorado Boulder | 2019

Bachelor of Science in Business Management and Technology | Purdue University | 2004

CERTIFICATIONS AND AWARDS

Leadership Denver Program | Denver Metro Chamber | 2022

Certified Climate Change | Terra.do | 2021

Certified Scrum Product Owner | Scrum Alliance | 2019

Eagle Scout | Boy Scouts of America | 2000

VOLUNTEER EXPERIENCE

Lead Organizer | Denver Founders | Denver, CO

January 2022 - May 2023

Led a small volunteer team to host monthly networking events for a local founder network of 10K members. Organized a startup competition that provided valuable resources to the founders. Partnered with local businesses for financial sponsorships and to promote the Denver entrepreneurial ecosystem.

Sustainability Zero Waste Committee Member | Office of Climate Action | Denver, CO

April 2022 - May 2023

Developed zero waste recommendations for the Office of Climate Action on a committee of 20 members. Advocated for the Expanded Waste Services policy to increase Denver's diversion rate through voter outreach and speaking in front of the Denver City Council.

President and Vice President of Membership | Toastmasters Club | Denver, CO

October 2019 - March 2023

Directed a local public speaking club, reengineered the enrollment process, strengthened member relationships, and increased the total membership from four to twenty. Held leadership meetings to discuss outstanding issues and goals and mentored members.

Lead Organizer and Emcee | 1 Million Cups Denver | Denver, CO

October 2019 - January 2023

Emceed a weekly event supporting local entrepreneurs. Reviewed over 500 business applications and mentored over 200 entrepreneurs to help grow their startups. Created a volunteer playbook and grew the volunteer base from two to eight over a three-month period. Partnered with local organizations to attract new members to increase the startup ecosystem.

TECHNICAL SKILLS

Project Management | Agile Methodologies | User Research | Data Analysis | UX/UI Design | Google Ads | Google Analytics | SEO | Google Tag Manager | SQL | Figma | Asana | DevOps Tools | JIRA | AWS | DNS | API | Email Campaigns

Statement to Applicants

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

Small Business and Entrepreneurship Advisory Board: Submitted

Kelley

First Name

C

Middle
Initial

Fluharty

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

Kelley Howard, Kelley Powell

kelleycfluharty@gmail.com

Email Address

4525 Panther Pl

Home Address

Charlotte

City

NC

State

28269

Postal Code

Home: (980) 643-3569

Primary Phone

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 3**How long have you been a resident of Mecklenburg County? Please include months, or years.**

13 years

My age range is (please select one): *

 46 to 55**Ethnicity ***

 Caucasian/Non-Hispanic**Gender ***

 Female

Interests & Experiences

Kelley C Fluharty

Education

Bachelor of Arts in Anthropology, December 2021 from University of North Carolina, Charlotte

Barings

Employer

Executive Assistant

Occupation

Business and civic experience

I have worked in business administration for over 30 years in varying industries from financial, higher education, non-profit and even a start-up that worked in renewable energy. I do not have any government operations experience aside from being an engaged voter. I have served on a number of boards in my career. I am also an Army veteran and very active in the veteran space.

Area of expertise and interests/skills

Organizational skills, event planning, meeting planning and management, public speaking, social media, communications, strategic planning.

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

I am very interested in empowering and supporting women in my community. I love reading and I think public libraries are one of the most important places in our communities. They serve every single demographic in the community. I have a small virtual assistant business and think that small business and entrepreneurship are so important to the growth of every community. I also believe that demographic can often feel unseen.

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

10-15

How did you learn of the vacancy? *

Mecklenburg County Website

[Kelley_Fluharty_2025.pdf](#)

Upload a Resume

Disclosure

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Kelley C Fluharty

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

CHIEF OF STAFF | BUSINESS SERVICES

Business professional and Army Veteran leveraging 20+ years of proven experience in business support operations, and 8+ years of C-suite level experience. Strong ability to work in a fast-paced and deadline-driven environment. Possess a comprehensive background in quality control checks, coordinating with internal and external stakeholders, and assisting with special projects related to business support initiatives. Ability to visualize, articulate, and provide creative solutions to issues. Proven success in implementing business procedures to improve productivity and administrative functions.

PROFESSIONAL EXPERIENCE

Barings – Charlotte, NC

08/2024-Present

Executive Assistant

Assist a team of 23 professionals working on complex investment and private equity matters.

- Strategic partner for head of Diversified Alternative Equity, collaborating on outreach and follow-up with potential investors.
- Prepare agenda and lead weekly team meetings for the Diversified Alternative Equity group, managing tasks and open action items. Also prepare agenda and lead weekly investment committee voting meetings, managing the flow of the meeting and maintaining records of voting.
- Manage heavy meeting calendaring for two managing directors. Also responsible for submitting guests for security clearance into the building for in-person meetings.
- Plan heavy travel for managing directors. Prepare and submit expense reports for managing directors and senior directors.
- Responsible for planning two large annual meetings for the whole team. Several members of the team are in other locations. One meeting is offsite, covering several days in another location. Second meeting is a strategic planning meeting held onsite, involves multiple activities over a full week.

FourBlock – Charlotte, NC

Lead Career Readiness Instructor

08/2020 - Present

Coach transitioning military service members and veterans in finding a meaningful civilian career. Work with an academic-type program that helps them with translating their military experience into something civilian employers understand.

- Plan and lead weekly sessions of curriculum review and discussion, while introducing students to employer sponsors who value veteran employment
- Support students with resume development, networking, interviewing skills and career mapping
- Create, build and maintain relationships with corporate sponsors, veteran students and other key stakeholders
- Previously utilized Salesforce to onboard/manage applicant/student information

Wells Fargo – Charlotte, NC

09/2022-08/2024

Senior Administrative Assistant

Assist a team of up to 20 legal professionals working on complex regulatory, privacy and operational matters.

- Project Manager for the Legal Department DEI Council, Finance Committee, managing the budget, all requests for funding, leading weekly meetings, and reporting the finances to the executive council

- Prepare agenda and lead weekly team meetings for the Privacy & Data Group of attorneys, managing tasks and open action items
- Maintain and coordinate complex calendars for all meetings, events, and appointments and ensure all events are successfully executed without conflicts
- Collaborate with cross-functional teams, and consult with leaders and executive management on projects across the division
- Utilize Sharepoint as a collaborative environment working on projects with colleagues across the country
- Support and participate in multiple ERNs and other initiatives across the Enterprise

University of North Carolina Charlotte – Charlotte, NC

01/2018 – 04/2022

Executive Assistant

High visibility position supporting the Dean of the College of Liberal Arts and Sciences in all administrative functions for a department consisting of 1,000+ faculty and staff. Responded to faculty, chair, or academic affairs inquiries and requests.

- Maintained and coordinated the dean’s complex calendar for all meetings, events, and appointments and ensured all events were successfully executed without conflicts
- Managed roughly 100 faculty contracts, promotions, renewals annually, to include all necessary documents to provide to the Provost
- Coordinated with community leaders and stakeholders to plan on- and off-campus events with an attendance of 40 – 85 members and an operating budget of \$2K with zero discrepancies or conflicts
- Prepared inter-office memos and notices to various departments related to meeting reminders and administrative deadlines and salary notifications
- Identified and resolved problems at the lowest level possible, and assured paperwork for reimbursements, travel authorizations and special events was processed correctly and promptly

McClintock Partners in Education (McPIE) – Charlotte, NC

10/2014 – 01/ 2018

Program Coordinator

Managed all administrative tasks involving the programs administered for the students and families of McClintock Middle School.

