

Mecklenburg County
Advisory Boards, Committees and Commissions
Board Appointments Due

Renewals From 5/1/2018 To 5/31/2018

WOMEN'S ADVISORY BOARD

Number of BOCC Members: 15

Term Length in Years: 3

Purpose

The Women's Advisory Board is to identify periodically the Status of Women in Mecklenburg County; to work toward the betterment of the status of women in education, employment, family, community, health, law, finance, and social services; and to provide community leadership opportunities by initiating and promoting programs designed to serve the needs of women.

Qualifications

Must be a resident of Mecklenburg County

Special Notes

NOMINATIONS/APPOINTMENT NEEDED FOR:

One (1) appointment to fill an unexpired term expiring April 30, 2021

Simone Hunter resigned because of a job relocation.

1 Appointment(s) For 3 Year Term:

Name	Qualifications	Appointed:	Expires	Eligibility
Hunter, Simone		10/19/2016	04/30/2021	Resigned

WOMEN'S ADVISORY BOARD Applicants:

Name	BOCC Dist	Qualifications	Race/Sex
Amin, Takiyah	1		B / F
Ellison, Chataqua	2		B / F
Elsberry Schweikert, Suzanne	6		W / F
Gerardi, Lilli	5		W / F
Johnson, Gail	3		B / F
Moyer, Kristen	4		W / F
Myers, Shannon	1		B / F
Sandeford-Lyons, Stacey	5		B / F
Tyler, Patrina	4		B / F

WOMEN'S ADVISORY BOARD Members:

Name	BOCC Dist	Qualifications	Race/Sex	Appointed	Expires	Elig Code	Expired Position
(* = Chairman)							
Abt-Bumgarner, Samantha	5		W / F	3/21/2017	4/30/2021	EL	

Mecklenburg County
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WOMEN'S ADVISORY BOARD Members:

Name (* = Chairman)	BOCC Dist	Qualifications	Race/Sex	Appointed	Expires	Elig Code	Expired Position
Caldwell, Kimberly	3		B / F	2/19/2015	4/30/2021	EL	
Ferlauto, Michelle	1		W / F	3/7/2018	11/30/2018	EL	
Hunter, Simone	3		B / F	10/19/2016	4/30/2021	RS	<==
Jones, Lahari	5		B / F	8/2/2017	11/30/2019	EL	
Lefko, Melissa	6		W / F	12/19/2017	4/30/2021	EL	
Love, Arlean	6		B / F	6/20/2017	4/30/2021	EL	
Nelson, Kimberly	2		B / F	3/7/2018	11/30/2018	EL	
Ohr, Jodie	1		W / F	3/7/2018	4/30/2021	EL	
Pierce, Ruth	2		W / F	3/21/2017	6/30/2019	EL	
Reid, Ashley	2		B / F	3/7/2018	6/30/2019	EL	
Reid, Corelutta	1		B / F	3/7/2018	4/30/2019	EL	
Shukla, Yesha	1		AI / F	12/19/2017	11/30/2019	EL	
Thomas, Barbara	4		W / F	6/20/2017	11/30/2019	EL	
Williams, Zhiviaga	2		B / F	5/19/2015	4/30/2021	EL	

WOMEN'S ADVISORY BOARD

Applicants



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Takiyah Amin
- **Home address:** 4922 Kotlik Drive
- **City:** Charlotte
- **Zip code:** 28269
- **Home Phone:** 704-548-9251
- **Work Phone:** 704-894-2453
- **Email:** takiyahamin@gmail.com
- **Occupation:** Assistant Professor
- **Place of employment:** Davidson College
- **Race:** Black
- **Sex:** Female
- **Age:** 38
- **Hours per month available for position:** 5-10
- **County advisory board currently serving on:** N/A
- **Expiration date:**
- **Education:** Ph.D – Temple University, 2011
- **How did you learn of this vacancy?** Website
- **If you selected Other, please explain:**
- **Business and civic experience:** Active member, National Coalition of 100 Black Women, QCMC
- **Areas of expertise and interests/skills:** Public Speaking, Peer Education, Program Development and Assessment
- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 1
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. 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:** Takiyah Nur Amin
- **Date:** 9/15/2017



