

EDUCATION

University of Oklahoma (2015)

Economic Development Institute

- ❖ Completed Courses: Business, Retention & Expansion, Real Estate, Managing Economic Development Organizations, Marketing Your Workforce

University of North Carolina at Chapel Hill (2012)

Basic Economic Development Course

Duke University (2009)

Certificate in Nonprofit Management- Intensive Track.

- ❖ Courses: The Strategic Business Plan, Leadership Through Influence, ABCs of Grant Writing, Program Evaluation for Funding and Sustainability, Basic Accounting for Nonprofit Managers, Fund Development, Dynamics of Executive Director/Board Relations, Marketing Nonprofit Organizations.

The University of North Carolina at Charlotte (2008)

B.A. Communication Studies, Organizational sequence.

- ❖ Select Courses: Group Dynamics, Leadership, Service & Ethics, Research Methods, Organizational Communication, Interpersonal Communication, Small Group Communications.

WORK EXPERIENCE

Wake County Economic Development (October 2014- present)

Director of Talent and Product Development (July 2015-present)

- ❖ Responsible for all talent initiatives of Wake County Economic Development. Select initiatives include: Work In The Triangle, Triangle Tuesdays, Pathways to Prosperity, and the Corporate Talent Taskforce
- ❖ Created and launched the Wake County ED Site Assessment Program. Through Creative Economic Development Consulting's "Site Assessment Tool", collected information in partnership with the 12 area municipalities (to include RTP) to gather information on property suitable for industrial development. Year 1 results: 46 sites spanning 5000 acres. Each site assigned a score and given a level of service depending on respective score.

Project Manager (October 2014-July 2015)

- ❖ Responsible for promoting Wake County as a place to do business to new companies looking in the market, existing industry and partner organizations.
- ❖ Managed all aspects of location decisions to include: local and regional presentations, client visits, engagement of partners, incentives discussions and negotiations, announcement coordination, etc...

Montgomery Economic Development Corporation (November 2011-October 2014)

Executive Director (July 2012 – October 2014)

- ❖ Industrial Recruitment & Expansion:
 - Executed initiatives to ensure the creation of net new, well-paying jobs and investment within Montgomery Co.
 - Coordinated all prospect /project needs: responding to requests for information, comprehensive site proposals, incentive negotiations, public hearings, community presentations, research, site visits, and liaison with multiple agencies including state and federal government when necessary.

- Through various existing industry efforts such as: quarterly meeting of all HR manager's in the county, regularly calling on industrial companies, and coordination of a business visitation team comprised of leadership of all economic development allies in the county and in the state- I targeted existing companies to assist with expansion needs/plans including: scope of project, translating investment and employment potential to fitting incentives and grant opportunities, grant assistance, maintaining constant contact with all key players, enlistment of all local, state & federal allies as appropriate.
- ❖ Site Development
 - Integral part of planning and developing the Heart of North Carolina Mega Park, Inc. and the Mt. Gilead Industrial Park, efforts included: commissioning feasibility study, re-branding effort, marketing, negotiating land options, and promoting the park through various speaking engagements.
- ❖ Marketing
 - Responsible for re-branding of the Montgomery Economic Development Corporation: new logo, website, marketing materials, integration of social media, creation and distribution of MEDC newsletter, "Forward Montgomery", and enhanced advertising to include target marketing.
- ❖ Organization management
 - Responsible for oversight of 2 employees, fiscal management/accountability including budget creation and reporting, working with and reporting to an eighteen-member board of directors.
 - Maintaining a strong working relationship with the Montgomery County Chamber of Commerce, and cross programming where appropriate.

Assistant Director (November 2011 – July 2012)

- ❖ Shadowed former director for eight months preceding her retirement.

Executive Director (May 2011 – November 2011)

Communities in Schools of Montgomery County (CISMC)

- ❖ Fiscal Management
 - Responsible for restructuring all fiscal policies and procedures including: new budget, new accountability procedures, new reporting requirements and execution of those requirements.
- ❖ Program creation and oversight
 - With limited funding, found ways for CISMC to have a presence through meaningful and effective programs in all 11 Montgomery County public schools.
 - Responsible for three employees.
- ❖ Resource Development
 - Secured grant funding, administered existing grants, secured a substantial increase in local giving through creation of an annual report and annual appeal, cultivated donors through increased communication: email blasts, speaking engagements at civic meetings and regularly communicating with principals, teachers, and school administrators on any changes/news related to CISMC programming.

Program Specialist (February 2009 – July 2011)

The John Locke Foundation

- ❖ Responsible for management of the E.A. Morris Fellowship for Emerging Leaders annual program
 - Advertising, recruitment, retreat weekends: planning and execution, communication with current and alumni Fellows, all administrative duties related to the program including: website management, course material gathering and distribution, retreat site prospecting.
- ❖ Coordinated and executed these regularly occurring events: Shaftesbury Society Luncheon, A Citizens' Constitutional Workshop, and speaker panel presentations/candidate forums.

HONORS, ACTIVITIES & ASSOCIATIONS

North Carolina Economic Developers Association: Member, Membership Committee

Montgomery County Airport Oversight Committee: Member

Montgomery County Tourism Development Authority: Board Member (2012 – present)

Montgomery County Chamber of Commerce: Board Member

Communities In Schools, Montgomery County: Board Chairperson (2012 – 2014)

Rankin Museum: Board Member

Triad Business Journal 40 Under 40 Recipient (2014)

Gov. James E. Holshouser Professional Development Scholarship Recipient (2013)

Dan Stewart Scholarship Recipient (2012)

Appointment to NC Rural Center New Generation Ventures Advisory Board (2010-2013)

Zeta Tau Alpha Fraternity

Financial Advisor- East Carolina University Chapter (August 2009 – August 2012)

RTP Alumnae Chapter: Member (2009-2011), Secretary (2010)

Collegiate Chapter: Member (2004-2008), President (2008)