- Planned annual family nights during the school year with an attendance of 100-200 individuals
- Tracked and maintained the organization checkbook and petty cash receipts, and observed relevant budgets and finances, and implementing cost control initiatives where appropriate
- Accounted for purchases and recorded past purchases to verify financial records for previous years; maintained compliance with requirements for the organization to receive funding
- Maintained all paperwork and reports needed for the school year and summer activities with accuracy

EDUCATION

University of North Carolina at Charlotte, Charlotte, NC
Bachelor of Arts, Anthropology, December 2021

TECHNICAL COMPETENCIES

Software: Microsoft Office Suite 365 | G-Suite | Cloud-based software |
Quickbooks | Salesforce | Concur | Workday
Operating Systems: Microsoft Windows, iOS

North Carolina Notary

Statement to Applicants

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

Small Business and Entrepreneurship Advisory Board: Submitted

Ieesha

First Name

Griffin

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

N/A

griffin.ieesha@gmail.com

Email Address

1209 Cheshire Ave

Home Address

Charlotte

City

NC

State

28208

Postal Code

Mobile: (704) 591-3642

Primary Phone

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 2**How long have you been a resident of Mecklenburg County? Please include months, or years.**

32 years

My age range is (please select one): *

 30 to 45**Ethnicity ***

 African American**Gender ***

 Female

Interests & Experiences

Ieesha Griffin

Education

I am a graduate of Appalachian State University with my degree in Risk Management / Banking and Finance, minor in Japanese.

Sun's Jewelry

Employer

Jeweler

Occupation

Business and civic experience

Currently, I am a small business owner. I'm applying for these boards to help make a sustainable and positive impact on the community I grew up in for generations to come.

Area of expertise and interests/skills

I have a background in Risk Management and Finance but being an entrepreneur has taught me graphic design, project management, event planning, relationship building, integrity, leadership, and data/ strategic analytical skills.

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

It's my way of serving the community that I love to make plausible change/ advancements occur.

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

10-30 hours depending on the day of the week

How did you learn of the vacancy? *

Other

If you answered other - Where did you learn of this vacancy?

I googled it, because I was curious about opportunities available.

[Griffin_Resume.pdf](#)

Upload a Resume

Disclosure

Ieesha Griffin

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

If you answered yes to the question above, please explain.

I own a jewelry business in Charlotte and I'm listed as a vendor through the city database. I also have some of my pieces in the Charlotte Visitor's Center.

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

leesha Griffin

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No



IEESHA GRIFFIN

EXPERIENCE

LIBERTY MUTUAL INSURANCE

Sr. Long Term Disability (LTD) Claims Specialist II - Large Accounts
June 2015 - 2021

- Communicated with Social Security, investigators, claimants, employers, vocational rehabilitation, and various medical professionals to build claim files
- Set claim goals and established action plans based on claim medical information / case facts, policy language, company best practices
- Created a new process for gathering medical records from the Veterans Department that streamlined turnaround times
- Numerous customer service awards

APPALACHIAN STATE UNIVERSITY

Information Technology Services
August 2014 - May 2015

- Customer service, coordinate laptop repairs, assist directors with various departmental projects

Office of Admissions

September 2013 - August 2014

- Contacted prospective students and transfers to guide them through the college application process

VARSITY SUMMER INTERNSHIP PROGRAM

Sales

May 2013 - July 2013

- Financial record keeping (compiled balance sheets and income statements)

EDUCATION

APPALACHIAN STATE UNIVERSITY

2010 - 2015

Bachelor of Science in Business
Administration

- Major: Risk Management and Insurance
- Major: Finance and Banking
- Minor: Japanese

SKILLS

- Data Analytics
- Project Management
- Strategic thinking
- Financial Acumen
- Leadership / Integrity
- Problem-solving
- Customer Service
- Communication (strong written and verbal)

Statement to Applicants

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

Domestic Violence Advisory Board: Submitted
Juvenile Crime Prevention Council: Submitted
Small Business and Entrepreneurship Advisory Board: Submitted

Shekinah

First Name

G

Middle
Initial

Haywood

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

N/A

kinahhaywood@gmail.com

Email Address

3912 Lake Road

Home Address

Mecklenburg

City

NC

State

28269

Postal Code

What Mecklenburg County District do you live in? Please verify below. *

 3**How long have you been a resident of Mecklenburg County? Please include months, or years.**

10 years

My age range is (please select one): *

 46 to 55**Ethnicity ***

 Asian or Pacific islander**Gender ***

 Female

Interests & Experiences

Shekinah G Haywood

Education

I possess the following degrees: Bachelor of Science in Psychology, Bachelor of Science in Criminal Justice, Master of Arts in Mental Health Therapy, and a Master of Arts in Family Therapy. I am also a licensed insurance broker in 11 different states. I have also been accepted into a PhD in Physiology program to complete a doctoral degree.

Disabled Social Security _____

Employer

Disabled _____

Occupation

Business and civic experience

I have built companies, I have trained employees for the IRS, Student Loan, CDC, and conducted refresher trainings as laws and provisions change.

Area of expertise and interests/skills

My area of expertise is research, assisting children and families to apply for resources within the community, I have extensive experience in many areas, like Social Services, Mental Health, Behavioral therapy, group therapy, addictions therapy, a former public school teacher, former instructor for undergraduate courses, and my internship in undergraduate school was under the Local Law Enforcement Block Grant Program in Charleston, SC. My clinical practicums for graduate school were under a Crisis Management Medium Security Juvenile Facility in Anderson, SC.

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

I believe that every family and their children as well as the entire community need to be aware of community resources, laws, and policies that pertain to at risk youth, low income families, and families in general, to provide the best intervention programs that offer the support and resources where they are needed for our children to have bright and successful futures. I also assist people with building businesses, in reference to correct filings, business plans, business structure, and providing jobs to the community within small businesses and new small businesses.

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

As many hours that are needed. I am permanently disabled from a horrific car accident, that occurred in Uptown Charlotte on February 3, 2016. I am only 48 years old, so I help people in the community, who are not aware of their civil rights, community resources, and assistance available to residents in many states in the United States.