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Chataqua Ellison
- **Home address:** 9701 Trinity Road Apt H
- **City:** Charlotte
- **Zip code:** 28216
- **Home Phone:** 980-318-0092
- **Work Phone:** 704-567-3883
- **Email:** chataqua@teensteachnc.org
- **Occupation:** Early Education Educator
- **Place of employment:** Inspiration Child Development Center, LLC
- **Race:** Black
- **Sex:** Female
- **Age:** 44
- **Hours per month available for position:** 10-15
- **County advisory board currently serving on:**
- **Expiration date:**
- **Education:** BA/English
- **How did you learn of this vacancy?** Ms. Priscilla Johnson
- **If you selected Other, please explain:**
- **Business and civic experience:** Parent Voice, past Executive Director of a Non-profit 501c3, business owner, Co-Chair of a Mental Health Organization
- **Areas of expertise and interests/skills:** Communication, Advocacy, Confidentiality
- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 2
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. 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:** Chataqua Ellison
- **Date:** 1/23/2018



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Suzanne Elsberry Schweikert
- **Home address:** 9908 Park Willow Drive
- **City:** Charlotte
- **Zip code:** 28210
- **Home Phone:** 980-207-2245
- **Work Phone:**
- **Email:** Dessuz@bellsouth.net
- **Occupation:** Retired
- **Place of employment:** Retired
- **Race:** White
- **Sex:** Female
- **Age:** 72
- **Hours per month available for position:** 15
- **County advisory board currently serving on:**
- **Expiration date:**
- **Education:** BA British Literature
- **How did you learn of this vacancy?** Other -- Email DWMC
- **If you selected Other, please explain:**
- **Business and civic experience:** Sales, Marketing, Management, Administration, Event Mgmt., Non-Profits, political
- **Areas of expertise and interests/skills:** Public speaking, acting, writing, events management, Women's issues, voting rights, politics.
- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 6
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. 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:** Suzanne Elsberry Schweikert
- **Date:** 4/16/2018



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Lilli Gerardi
- **Home address:** 2521 Merrywood Road
- **City:** Charlotte
- **Zip code:** 28210
- **Home Phone:** 704-654-6611
- **Work Phone:**
- **E-Mail:** lillirun@hotmail.com
- **Occupation:** recently retired
- **Place of employment:** N/A
- **Race:** White
- **Sex:** Female
- **Age:** 62
- **Hours per month available for position:** 5-10
- **County advisory board currently serving on:** None
- **Expiration date:**
- **Education:** BS
- **How did you learn of this vacancy?** Other
- **If you selected Other, please explain:**
- **Business and civic experience:** Worked in mortgage industry for over 30 years, limited civic experience
- **Areas of expertise and interests/skills:** Interested in women's issues, affordable housing, literacy, greenways
- **County Commission District:** 5
- **Signature of applicant:** Lillian Gerardi
- **Date:** 7/12/2017



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Gail Johnson
- **Home address:** 916 Highland Mist Lane
- **City:** Charlotte
- **Zip code:** 28215
- **Home Phone:** 704-531-7874
- **Work Phone:** 704-502-8310
- **Email:** gjohnson2060@att.net
- **Occupation:** Retired
- **Place of employment:** TIAA CREF
- **Race:** Black
- **Sex:** Female
- **Age:** 66
- **Hours per month available for position:** 16
- **County advisory board currently serving on:** N/A
- **Expiration date:**
- **Education:** College
- **How did you learn of this vacancy?** Other
- **If you selected Other, please explain:** Research
- **Business and civic experience:** Civic, Public Volunteer
- **Areas of expertise and interests/skills:** To work toward the betterment of the status of women in education, employment, family, community, health, law, finance, provide community leadership opportunities by initiating and promoting programs designed to serve the needs of women.
- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 3
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. 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:** Gail Johnson
- **Date:** 10/25/2017



