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## Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

## Public Records Statement

**I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.**

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☒ I Agree

boothstudioraleigh@gmail.com

Email Address

Michael

First Name

Booth

Last Name

Middle Initial

5 Old Rocky Ridge Rd.

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (919) 931-1766

Primary Phone

Alternate Phone

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Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

## What district do you live in? \*

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

## If you are a Chapel Hill Resident, How long have you lived here?

☒ 4-9 years

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The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

## Which Boards would you like to apply for?

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Historic District Commission: Eligible

**Which Board is your First Choice? \***

☒ Historic District Commission

**How did you find out about this opportunity? (select all that apply)**

☒ Advisory Board or Council member

**If you chose "Other" from the advertising opportunity listed above, please specify:**

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## **Interests & Experiences**

Question applies to multiple boards

**How do you describe your previous advisory board experience?**

☒ Non-Chapel Hill Board Experience

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

I have a passion for preservation of historic structures.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

I have a Degree in Architecture from North Carolina State University, and approximately 40 years experience Designing custom residences and additions. I had the privilege of being a student of Catherine W. Bisher while earning my Degree at NCSU, and served as a member of the Penderlea Homestead Museum for two terms, most recently as Vice President. While serving as a Board Member I helped with the application for National Register status, and ultimately the listing of Penderlea Homestead Farms Inc.. In addition, I Designed two structures for the Museum property: a "Wash House" (Public Bathroom) and a Barn for the storage and display of agricultural implements and artifacts.

Question applies to Historic District Commission

**Do you have special interest, experience, or education/training in history, architecture, archaeology, or related fields? If yes, please explain.**

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Yes, my wife and I own a single family residence in the Rocky Ridge Farm Historic District in Chapel Hill. In addition, we own an antebellum farm house in Granville County, North Carolina that is listed on the National Register of Historic Places.

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You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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## Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

**Ethnicity \***

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☒ Caucasian/Non-Hispanic

**Gender \***

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☒ Male

**If other, please describe:**

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**Please select your age from the following list. \***

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☒ over 55

Architectural Designer

Occupation

**Are you a caregiver for or identify with a disability?**

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☐ Yes ☒ No

**Have you participated in the Peoples Academy?**

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☐ Yes ☒ No

**Are you a Town of Chapel Hill employee?**

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☐ Yes ☒ No

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## Ethics Statement

Michael Booth

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

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☒ I Agree \*

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*

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☒ I Agree

santos.nikkima@gmail.com

Email Address

Nikkima

First Name

M

Middle Initial

Santos

Last Name

1718B Legion Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Mobile: (984) 528-2167

Primary Phone

Mobile: (984) 528-2170

Alternate Phone

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## What district do you live in? \*

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[Please consult the town maps HERE if you are unsure.](#)

## If you are a Chapel Hill Resident, How long have you lived here?

☒ 4-9 years

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## Which Boards would you like to apply for?

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Historic District Commission: Eligible

**Which Board is your First Choice? \***

None Selected

**How did you find out about this opportunity? (select all that apply)**

- ☒ Speaker at an event
- ☒ Other (provide additional information below)

**If you chose "Other" from the advertising opportunity listed above, please specify:**

Pam Hemmiger

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**Interests & Experiences**

Question applies to multiple boards

**How do you describe your previous advisory board experience?**

- ☒ Chapel Hill Board Experience

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

I have a love of history and a desire to preserve the truth of our past. We have done amazing things as people and the trekking of oyr story is the intricate part of evolution.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

I come from a long line of community organizers. In every place I've ever lived I have been a voice for the voiceless sometimes providing food, clothing and shelter to those in need. In my current community I have assisted my neighbors with resources, organized a neighborhood cleanup and an accountability system. I have instilled the importance of knowing the good and the bad of history is how we continue to take the "lead" out of the paint. History preservation is the only way we can show where we've been so we get a better idea of where we are going.

Question applies to Historic District Commission

**Do you have special interest, experience, or education/training in history, architecture, archaeology, or related fields? If yes, please explain.**

I always wanted to be an archeologists but didn't know how to get into the field. My parents always took us on trips where we explored places like Monticello which wouldn't have been there if people didn't feel the need to preserve history. I want future generations to have the same nostalgic memories i have. I have a natural affinity for things of the past. Even down to the furniture i choose on my home.