How did you learn of the vacancy? *

NotifyMe Email

[Resume_2024.docx](#)

Upload a Resume

Disclosure

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Shekinah Gloria Haywood

Shekinah G Haywood

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

To Whom It May Concern,

My name is Shekinah Gloria Haywood, I have extensive experience in counseling, case management, research and development, training and management, insurance, social media sites, digital media, video production, customer service, tutoring and some experience in case management, documenting records, writing grants, and teaching undergraduate courses and behavior modification with at-risk youth. I have previously had a position with Maximus as a trainer, that consisted training, onboarding, compliance, systems set up, creating training content, and delivering training content, for the CDC and IRS new hires. I also have extensive experience within the financial and insurance industry as a Licensed Life and Health Insurance and Property and Casualty Agent in many states. I am also a certified Emergency Medical Dispatcher. I currently possess a Bachelor of Science with a double major in Psychology and Criminal Justice, and a Master of Arts with a double major in Mental Health Therapy and Family Therapy. I previously taught a psychology course, an algebra II course, and an intro to computers course on an undergraduate level. I possess extensive experience in child centered therapy and family centered therapy. I also volunteer my services to the community during the week at the homework club for the children in my community. I possess previous experience in writing articles on diverse topics for an online magazine. I possess strong writing skills, proofreading and editing skills with excellent organizational abilities, including abilities to manage relationships between multiple ongoing, related strands of work. I am a quick learner and I adjust well to any environment and become an asset within any field. I will be a great asset to your agency. I have the experience and skills that you are looking for and I am confident, ambitious, and hard working. I am a perfectionist at researching, gathering data and statistics and with all the fundamentals of learning and education and therapeutic interventions, along with community and social development. I possess excellent leadership, organizational, and interpersonal skills. I love to research, teach, learn, and counsel, it is what I do best. I look forward to hearing from you in response to my resume and cover letter submission. Thank you for considering myself for a position.

Sincerely,

Shekinah Haywood MA
3912 Lake Road
Charlotte, NC 28269
704-835-4051
Email: kinahhaywood@gmail.com

Shekinah Gloria Haywood MA

3912 Lake Road
Charlotte, NC 28269
Cell Phone (704) 835-4051

Email kinahhaywood@gmail.com

OBJECTIVE: To obtain a position that allows growth potential.

QUALIFICATIONS

Excellent oral, written and interpersonal skills, possessing excellent leadership qualities obtained through community service programs, education, and other work experience. Extensive work and experience with children and juveniles, including substance abuse treatment and many years of customer service within a call center environment. Case management and coordinating services with research and development skills. Along with experience in tutoring in all subjects K-12th grade and undergraduate courses in several areas, and instruction on an undergraduate college level. Also licensed in life, health and accident insurance.

EDUCATION

Charleston Southern University: Charleston, SC

Bachelor of Science May 1999

Double Major: *Criminal Justice & Psychology*

Webster University: Greenville, SC

Master of Arts, October 2008

Double Major: *Mental Health Counseling & Marriage and Family Counseling*

Honors/Organizations

- 1995 - 1998, Awarded CSU Track & Field Scholarship
- 1995 - 1996, Awarded CSU Cheerleading Scholarship
- 1996, Member, Zeta Phi Beta Sorority
- 2009, Awarded Scholarship for Head Start Parents for Parent of the Year

INTERNSHIP

CAREER ADVANTAGES THROUGH RESPONSIBILITY AND EDUCATION; CHARLESTON, SC

Case Manager, *Local Law Enforcement Block Grant Program; October 1998 - November 1999*

TEMPORARY DE-ESCALATION CARE; NEW FOUNDATIONS CHILDREN AND FAMILY SERVICES; ANDERSON, SC

Therapist, *May 2008- September 2008*

WORK EXPERIENCE

MAXIMUS FEDERAL

TRAINER, *MARCH 2021-2023*

BROAD-PATH HEALTHCARE SOLUTIONS

HEALTHCARE SERVICES REPRESENTATIVE, *NOVEMBER 2020-MARCH 2021*

SHEKINAH'S SIGNATURE SWEETS

CEO/BAKER, *JANUARY 2016-2023*

CONVERGYS, CHARLOTTE

EMERGENCY MEDICAL DISPATCHER, *MAY 2015-DECEMBER 2015*

AON HEWITT, CHARLOTTE

HR-BPO SPECIALIST AND ONGOING SPECIALIST, *APRIL 2014-JANUARY 2015*

JP MORGAN CHASE BANK, CHARLOTTE, NC

DATA ENTRY CLERK, *APRIL 2013-present*

SHEKINAH'S TUTORING SERVICE, KANNAPOLIS, NC

Tutor, *December 2009 -present*

PRIMERICA, CHARLOTTE, NC

FINANCIAL ADVISOR, *MARCH 2011- SEPTEMBER 2013*

APAC, CHARLOTTE, NC

HEALTH PLAN ADVISOR, *NOVEMBER 2013- MARCH 2014*

EXAMINER.COM, ANDERSON, SC

Writer, *December 2009-November 2010*

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES, ANDERSON, SC
Child Services Coordinator, December 2008-December 2009

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH, ANDERSON, SC
Human Services Specialist I, Clinical Counselor, March 2008-September 2008

CLUB Z; SIMPSONVILLE, SC
Tutor, January 2006-March 2008

GREENVILLE METRO TREATMENT CENTER, GREENVILLE, SC
Clinical Counselor, November 2006-August 2007

EXCALIBUR YOUTH SERVICES LLC; GREENVILLE, SC
Lead Clinical Staff, March 2006-January 2007

FORREST JUNIOR COLLEGE; ANDERSON, SC
Instructor, December 2005-December 2006

NEW FOUNDATIONS; ANDERSON, SC
Counselor, November 2002-August 2003

NEVITT FOREST ELEMENTARY; ANDERSON, SC
Alternative Behavior Teacher, March 2001-May 2001

RESIDENCE INN BY MARRIOTT; CHARLESTON, SC
Front Office Manager, March 1997-October 2000

PALMS NURSING HOME; CHARLESTON, SC
Activity Coordinator for Alzheimer's Patients, August 1995-March 1997

SKILLS

Computer Skills:

Excellent computer skills.

- Type 95wpm.

Statement to Applicants

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

Charlotte-Mecklenburg Community Relations Committee: Submitted
Small Business and Entrepreneurship Advisory Board: Submitted
Storm Water Advisory Committee: Submitted

Braheen

First Name

R

Middle
Initial

Hargrove

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

Grove

helonwheelz14@gmail.com

Email Address

8001 University Ridge Drive, Apt 208

Home Address

Charlotte

City

NC

State

28213

Postal Code

What Mecklenburg County District do you live in? Please verify below. *

 3**How long have you been a resident of Mecklenburg County? Please include months, or years.**

34 months

My age range is (please select one): *

 46 to 55**Ethnicity ***

 Other**Gender ***

 Male

Interests & Experiences

Braheen R Hargrove

Education

Central Piedmont Community College Community College of the United States Air Force
Rowan-Cabarrus Community College

Momar Enterprise

Employer

Sales

Occupation

Business and civic experience

Owner/C.E.O. of HGrove Enterprise dba H.E.L. on Wheelz

Area of expertise and interests/skills

United States Air Force Aircraft and Engine maintenance, Life and Health Insurance, Sales Specialist, Radio/Internet Personality Life Enhancer, and Project Coordinator Construction.

Additional Comments

I would love to work within

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

no

Why are you interested in serving on the board(s) to which you are applying?