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Kristen Moyer
- **Home address:** 1922 Luther Street
- **City:** Charlotte
- **Zip code:** 28204
- **Home Phone:** 704-222-7576
- **Work Phone:** 704-222-7576
- **Email:** kristenmoyer@hotmail.com
- **Occupation:** Attorney
- **Place of employment:** self-employed
- **Race:** White
- **Sex:** Female
- **Age:** 46
- **Hours per month available for position:** 8-10
- **County advisory board currently serving on:**
- **Expiration date:**
- **Education:** Juris Doctorate
- **How did you learn of this vacancy?** Other
- **If you selected Other, please explain:**
- **Business and civic experience:** Attorney since 1997, ACLU Charlotte Board Member, Democratic Women of Mecklenburg County Executive Board, Humane Society of the United States District Leader, Hospice and Palliative Care of Charlotte Patient Volunteer
- **Areas of expertise and interests/skills:** Civil Rights, Access to healthcare, Domestic Violence
- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 4
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. 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:** Kristen Moyer
- **Date:** 4/17/2018



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Shannon Myers
- **Home address:** 20627 Willow Pond Road
- **City:** Cornelius
- **Zip code:** 28031
- **Home Phone:** 704-762-0184
- **Work Phone:** 704-316-2929
- **Email:** smyers2483@gmail.com
- **Occupation:** Clinic Administrator
- **Place of employment:** Novant Health
- **Race:** Black
- **Sex:** Female
- **Age:** 34
- **Hours per month available for position:** 8
- **County advisory board currently serving on:** N/A
- **Expiration date:**
- **Education:** Master's Degree
- **How did you learn of this vacancy?** other
- **If you selected Other, please explain:**
- **Business and civic experience:** I have experience in long term care, social services, and mental and behavioral health.
- **Areas of expertise and interests/skills:** I am a license assisted living administrator in the state of Virginia. I was the Executive Director of an Assisted Living Community. I was the Director of Social Services for a skilled nursing facility.
- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 1
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. 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:** Shannon C Myers
- **Date:** 1/13/2018



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Stacey Sandeford-Lyons
- **Home address:** 3258 Margellina Drive
- **City:** Charlotte
- **Zip code:** 28210
- **Home Phone:** 510-289-2236
- **Work Phone:** 704-378-1114
- **Email:** stacey.sandeford.lyons@gmail.com
- **Occupation:** Higher Education Academic Advising Administrator
- **Place of employment:** Johnson C. Smith University
- **Race:** Black
- **Sex:** Female
- **Age:** 50
- **Hours per month available for position:** 5
- **County advisory board currently serving on:** North Carolina
- **Expiration date:**
- **Education:** BA--Psychology, MS--Developmental Education
- **How did you learn of this vacancy?** Other
- **If you selected Other, please explain:**
- **Business and civic experience:** I currently serve as president of Alpha Kappa Alpha Sorority, Inc., Rho Psi Omega Chapter (RPO). Alpha Kappa Alpha Sorority, Inc., is the first Greek lettered organization founded by college educated, African American women. Our purpose centers on addressing the needs of girls and women and on service to all. RPO is one of three graduate chapters in the Charlotte area. Our 249 members serve as leaders within many industries including business, law, health and education. From 2016-2017, I served as Vice-President and Program Committee Chairman for Alpha Kappa Alpha Sorority, Inc., Rho Psi Omega Chapter. This position afforded me the opportunity to execute the Sorority's current international service program, Launching New Dimensions of Service, addressing education; the family, including fiscal responsibility; health; environmental ownership; and global impact. One effort of note is the Queen City Entrepreneurs' Conference, last held on August 19, 2017. This effort contributed to the strengthening of our families, specifically, through financial responsibility. Conference attendees received practical advice and learned valuable strategies to support their entrepreneurial goals. I currently serve as a Board Member for Neema's Purse, a non-profit organization established primarily to educate young women and girls about feminine health, and to provide women and girls in need access to feminine and personal hygiene products. I had the honor of serving as a Board Member for the North Carolina

Chapter of UN Women, 2011-2013. Though the membership is concentrated in the Raleigh/Durham areas, I chaired the 2012 Walk to End Violence against Women at Freedom Park in Charlotte. I currently serve as leader over the Uplift Media and Communications Ministry, overseeing communications from the Uplift organization to its members and to the community, including print and electronic newsletters and announcements, telephone contacts, website and social media content, and online programming.