[Nikki\\_Cv\\_updated.docx.pdf](#)

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### Ethnicity \*

☒ American Indian/Alaskan Native Aleutian

### Gender \*

☒ Prefer not to say

If other, please describe:

Please select your age from the following list. \*

☒ 35-54

### DEVELOPMENTAL COACH

Occupation

**Are you a caregiver for or identify with a disability?**

☐ Yes ☒ No

**Have you participated in the Peoples Academy?**

☐ Yes ☒ No

**Are you a Town of Chapel Hill employee?**

☐ Yes ☒ No

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## NIKKIMA M. SANTOS

1718B Legion Rd. Chapel Hill, NC 27517 cell 347-440-2071 fax (888) 506-6695 nikkima.santos@gmail.com

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### SUMMARY

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Seasoned sales and marketing professional with strong leadership skills.

Works well independently in a fast paced environment with a proven track record of exceeding quotas set.

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### KEY SKILLS

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<b>Office Skills:</b>	<i>Office Management</i>	<i>Accounts Receivable</i>	<i>Calendaring</i>
	<i>Records Management</i>	<i>Accounts Payable</i>	<i>Front-Desk Reception</i>
	<i>Database Administration</i>	<i>Spreadsheets/Reports</i>	<i>Executive Support</i>
	<i>Bookkeeping</i>	<i>Event Management</i>	<i>Travel Coordination</i>
<b>Computer Skills:</b>	<i>MS Word</i>	<i>MS Outlook</i>	<i>Windows</i>
	<i>MS Excel</i>	<i>MS Publisher</i>	<i>Citrix</i>
	<i>MS PowerPoint</i>	<i>FileMaker Pro</i>	<i>Oracle</i>
	<i>Kronos</i>	<i>Unify</i>	<i>Lotus Notes</i>

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### RELEVANT ACCOMPLISHMENTS

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As a At Home Reservationist at Hyatt

- Responsible for making and canceling reservations.
- Pitching and transferring customers to credit card service
- Booking convention block. reservations in Passkey

As a Sales and Service Representative at 1800flowers.com:

- Responsible for placing orders and resolving customer's delivery and billing issues.
- Top Seller and consistently received excellent customer survey ratings
- Responsible for the effective and efficient handling of customer needs
- Completed transactions in real-time, while working simultaneously with multiple software applications.
- Consistently followed up on promises and commitments on a timely basis.
- Problem solved and appropriately identified and escalated unresolved issues.
- Consulted with managers and other work staff via instant messenger in order to get customers issues resolved quickly and efficiently.
- Received excellent reviews on all management reviews and surveys.

As a Secretary at Saint Peters University:

- Aided in the management of three departments bookkeeping (accounts payable & receivable).
- Assigned & supervised daily college tasks for college work study students.
- Assisted in the coordination of the Association of Jesuit Colleges & Universities conference on Multicultural Affairs.
- Provided daily reception and administrative support for up to four departments. Prepared annual reports.
- Aided in coordination of multiple college functions including parties, award ceremonies & banquets.
- Scheduled meetings and appointments and handled all travel arrangements.

As an Administrative Assistant at Hoffman LaRoche Pharmaceuticals:

- Conducted Oncology research utilizing companies' library and online search engines.
- Prepared statistical and annual reports.
- Handled all travel arrangements for 2. managers.
- Made arrangements for onsite and telephone conferences.

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## WORK HISTORY

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2018-Present **Guest Services**  
Hyatt (home)

2016-17	<b>BDC Guest Services</b>	Performance Auto Mall	Chapel Hill, NC 27517
2015-16	<b>Outbound Sales Agent</b>	Time Warner Cable, Morrisville, NC	
2011-13	<b>Sales and Service Representative</b>	1800 flowers.com, Dallas, TX	
2011-12	<b>E Storage &amp; Sales Representative</b>	Uhaul.com, Dallas, TX	
2001-03	<b>Secretary</b>	Saint Peter's University, NJ	
1999-08	<b>Receptionist</b>	Nightingale Bamford School, NY	
1999-08	<b>Administrative Assistant</b>	Dr. Samuel Guillory, Ophthalmologist, NY	
1999-08	<b>Editor's Assistant</b>	Pearson Education Publishing, NY	
1999-99	<b>Administrative Assistant</b>	Hoffman LaRoche Pharmaceuticals, NJ	

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## EDUCATION

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Current coursework in Urban Studies and Public Policy, BA Saint Peter's University Jersey City, NJ

James J. Ferris High School, Diploma, Jersey City, NJ