To assist with implementation of change for the greater good of our people

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

Whatever that is needed with alert

How did you learn of the vacancy? *

Mecklenburg County Website

[nice.docx](#)

Upload a Resume

Disclosure

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Braheen R. Hargrove

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

Braheen R. Hargrove

8001 University Ridge Drive, Apt 208

Charlotte, NC 28213

980-335-6603

Braheen.hargrove@gmail.com

Work Experience

Momar Enterprises dba Momar Enterprises, Charlotte, NC

Sales Representative

Outdoor Recreational, June 2022 - Present

- Prepare store daily for staging and appearance of the store
- Retrieve messages daily for precise customer follow up
- Present product information on sales floor for customer knowledge
- Assist customers with troubleshooting products and order accuracy
- Coordinate gas line and fireplace installation along with product delivery

GoHealth, Charlotte, NC

Seasonal Benefit Advisor,

Health Care, October 2019- June 2021

- Enrolled members in major medical health insurance
- Motivated agents during open enrollment while satisfying license requirement
- Assisted management in licensing with other agents by navigation through computer processes
- Distributed, retrieved and recorded overtime hours for availability and effectiveness

AFLAC, Charlotte, NC

Benefit Advisor

Supplemental Health Insurance, August 2018 - February 2019

- Marketed and enrolled members in supplemental health insurance
- Coordinated meetings with account executives
- Advised and directed a team of field agents

AAC Enterprise LLC, Concord, NC

Project Administrative Coordinator

(General Construction/Accessories), June 2016 - May 2018

- Attended meetings with general contractors, sub-contractors and specialist to discuss projection, budget, schedule and labor needs to expedite project erection and completion
- Coordinated labor, budget, personnel and supplies extraction with company owners, managers and supervisors to ensure project readiness

- Interviewed prospected employees for proper review of skills and training to allocate resources to minimize labor waste
- Research a variety of vendors for product cost effectiveness to maximize budget
- Created a flowchart for interoffice and field personnel to kept everyone in the loop for project continuity
- Expedited good, materials, tools and personnel on a timely basis to satisfy general contractor requirements
- Acted as a buffer between owners of the company, general contractors, sub-contractor, labors and the like to keep interference minimized
- Assisted with payroll and benefits while distributing pay checks to ensure timely pickup
- Coordinated company outings periodically to maintain and increase company moral internally and externally
- Worked with various software packages that included (Microsoft Office, QuickBooks and Generated lead programs
- Participated in the L.E.E.D program on various work cites

DEPARTMENT OF VETERAN AFFAIRS, Salisbury, NC

Medical Support Assistant

(Health Administrative/Surgery Services), March 2014 - April 2016

- Making outgoing calls and answering incoming calls in a fast-paced environment from veteran patience regarding scheduling, rescheduling, cancellation of required health and surgical procedures along with insurance verification, eligibility and various other health care related issues
- Knowledge of the Medical Cost Recovery program by utilizing the Insurance Capture Buffer to scan and record patient's insurance information for proper data and insurance billing allocation. Ensures proper appointment scheduling by accurately using the Computerized Patient Record System to locate patient information and doctors specific orders while assisting with prescription needs.
- Navigates efficiently through various Vista software programs menus while maintaining patient information integrity. This includes making, cancelling and rescheduling of patient Major, Minor Surgery and Outpatient appointments and consults. Additionally, updating patient demographics, nest of kin and emergency contacts with navigating through different menus to check on patient qualification, entitlements and appointment history.
- Utilize the MyHealthVet/Secure Messaging Systems to ensure that patient messages and request get routed and completed on a timely basis.
- Thorough understanding of Outpatients specialty, Major and Minor surgery clinic scheduling processes outlined in the VHA Directive 2010-027.
- Performs various clerical duties in Primary Care, Dental, Urology, Infectious Disease, Surgery Specialty and Surgery clinic including clinic scheduling and

scheduling along with proper routing of patients through anesthesia, minor and major procedures.

- Understands organizational rules and regulations concerning confidential information regarding the Privacy Act, Health Information Portability and Accountability Act and Freedom of Information Act.
- Effectively integrating and managing the Surgical Package and Scheduling worksheet for desired Operating room efficiency.
- Well versed in the Microsoft Office Suite which includes Word, Excel, and PowerPoint.
- Possess knowledge of medical center terminology.
- Operates various office automated equipment effectively.
- Work independently and in team environments by prioritizing duties to accomplish work centered goals accurately.
- Provides support to physicians, assistants, nurses, and other staff members throughout the medical center by helping with clinic access, printing of reports (Encounter, CARR, Order Action, Recall Reminder/Delinquency, Appointment List and Routing Slips) with assisting patients in locating primary care providers, social workers and other departments located within the Veteran Administration system.

Military Experience

DEPARTMENT OF DEFENSE, Glendale, AZ / Fairbanks, AK

Tactical Aircraft Maintenance

(F-16 Mechanic) September 2000 – January 2005

- Read and interpreted maintenance manual, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components.
- Inspected completed work to certify that maintenance meet standards and that aircraft was ready for operation.
- Maintained repair logs, documenting all preventive and corrective aircraft maintenance.
- Conducted routine and special inspections as required by Air Force Regulations.
- Examined and inspected components, including landing gear and hydraulic systems, and deicers to locate cracks, breaks, leaks, or other problems.
- Inspected airframes for wear or other defects.
- Maintained, repaired, and rebuilt aircraft structures, functional components, and parts such as wings and fuselage, rigging, hydraulic units, oxygen systems, fuel systems, electrical systems, gaskets and seals.
- Measured the tension of control cables.
- Replaced or repaired worn, defective, or damaged components, using hand tools, gauges, and testing equipment.
- Measured parts for wear, using precision instruments.
- Tested operation of engine and other systems, using test equipment such as ignition analyzers, compression checkers, distributor timers, and ammeters.
- Obtained fuel and oil samples and diagnosed each for contamination.

- Read and interpreted pilots description of problems to diagnose cause for desired effects.
- Modified aircraft structures, aerospace vehicles, systems, or components, following drawings, schematics, charts, engineering orders and technical publications.
- Inventoried requisitioned and ordered supplies, parts, materials, and equipment.
- Checked for corrosion, distortion, and invisible cracks in the fuselage, wings, and tail by using x-ray and magnetic inspection equipment.
- Cured bonded structures, using portable or stationary curing equipment.
- Facilitated team meeting between flight chief, expeditor, aircrew and squadron operations to ensure aircraft condition and readiness.
- Managed, recorded and validated aircraft specific forms through our Web Based Federal Information System for proper records documentation.
- Tracked aircraft specific parts and supply listings for accurate data regarding current and future maintenance through our Standard Base Supply system.
- Maintained effective communications with flight management to convey pertinent information between base operations and squadron control.
- Monitored facilities setup to ensure proper materials, equipment and personnel availability for scheduled operations.
- Supervised a crew of airman specifically assigned to aircraft for scheduled maintenance and daily aircraft operations.

Education

Rowan-Cabarrus Community College/Online, Salisbury, NC

Associate Candidate

Dec 2017

- Studying all associated classes dealing in the Accounting profession on the associate level making my way towards my bachelor degree

Consolidated School of Business, Lancaster, PA

Associate Degree

February 2008 - February 2009

- Studied material related to the Business Administration field with an emphasis on Management

ADDITIONAL SKILLS AND FORMER DUTIES

Veteran Administration Medical Center

- Department level Advocate
- Class Instructor for I.C.A.R.E. principles (Integrity, Commitment, Advocacy, Respect, Excellence)

Statement to Applicants

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

Small Business and Entrepreneurship Advisory Board: Submitted

Sarepta

First Name

Isaac

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

N/A

contact@drsarepta.com

Email Address

11406 Bloomfield drive

Home Address

Charlotte

City

NC

State

28277

Postal Code

Home: (347) 281-2620

Primary Phone

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 6**How long have you been a resident of Mecklenburg County? Please include months, or years.**

18 months

My age range is (please select one): *

 30 to 45**Ethnicity ***

 African American**Gender ***

 Female

Interests & Experiences

Education

New York College of Podiatric Medicine- Doctorate Capella University- MBA Pace University- BS

Eastover Foot and Ankle

Employer

Physician

Occupation

Business and civic experience

I have extensive experience in small business management and operations, particularly within the health care industry. Civic experience include serving on regulatory and executive boards and project management of community related events.