- **Areas of expertise and interests/skills:** Expertise--Higher education administration and management, Skills--Public speaking, writing, research, teaching, problem solving, planning and organizing, team work, Interests--Needs of women, leadership development
- **Am I a current vendor with Mecklenburg County?** No
- **County Commission District:** 5
- **I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that the information contained in this application is true and correct according to the best of my knowledge and belief. 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:** Stacey Sandeford-Lyons
- **Date:** 4/23/2018



Mecklenburg County Advisory Board Application

- **Name of Advisory Board:** Women's Advisory Board
- **Name:** Patrina Tyler
- **Home address:** 8811 Gray Willow Road
- **City:** Charlotte
- **Zip code:** 28227
- **Home Phone:** 704-231-1207
- **Work Phone:**
- **E-Mail:** trinaj@gmail.com
- **Occupation:** RN Case Manager
- **Place of employment:** Humana Insurance
- **Race:** Black
- **Sex:** Female
- **Age:** 50
- **Hours per month available for position:** 15-20
- **County advisory board currently serving on:** N/A
- **Expiration date:**
- **Education:** BSN and BA/some grad school
- **How did you learn of this vacancy?** Other
- **If you selected Other, please explain:**
- **Business and civic experience:** served on several board and worked as a governmental affairs liaison for local grassroots and Community Development Corps
- **Areas of expertise and interests/skills:** Extensive background in community relations, corporate governmental affairs and communications....additionally am a licensed healthcare professional
- **County Commission District:** 4
- **Signature of applicant:** Patrina Tyler
- **Date:** 6/9/2017

Patrina Tyler
8811 Gray Willow Road, Charlotte, North Carolina 28227
(Cell) 704-231-1207 trinatj@gmail.com

Clinical Experience:

Humana/Aetna Insurance
RN Personal Health Navigator

March 2016 - Present

- Conduct admission review, post-discharge calls and discharge planning
- Examine clinical programs information to identify members for specific case management and / or disease management activities or interventions by utilizing established screening criteria
- Manage network participation, care with specialty networks, DME providers and transfers to alternative levels of care using knowledge of benefit plan design
- Identify potentially unnecessary services and care delivery settings, and recommend alternatives if appropriate by analyzing clinical protocols and adhering to Project Red methodology.
- Conduct admission review, post-discharge calls and discharge planning
- Works with members to assess their care needs and assist in planning and implementation of interventions to meet those needs.
- Utilizes knowledge of benefit plan design and care alternatives available within the community and nationally in order to recommend services.
- Collaborate with Providers to reinforce treatment plans and ensure the plan of care aligns with member's personal health care goals.

Liberty Mutual Insurance
RN Disability Case Manager

August 2015 - February 2016

- Responsible for medically managing assigned caseload and by applying clinical expertise ensure individuals receive appropriate healthcare in order to return to work and normal activity in a timely and cost effective manner. Caseload may include catastrophic/complex medical/disability cases, lost time, and/or medical only claims. Also act as a clinical resource for claim partners
- Effectively communicated with claimants, medical professionals, claims staff, attorneys, and others to obtain information, and to negotiate medical treatment and return to work plans using critical thinking skills, clinical expertise and other resources as needed to achieve an optimal case outcome.
- Utilized the Nursing Process to facilitate medical management to attain maximum medical improvement and return-to-work (RTW) per state jurisdictional requirements.
- Appropriately utilized internal and external resources and referrals i.e., Utilization Review, Peer Review, Claims Case manager, Regional Medical Director Consults, and Vocational Rehabilitation to achieve best possible case outcome.
- Documented all RN activities (tasks) accurately, concisely and on a timely basis. Documented the medical and disability case management strategies for claim resolution, based on clinical expertise.
- Appropriately applied clinical expertise to claims and delivers services in an efficient and effective manner.
- Accurately charged for services rendered. Achieved annual chargeable time goal.
- Conducted in-person visits on assigned cases with claimants, medical professions and the employer to assess medical recovery, physical capabilities, RTW barriers, physical job requirements, modified duty opportunities and the work environment.
- Utilized HEDIS quality indicators to examine clinical programs information to identify members for specific Case Management/Chronic Care or Disease Management activities by utilizing established screening criteria.

Veterans Health Administration (Salisbury, NC)

December 2014 - August 2015

RN Case Manager/Care Coordinator, Urology and Well Women's Program

- Facilitated the coordination of health care provider and payer resources to ensure access to long-term therapy for patients within Urology and Well Women's Program.
- Developed and implemented case and surgical treatment plans for the veteran patient population.
- Maintained records, completed reports and communicated case status and direction to an interdisciplinary team of providers, patients and caregivers.
- Organized resources for patient and caregiver assistance working collaboratively with social work and outside private agencies that provide assistance to veterans.
- Managed medical supervision activities that included medical/surgical utilization management and: referrals, providing disease and case management.
- Tracked the financial impact/effectiveness of medical and surgical management of the Urology and Well Women's programs.
- Consulted with providers and other experts in the delivery of nursing services and health care delivery to identify and troubleshoot issues/areas of concern.
- Conducted special studies, lean projects, responded to congressional inquiries on behalf of the executive leadership team and develop white paper reports to evaluate the effectiveness of clinical practices, policies and health care services provided.

Veterans Health Administration (Salisbury, NC)

April 2013 – December 2014

Registered Nurse Team Leader, Mental Health (Acute Psychiatric Admissions Unit)

- Completed a psychological intake during the admissions process on all assigned patients.
- Lead community and educational group activities for inpatient population.
- Continually re-evaluated and updated master treatment plans on a weekly basis.
- Conducted medication administration; continually observed patient for effectiveness, adverse reactions and/or change in status.
- Participated in peer education and counseling; additionally served as a preceptor to staff/trainees.
- Served as a high level benevolent role model through patient advocacy.
- Participated in professional activities at local, state and federal levels.
- Incorporated critical thinking expertise in the assessment, treatment and evaluation of a comprehensive range of health care problems including, but not limited to: health promotion and maintenance, patient and family education, and the health care delivery process.
- Actively engaged in leadership and quality improvement initiatives.
- Coordinated learning opportunities for nursing students.
- Assisted in medical center activities and preparations for the Joint Commission and other accreditation and external reviews.
- Monitored the follow-up to recommendations specific to risk resulting from the Joint Commission and other accreditation and external review visits.

Veterans Health Administration (Salisbury, NC)

February 2013 – March 2015

Registered Nurse (Per Diem: ICU/Acute Care, Emergency Department)

- Provided behavioral health care for the United States military veteran population.
- Conducted health assessments on patients and monitored vitals to evaluate for a change in health status.
- Provided continual psychosocial support and advocacy for veteran population.
- Utilized critical thinking and evidence-based practice skills to provide safe and therapeutic nursing care.
- Provided emergency treatment and initiates emergency life saving measures as appropriate, i.e., cardiac arrest, shock, hemorrhage or overdose/poisonings, seizures.
- Counseled patients and family on disease prevention and health maintenance best practices.

Previous Work Experience

Modish International, New York, New York
Business Support Manager

September 2011 – February 2013

- Developed metrics to analyze program needs and trends also conducted qualitative and quantitative analyses of marketing data to develop program resource analyses, related financial plans, and annual budgetary reports.
- Identified process improvement opportunities and coordinated activities between cross functional teams.
- Provided assistance with the build out of necessary reporting, scorecards, and management routines also identified new opportunities to control risk and improve production, and reduce costs.
- Responsible for communication and outreach, developed marketing materials and coordinated information gathered by focus groups to ensure success of communication and marketing efforts.
- Developed reporting systems to track program and budget information and advised leadership of potential issues; recommended action to remediate or prevent budget problems.
- Provided suggestions for improving program and financial operations, including recommendations that resulted in realignment of resources and/or organizational relationships.
- Prepared and delivered briefings on budget requirements, contract and project status in addition to program operations.

Bank of America Corporation Charlotte, NC
Project Analyst

October 2005 – December 2010

- Responsible for significant contributions to the design, development and timely completion of project deliverables and communication plans.
- Effectively communicated complicated concepts in an understandable manner, matching the message to the audience.
- Prepared material for various media outlets including but not limited to: corporate website, newsletters and inter-departmental communication medium.
- Coordinated departmental training and development, monitored and tracked results measuring against business unit and corporation goals. Responsible for evaluating feedback utilized results to improve the effectiveness of future trainings.
- Provided leadership in cultural and organizational change management efforts/programs.
- Served as senior business continuity lead for Global Wealth Investment Management business unit.
- Provided support to the association satisfaction and employee engagement initiatives departmentally.