Area of expertise and interests/skills

My areas of expertise include health policy and advocacy.

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

I am interested in serving to be able to lend my skills and talents to the county in which I live. I believe in the concept of community engagement and collaboration for the betterment of the community. The specific boards to which I am applying, I believe my talents and skill set would be best utilized.

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

20

How did you learn of the vacancy? *

Clerk Web Page

[Dr_Isaac_CV.doc](#)

Upload a Resume

Disclosure

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Sarepta Isaac

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

Dr. Sarepta Isaac, DPM, MBA

contact@drsarepta.com

cell 347-281-2620

Education

July 2012- June 2015

South Nassau Communities Hospital

Resident in Podiatric Medicine and Surgery Program

Chief Resident during my senior year July 2014- June 2015

Rotations including Internal Medicine, Wound Care, General and Orthopedic Surgery and Physical Medicine and Rehab

August 2007- May 2011

New York College of Podiatric Medicine

Doctor of Podiatric Medicine Degree received.

August 2014- August 2016

Capella University

Masters in business administration, Concentration in Healthcare Management

September 1999- June 2003

Pace University

Degree: Bachelor of Science Major: Biology Minor: Chemistry

Additional educational Certifications received

- **Cornell University Women Entrepreneurship Certification.** Obtained June 2020
- **Harvard University Improving Global Health: Focusing on Quality and Safety.** Obtained July 2020

Work Experience

July 2016- Present, Serenity Podiatric Concierge, LLC

Private Practice Physician, Medical Director

- Private practice of Podiatry that focuses on the specific foot ailments needs of the aging population
- Focus on quality foot care with a concierge level of service
- Mission of patient centered podiatric medicine and surgery
- Planning and implementation of company budget and fiscal balance
- Evaluation of clinical protocols, performance and management

August 2015- June 2016, Health Care for Life, LLC

Clinical Director Podiatry Department , Physician

- Directed and managed all podiatry related business development and clinical advancement initiatives
- Diagnosis and treatment of patients in nursing home setting (approx. 30-40 pts.per day)
- Act as liaison between podiatric medical staff and administration
- Managed the fiscal responsibilities of the Podiatry division of the company
- Managed team of physicians that directly reported to me
- Responsible for division outside payor accuracy
- Responsible for proposing measures to increase clinic efficiency

November 2004- August 2007, HealthFirst Health Insurance Company

District Sales Manager

- Overseer of a team of 12-15 health insurance sales and education personnel
- Responsible for monitoring performance of subordinate team members
- Provide administrative oversight to upper management on goal attainment of team
- Clearly define health education goals to team members for sharing with the public
-

July 2003- November 2004, New York City Department of Health and Mental Hygiene

Clinical Technologist

- Responsible for testing and result reporting of STD testing utilizing PCR
- Responsible for community public health education dissemination
- Monitor health status of the patients in testing centers around the district
- Perform quality assurance testing and reporting of reagents used in clinical testing
- Monitoring or public health trends for emergence of pathogens and health issues

Hospital Affiliation:

Wellstar Hospital, Atlanta Ga, Clinical Partner

Community Involvement

Atlanta Medical Association Assistant Chair: Membership Committee

The associations' mission is to act as a resource to optimize the health of our patients and members through political, educational, and social activities.

Heritage Fund of the Atlanta Medical Association.

Assistant Secretary

Founder, Minority Women in Podiatry, Atlanta division

Founded in 2017 with a mission to galvanize and create community among minority women podiatric physicians to foster increased business and practice effectiveness, efficiency, and success.

Vice-President of the Board: Vision 297

Non-Profit Organization founded to provide educational support to children in Haiti. Sending over 50 children to school each year, tuition free.

Founder, Serenity Health Talks:

Health advocacy and information provided to the public through organized meetings, conferences, and social media platforms to enable members of the community to better take charge of their health. Health fair held in August of 2019 with over 300 attendees. Public health advocacy and improvement is the goal of this platform.

Founder, Saunders- Felix Foundation for the Advancement of Mankind:

Family founded and run philanthropic organization whose mission is the advance education and provide health resources to the underserved and disenfranchised in the areas of healthcare.

Awards Received

Heal Diabetes Physician Award, awarded at City Hall City of Atlanta 2019

Statement to Applicants

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

Small Business and Entrepreneurship Advisory Board: Submitted

Kevin

First Name

Nickson

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

N/A

nicksk723@gmail.com

Email Address

15529 Normans Landing Drive

Home Address

Charlotte

City

NC

State

28273

Postal Code

Home: (980) 260-8143

Primary Phone

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 6**How long have you been a resident of Mecklenburg County? Please include months, or years.**

12 years

My age range is (please select one): *

 46 to 55**Ethnicity ***

 African American**Gender ***

 Male

Interests & Experiences

Education

University of Phoenix, Master of Business Administration. University of Phoenix, Bachelor's. Business Management. The University of North Carolina at Charlotte, Certified Lean Six Sigma Black Belt. (CLSSBB) The University of North Carolina at Charlotte, Certified Lean Six Sigma Green Belt. (CLSSGB) Central Piedmont Community College, Project Management Plus Certificate. (PMP) Scrum Alliance, Advanced - Certified Scrum Master. (A-CSM) Scrum Alliance, Certified Scrum Master. (CSM) Scaled Agile, Safe 6 Certified Scrum Master. (SSM)

Stable Improvement LLC

Employer

Director of Project
Management

Occupation

Business and civic experience

Veteran Owned Small Business (VOSB) Honorably Discharged from the United States Navy

Area of expertise and interests/skills

"We're a team of certified Lean Six Sigma Black Belts, Advanced Scrum Masters, and Agile Project Managers with a proven history of transforming businesses. We offer expert consulting in Scrum Methodology and tailored training in Lean Six Sigma certification to help you streamline operations, improve quality, and enhance project delivery. Our goal is simple: to equip your organization with the tools and knowledge to achieve operational excellence."

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

I believe the advisory boards are typically composed of experienced professionals who can provide valuable insights and advice. This can help me navigate challenges and make informed decisions. Being part of the advisory board would allow me to expand my professional network and give me the chance to connect with other business leaders, potential partners, and even investors. I'm looking to enhance credibility in my community and show my commitment to continuously improve. I would like the opportunity to directly influence the direction and success of other small businesses as well as learn and disseminate relevant information to the citizens of Mecklenburg County. This can be a rewarding way to give back to the business community and share my expertise fostering a thriving local economy and creating a positive impact in Charlotte North Carolina.

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

available

How did you learn of the vacancy? *

Mecklenburg County Website

[contract_specialist.docx](#)

Upload a Resume

Disclosure

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

If you answered yes to the question above, please explain.

Stable Improvement LLC vets@stableimprovementllc.com | 803-590-8423 1646 W Hwy 160 suite 105 446, Fort Mill, SC 29708

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No



Kevin Nickson
MBA, CLSSBB, A-CSM, PMP
nicksk723@gmail.com
980-260-8143

Summary:

I'm a small business owner and certified Scrum Master / Project Manager with years of experience leading and facilitating teams to achieve operational excellence and delivering tangible business results. I collaborate with senior executives, operational leaders, and frontline staff to understand how to build value in the eyes of the customer.

Education:

University of Phoenix, Master of Business Administration.

University of Phoenix, Bachelor's. Business Management.

The University of North Carolina at Charlotte, Certified Lean Six Sigma Black Belt. (CLSSBB)

The University of North Carolina at Charlotte, Certified Lean Six Sigma Green Belt. (CLSSGB)

Central Piedmont Community College, Project Management Plus Certificate. (PMP)

Scrum Alliance, Advanced - Certified Scrum Master. (A-CSM)

Scrum Alliance, Certified Scrum Master. (CSM)

Scaled Agile, Safe 6 Certified Scrum Master. (SSM)

United States Navy / Honorably discharged.

Experience:

Stable Improvement, LLC. / 2021 - Present

1646 W Hwy 160

Ste 105 446

Fort Mill, SC 29708

President / Owner (full time 40 hr. wk.)

- I develop and redesign initiatives that encompass analysis to create metrics that drive strategic decisions and we also provide Lean Six Sigma Certification at all levels.
- I manage day to day operations such as accounting, human resources, and marketing.
- I conduct research on new markets, products, and technology.
- I am responsible for training employees in job responsibilities and performance skills.
- I develop and implement business plans for the future of the company.
- I manage the financial aspects of the business such as budgets and cash flow.
- I meet with clients daily to determine their needs, interests, and motivations.
- I interact with contractors and vendors daily to manage projects and inquire about solicitations.



Kevin Nickson
MBA, CLSSBB, A-CSM, PMP
nicksk723@gmail.com
980-260-8143

- I maintain relationships with vendors and suppliers to provide high quality products and services to customers.
- I have proven capability to manage multiple initiatives concurrently, while recognizing the significance of competing priorities.
- I am responsible for drafting and reviewing contractual agreements between my company and suppliers of products or services.
- Daily, I evaluate bids, prepare contracts, and negotiate terms.
- Daily I develop, analyze, evaluate, review, process, and ensure applicable compliance, inspecting, implementing, and/or monitoring contracts that I decide to bid on.
- I am responsible for managing subcontracts, purchase orders, and schedules.
- I create and update DDS, RFQ, and RFP documents.

Experience: (continued):

Nick's Agile Lawn / 2013 -2021
15529 Normans Landing Drive
Charlotte, NC 28273
Operations Project Manager (full time 40 hr. wk.)

- Lead team(s) in daily meetings to deliver goals and iterative solutions that deliver business value.
- Coached team members on agile practices and monitors compliance
- I created dashboards, gathers metrics, measures, and monitors team progress; disseminates relevant project information including action items to necessary stakeholders.
- I was responsible for tracking and removing roadblocks and escalate issues in a timely manner.
- I ensured the work implemented by delivery pod and application teams adhered to the steps and procedures outlined within the policy and procedure. (Definition of done (DoD) framework)
- I collaborated with program management on process improvement initiatives and support retrospectives.
- I coached team members on best practices and facilitated scrum ceremonies.



Kevin Nickson
MBA, CLSSBB, A-CSM, PMP
nicksk723@gmail.com
980-260-8143

- I developed and presented sprint level reports (ex: burnups, cumulative flows, velocity charts) to technology and business stakeholders.

Process Improvement Project: (experience documented)

Facilitated daily meetings and provided improvement feedback working collaboratively as a team. Lead a project to improve customer satisfaction and reduce wait times during peak times and increased holiday traffic. Decreased wait times by 50 % utilizing data metrics from behavior analyst review, voice of the customer, and implementing visual boards for the team to review progress. Offering appointment scheduling for customers and providing regular equipment checks.

Skills: Facilitation, Agile, Scrum, Jira, Root Cause Analysis, Lean Six Sigma, Process Improvement, Data Analysis, Kanban, Risk Management, Coaching, Mentoring, Training, Collaboration, Daily Scrum, Sprint Planning, Retrospective, Sprint Review, Definition of Done, Transformation, Strategy Implementation.

Statement to Applicants

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

Small Business and Entrepreneurship Advisory Board: Submitted

Aditya

First Name

Upadhyay

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

Adit

aditvilas@gmail.com

Email Address

5706 Durston Court

Home Address

Charlotte

City

NC

State

28269

Postal Code

Mobile: (704) 582-3125

Primary Phone

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 1**How long have you been a resident of Mecklenburg County? Please include months, or years.**

19 years

My age range is (please select one): *

 46 to 55**Ethnicity ***

 Asian or Pacific islander**Gender ***

 Male

Interests & Experiences

Aditya Upadhyay

Education

Doctor of Business Administration, Walden University

Vilas Realty Group

Employer

Broker in charge

Occupation

Business and civic experience

Marketing and sales of real estate-related services.

Area of expertise and interests/skills

• Written and Verbal Communication • Doctoral Coaching and Mentoring • Copy Editing and Line Editing • Developmental Editing • Marketing and Advertising • Regulatory Compliance • Real Estate Sales • Lead Generation • Time Management • Task Management • Market Analysis • Negotiation

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

I am interested in small business survival and sustainability. I have also published multiple peer-reviewed journals on the topic.

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

1-3 hrs

How did you learn of the vacancy? *

Mecklenburg County Website

[General_815_UpadhyayFed.docx](#)

Upload a Resume

Disclosure

Are you a Mecklenburg County resident?

Yes No

Aditya Upadhyay

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Aditya Upadhyay

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

ADITYA UPADHYAY, MBA, DBA, ABR®

Charlotte, NC | m: 704.582.3125 | adityvilas@gmail.com | [LinkedIn](#)

To advance into a career in academia with a leading institution that will utilize my extensive business, academic research, and doctoral mentoring experience while also allowing me to develop further as a professional

A dynamic and motivated professional with the educational background and proven work ethic to analyze market trends, facilitate transactions, enforce compliance, and more within the real estate industry. Known for delivering excellent service in fast-paced environments, with the skillset to guide and support academic research, coach and mentor doctoral students, proofread and edit documents, and conduct complex data analyses. Extensive teaching interest in business management and sustainability, real estate sales, marketing, finance, and research design and methodology. Exceptional training and academic qualifications, including a Doctor of Business Administration and an Accredited Buyer's Representative (ABR®) designation.