The Johns Hopkins University Baltimore, MD
July 2005
Development Coordinator

August 2003 –

- Senior leader for the research and development of large-scale philanthropy projects for multiple initiatives.
- Managed grant requests from grass roots and community agencies throughout the state.
- Prepared financial analysis and giving capacity using compensation, stockholdings and property assessment information. Selected and supervised designers and production vendors.
- Developed and implemented communication plans for external relationships.
- Established and maintained grant database and key objectives for current and prospective donors.

The Johns Hopkins University Baltimore, MD
Development Coordinator (cont.)

August 2003 – July 2005

- Responsibilities also encompassed the writing and editing of reports, presentations, news releases, articles, newsletters, and web content for Krieger School of Arts and Sciences.
- Developed and maintained an annual calendar that supported proactive planning and futuristic scheduling for the President's and Provost's development activities.
- Composed acknowledgement letters and finalized agreements and contracts for \$1M+ plus gifts or special requests for acknowledgement.

Public Service Electric & Gas Company, Newark, NJ
Communications Specialist

August 1992 – April 2002

- Provided support for the communication needs of the Customer Operations business unit through the preparation of internal and external communications such as press releases, media packages, talk points and speeches.
- Accountability included communication support for several key areas which encompassed: community relations, corporate philanthropy, external and governmental affairs.
- Managed e-commerce websites and continually updated the sites, additionally, tracked changes to content and updated as needed.
- Collaborated with content writers to script and edit the digital content of the corporate website and tracked which marketing campaigns were successful.
- Collaborated with a diverse group of political officials, grassroots agencies and community development corporations to facilitate the statewide exposure of the company's advertising and branding campaign.
- Developed customer contact materials such as newsletters, digital content and written correspondences.
- Coordinated board meetings, conferences, employee recognition events, annual stakeholders meeting, off-sites and other corporate events.
- Contributed to the Annual Report, shareholder and stakeholder communications and to various internal newsletters.
- Served as a liaison between governmental affairs and former NJ governor; Christine Todd Whiteman.
- Planned and organized NJ Business Conference and Quality NJ Symposiums for former NJ governor.

JP Morgan Chase Bank New York, New York
Communications Coordinator

April 1995 – July 1997

- Responsibilities included the organization of media, corporate marketing and public relations events.
- Partnered with highly noted cultural agencies such as the Guggenheim Museum, the Lincoln Center of Performing Arts, and the International Center of Photography to provide tagline and campaign ad exposure to the consumer market for the banks credit card program.
- Screened grant requests submitted by cultural agencies, maintained the grant tracking database system.
- Collected, prepared and created financial and operational metrics and reporting documentation
- Reviewed and approved grants and funding solicited by various cultural agencies.
- Developed and delivered company-wide strategic communications and leveraged interactive and digital media tools to help drive employee engagement.

EDUCATION:

2013 – 2014 University of Virginia, Charlottesville, VA

- Master of Science, Nursing - Public Health Leadership
- Expected Graduation Date, August 2018

2008 – 2011 Queens University, Charlotte, NC

- Bachelor of Science, Nursing – December 2011
- Bachelor of Arts – Human and Community Services – May 2012

Professional Skills:

Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, Word, Visio, Project Manager), Corel Draw, ADOBE, Illustrator, ALADIN/PROSPER, GroupWise, Dream Weaver Photoshop, HTML Scripting, SAP, Clarity, NIKU, Discovery, Concur, Meditech, PIXIS, CERNA Medical Software, Mental Health Suite, CPRS, VISTA, Lean Process and Project Management, HEDIS Quality Outcomes Indicators

Professional License:

Multi-state Registered Nurse – State of North Carolina, NCBON
State of Georgia Registered Nurse
State of Alabama Registered Nurse
State of New York
BLS Certification – American Heart Association (expires 2017)
Lean Project Certified

Professional Associations:

Tau Beta Epsilon Honor Society
Phi Theta Kappa National Honor Society
East Orange Chamber of Commerce, Board Member, Past
Friends of East Orange Library, Board Member, Past
City of East Orange Revitalization Committee, Board Member, Past
East Orange General Hospital, Board Member, Past