CORE COMPETENCIES

- Written and Verbal Communication
 - Doctoral Coaching and Mentoring
 - Copy Editing and Line Editing
 - Developmental Editing
 - Marketing and Advertising
 - Regulatory Compliance
 - Real Estate Sales
 - Lead Generation
 - Time Management
 - Task Management
 - Market Analysis
 - Negotiation
-

PROFESSIONAL EXPERIENCE

REALTOR/BROKER/INDEPENDENT CONTRACTOR | UNITED REAL ESTATE-QUEEN CITY, CHARLOTTE, NC, MARCH 2021 TO PRESENT

BROKER IN CHARGE | VILAS REALTY GROUP, CHARLOTTE, NC, JANUARY 2025

- Orchestrate seamless transactions to enable clients to purchase, rent, and sell properties that match their unique needs, requirements, and budgets.
- Launch proactive marketing and advertising initiatives to attract and acquire new clientele.
- Align customer preferences and budget requirements with suitable properties to maximize their satisfaction.
- Assemble and process essential documentation, including contracts, deeds, and leases with precision and efficiency.
- Guide and support clients through every stage of the real estate process through to completion.
- Leverage Multiple Listing Service (MLS) websites to remain informed about market trends and opportunities.
- Forge and cultivate productive partnerships with contractors, lawyers, builders, and other key stakeholders to facilitate efficient transactions.
- Enforce strict adherence to all local and state real estate laws and regulations as well as ethical standards.
- Conduct comprehensive Comparative Market Analysis to assess competitive property prices; provide expert counseling to clients on market conditions, prices, and mortgage options to support informed decision-making.
- Navigate negotiations between buyers and sellers to attain mutually beneficial agreements.

KEY ACHIEVEMENT

- Multi-million-dollar sales volume producer for three consecutive years.

PRINCIPAL/DOCTORAL STUDENT COACH | CHARLOTTE, NC/REMOTE, OCTOBER 2016 TO PRESENT

SOLE PROPRIETOR, OCTOBER 2016 TO APRIL 2021

DERC LCC, APRIL 2021 TO PRESENT

- Chart successful course of founding and operating a business providing coaching, proofreading, editing, and research assistance services to graduate and doctoral students.
- Review academic documents and correct typos, spelling errors, objective mistakes, as well as and stylistic and rhetorical errors in academic style, voice, diction, and sentence-level flow to produce clear, error-free deliverables.
- Offer personalized developmental editing support by delivering critical feedback on argumentation and dissertation structure to empower students to navigate the path to completion and enhance the quality of their academic work.
- Facilitate coaching sessions to guide students in organizing ideas, strengthening arguments, and addressing faculty feedback while maintaining scholarly voice, following program rubric guidelines and process checklist, and adhering to doctoral standards.

- Demonstrate proficiency in managing multiple responsibilities, from initial study development to final dissertation defense preparations, while maintaining a commitment to academic excellence and adherence to program requirements.
 - Scope and develop study foundations, identify and ensure research significance, and ensure alignment with program rubric guidelines and process checklists.
 - Tune problem statements, identify study purposes, align research methods, and assist in the development of theoretical or conceptual frameworks for doctoral studies.
 - Conduct comprehensive IRB application reviews, provide feedback, and assist with the revision/approval process.
 - Support students in conducting literature reviews, identifying suitable research populations, and provide guidance on sampling techniques for qualitative and quantitative data collection.
 - Collaborate with students to develop research questions, align studies to social change objectives, and facilitate effective data analysis to support their academic pursuits.
 - Ensure data quality and credibility through rigorous checks on data integrity and dependability, utilizing statistical tools and software such as NVivo to analyze the data.
 - Prepare students for doctoral study or dissertation defense, offering comprehensive support in APA format review and alignment with social change objectives.

KEY ACHIEVEMENTS

- Successfully assisted underperforming doctoral students in graduating within the program timeline.

PREVIOUS EXPERIENCE

CUSTOMER SUPPORT ANALYST | RANDSTAND PROFESSIONAL US/ DIMENSION DATA, CHARLOTTE, NC, OCTOBER 2010 TO APRIL 2011

- Provided proposal assistance and guidance relating to network integration, security, data center solutions, converged communications, and customer interactive solutions.
- Built IT solutions quotes from clients and the sales team in Oracle based Direct system.
- Processed all purchase orders for products and services.
- Maintained all quotes and ordered Service Level Agreements.
- Collaborated with Account managers, Solution Architects and distributors to meet deadlines and ensure accurate quoting.
- Regularly communicated with clients on all aspects of their orders.

KEY ACHIEVEMENT

- Gained IT specific knowledge in consulting, technical, and support services along with understanding of corporate social responsibilities.

FINANCIAL ADVISOR | FIRST COMMAND FINANCIAL, CHARLOTTE, NC, AUGUST 2008 TO NOVEMBER 2009

- Engaged with military community to provide service related to saving, investments, and insurance.
- Actively engage in marketing of financial, investments, and insurance related products by exploring the financial needs of clients.

KEY ACHIEVEMENT

- Learned about military units, local military organizations, and other affiliates that support the military community for financial literacy. Assisted military personnel and their families in sound financial planning.

EXECUTIVE TEAM LEADER | TARGET, CHARLOTTE, NC, JANUARY 2007 TO MAY 2008

- Assisted Store team lead to manager over \$30 million annual sales volume store and personally responsible for handlines part business, which accounts for over \$10 million annual sales volume with directs and indirect reports.
- Managed a team that executes inbound, outbound, replenishment, inventory accuracy, presentation, pricing and promotional signing processes for all general merchandise areas of the store.
- Developed strategies and utilized workload planning tools to complete all scheduled workload.
- Created scheduling plan in partnership with team leaders and HR personnel based off of monthly and weekly business workload and guest traffic.

- Oversaw Team Leaders workload planning including transitions, revisions and sales plans for all general merchandise areas.
- Ensured staffing needs are met, through ongoing recruitment, training, and development
- Maintained culture of ethical conduct, safety and compliance.
- As a key carrier, follow all safe and secure training and processes

KEY ACHIEVEMENTS

- Established a culture of accountability through clear expectations and performance management
- Increased year to date sales to over 15% in hardlines portion of the business.

WEALTH MANAGEMENT ANALYST | MORGAN STANLEY, CHARLOTTE, NC, JULY 2006 TO OCTOBER 2006

- Participated in financial advisor trainee program.
- Acquired training in wealth management
- Assisted financial advisors in marketing

KEY ACHIEVEMENTS

- Successfully completed series 7 and series 63 courses.

ASSISTANT STORE MANAGER | OFFICE DEPOT, NYC, NY, JANUARY 2004 TO JUNE 2006

- Assisted in managing Over \$5 million sales volume store.
- Responsible for sales, merchandising, replenishment, loss prevention, and operational logistics.
- Responsible for scheduling, recruiting, and training of staff.

KEY ACHIEVEMENTS

- Actively engaged with the local communities and hosted in-store events.
- Increased conversation rates, and drove customer traffic into stores.
- Consistently increased year to date sales.
- Reduced inventory shrinks to below 1%

STORE MANAGER | RITE AID, NYC/NY, MARCH 1999 TO NOVEMBER 2003

- Responsible for managing multi million dollars annual sales volume stores in NYC.
- Managed logistic, replenishment, merchandising, loss prevention, human resources, and other operational aspects of business.
- Developed overall store strategies and tactics to achieve sales results and operational goals.
- Provided positive and constructive feedback, and appropriate coaching and counseling.
- Controlled P&L to remain profitable.
- Responsible for performance management of all associates and fostering a positive and inclusive workplace environment.

KEY ACHIEVEMENTS

- Acted as a key lead in opening two brand new stores.
- My store was the Training Store and I was the training manager for new management recruits.
- Consistently recognized for highest sales store in the region.

EDUCATION AND CREDENTIALS

DOCTOR OF BUSINESS ADMINISTRATION (D.B.A.), 2009- 2016

Walden University, Minneapolis, MN

Independent Qualitative Case Study Research in Carbon Disclosure Project, July 2009 to October 2016

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

New York Institute of Technology, Old Westbury/New York, NY

CERTIFICATIONS AND TRAINING

- Accredited Buyer's Representative (ABR®)
- Home Finance Resource (HFR)
- Certified Real Estate Negotiator

PUBLICATIONS

- Upadhyay, Aditya, "Strategic Decisions to Increase Performance Band Ratings in Carbon Disclosure Project Reports" (2016). Walden Dissertations and Doctoral Studies. 2901.
- Jolly Evans, A; Upadhyay, A (2022). The U.S based bank's strategies for providing loans to small businesses. Asian Journal of Basic Science & Research, 4(3), 49-54
- Upadhyay, A (2022). Improving Band Ratings in Carbon Disclosure Project Reports. International Journal for Research in Applied Science & Engineering Technology (IJRASET), 10(3), 1135-1142.
- Jones, J.M; Upadhyay, A (2022). SME Sustaining Strategies. International Journal of Scientific Research and Management, 10(10), 1-7.
- Johnson, C; Upadhyay, A (2022). African American Small Consulting Business Sustaining Strategies. Asian Journal of Basic Science & Research, 4(4), 1-10

AWARDS AND HONORS

- Millennium Club/Gold Level Sales Award, 2023
United Real Estate Queen City
- Millennium Club/Silver Level Sales Award, 2022
United Real Estate Queen City

PROFESSIONAL AFFILIATIONS

- National Association of REALTORS® (NAR)
- Real Estate Buyer's Agent Council (REBAC)
- Canopy Realtor® Association
- Union County Association of REALTORS®

INTERESTS

Interests: Community involvement, fine arts, cooking, gardening, collecting antiques, travelling, nature

Statement to Applicants

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

Small Business and Entrepreneurship Advisory Board: Submitted

Jamari

First Name

M

Middle
Initial

Watkins

Last Name

What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

N/A

jamariwatkins6@gmail.com

Email Address

12800 Levins Hall Road

Home Address

Huntersville

City

NC

State

28078

Postal Code

Home: (704) 451-9600

Primary Phone

Alternate Phone

What Mecklenburg County District do you live in? Please verify below. *

 1**How long have you been a resident of Mecklenburg County? Please include months, or years.**

18

My age range is (please select one): *

 18 to 29**Ethnicity ***

 African American**Gender ***

 Male

Interests & Experiences

Jamari M Watkins

Education

EMT-Basic, Gaston college Current - The University of North Carolina at Charlotte Major :
Political science Minor : Biology.

Mecklenburg EMS

Employer

EMT-B

Occupation

Business and civic experience

I've had the distinct pleasure of serving the great Mecklenburg county through Medicine as an emergency medical technician with the county!

Area of expertise and interests/skills

I have an extensive background in emergency medicine, as I'm an EMT employed with Mecklenburg EMS agency. I also take a profound interest in politics as I'm currently obtaining my undergraduate degree in political science from The University of North Carolina at Charlotte. Focusing on science as well with a minor in biology.

Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

No

Why are you interested in serving on the board(s) to which you are applying?

I'm open to new ideas, young but willing to learn and hopefully make a change and serve the people of Mecklenburg county as it's an area, a community where I've lived and grew up for the past 18 years now! This opportunity allows us to impact many lives and make our community a safe, and better place to live.

Have you attended a meeting of the advisory board(s) to which you are applying?

Yes No

Hours Per Month Available for Position

20 (more if required)

How did you learn of the vacancy? *

Clerk Web Page

[Resume .pdf](#)

Upload a Resume

Disclosure

Jamari M Watkins

Are you a Mecklenburg County resident?

Yes No

Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)

Yes No

Are you a current vendor with Mecklenburg County?

Yes No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes No

Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

Signature of Applicant (Sign Your Legal Name):

Jamari Montrell Watkins

Board Specific Questions

Question applies to Small Business and Entrepreneurship Advisory Board

SBEAB: Have you recently or are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture?

Yes No

Jamari Watkins

Student, Volunteer, Advocate

Profile

Hard-working and dedicated professional with a strong focus on growth and development. Proven experience in conducting thorough research and consistently delivering high-quality results. Passionate about continuous learning and improvement.

Experience

Aquatics Lifeguard

2023 - 2024 | Great Wolf Lodge- Concord, NC

Monitored swimming areas to ensure safety, enforced pool rules, and conducted regular safety checks. I performed rescues, administered CPR and first aid when necessary, and educated patrons on water safety practices. Additionally, I maintained the pool and its surroundings to uphold safety standards.

Research Assistant for Constitutional Law Professor

2023 - 2024 | Dr. John Szmer - Charlotte, NC

Conducted in-depth research on First Amendment rights, contributed to legal publications, and assisted in analyzing and summarizing key Supreme Court decisions on freedom of speech and national security.

Volunteer local Animal Hospital

2022 - 2023 | Long Animal Hospital - Charlotte, NC

Volunteered, providing care and support for animals. Responsibilities included feeding, cleaning, socializing, and assisting with adoption events. Developed strong skills in animal handling, customer service, and teamwork. Contributed to creating a safe and nurturing environment for all animals.

(704) 618 8235
Jamariwatkins7@gmail.com
12800 Levins Hall Road,
Huntersville, NC

Education

2020 - 2024

High School Diploma
North Mecklenburg High School, Mallard Creek High School

2024 - Present

B.S Public Health, Minor Biology
The University of North Carolina at Charlotte

Soft Skills

- Customer Service
- Attention to detail
- Collaboration & Communication
- Problem Solving
- Safety Awareness and Protocols

Certifications

- North Carolina EMT - B
- American Heart Association BLS
- Ellis & Associates (E&A) Lifeguard
- E&A CPR, First Aid, AED
- Stop the Bleed

References

Available upon request

Small Business and Entrepreneurship Advisory Board

Board Roster

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

□ **Vacancy**

Appointing Authority BOCC

Mecklenburg County, NC

Small Business and Entrepreneurship Advisory Board

Board Details

To provide recommendations and advice to the Board of County Commissioners regarding ways to streamline permitting processes for new and expanding businesses; to provide input to the Board of County Commissioners regarding proposed changes in building codes, policies, and taxes; to advise the Board of County Commissioners about specific challenges small businesses and entrepreneurs encounter in the county; and to inform the Board of County Commissioners about new developments in the local small business and entrepreneurial communities.

Overview

□ **Size** 12 Seats

□ **Term Length** 3 Year

□ **Term Limit** 2 Terms

Contact

□ **Name** Mark Stewart

□ **Phone** (980) 314-2987

Additional

Qualifications

Applicants must be residents of Mecklenburg County. Preference is given to applicants who have recently, are in the process of, or are intimately familiar with the process of starting a new small business or entrepreneurial venture. One (1) member from the City of Charlotte's Business Advisory Committee.

Advisory Board Details

Contact staff advisor for more information.

Meeting Dates/Times

Monthly - 4th Thursday at 5:30 p.m.

Meeting Location

Charlotte Mecklenburg Gov Center - 11th Floor Conference Room 600 E. 4th Street Charlotte, NC 28202

Time Commitment

Please contact Staff Advisor for more information.

Stipend

No

Special Notes**Job Description**