

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

Community Policy and Management Team (CPMT): Submitted  
Places 29 Hydraulic Community Advisory Committee: Submitted  
Places 29 Rio Community Advisory Committee: Submitted

**Magisterial District \*** Jack Jouett

MICHELLE

First Name

D

Middle Initial

BUSBY

Last Name

3105 District Ave apt 109

Home Address

Suite or Apt

Charlottesville

City

VA

State

22901

Postal Code

Home: (434) 882-8300

Primary Phone

Home:

Alternate Phone

mdianabusby@gmail.com

Email Address

UVA

Employer

Unit Administrator

Occupation

**Business Address:**

3105 District Ave apt 109

**Date of Employment:**

08/14/2014

**Years Resident in Albemarle County:**

5

**Previous Residence:****Identify Any Spouse, Natural or Legal Offspring, Parent, Grandparent, or Sibling Who is a County Supervisor or Other County Officer, Employee, or Appointee:**

NA

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## **Education**

### **Education:**

JD Thomas M Cooley Law School

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## **Activities and Interests**

### **Memberships in Civic, Not-for-Profit, and Similar Organizations:**

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### **Interests:**

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### **Reasons for Seeking to Serve on the Board, Commission, or Committee:**

I previously served on the CPMT as a parent representative for Charlottesville. Our family moved to Albemarle county but a seat was not available. I found out today the team was looking for a parent representative for Albemarle county was encourage to apply.

### **How did you hear about this vacancy:**

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Current appointee

[Michelle\\_D\\_Busby\\_resume\\_-  
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Upload a Resume

# MICHELLE D. BUSBY

**Phone:** (434) 882-8300 | **Email:** mdianabusby@gmail.com  
**Address:** 2145 Inglewood Drive apt. 103, Charlottesville, VA 22901

## PROFESSIONAL SUMMARY

Versatile, dedicated, and highly effective professional with 20+ years of consulting, financial management, and committee participation experience, building relationships throughout the community, educating others, and leading teams to significantly increase revenue and business growth. Expertise in overseeing programs, reporting financial data, and coordinating project activities. Committed to maintaining a reputation based on exemplary service and uncompromising ethics. Articulate and persuasive with exceptional communication and consulting skills, able to effectively relate to everyone on any level. Valued by superiors, peers, and clientele for being highly collaborative and interpersonal.

## KEY STRENGTHS

- ◆ Financial/Revenue Analysis
- ◆ Event Staff Coordination
- ◆ Team Building/Leadership
- ◆ Performance Evaluation
- ◆ Staff Training/Supervision
- ◆ Diversity Recruitment
- ◆ Committee Representation
- ◆ Community/Public Relations
- ◆ Project Management
- ◆ Strategic Business Planning
- ◆ Revenue/Business Growth
- ◆ Finance/Economics
- ◆ Trends Research/Analysis
- ◆ Continuous Improvement
- ◆ Budgeting/Forecasting
- ◆ Program Administration
- ◆ Business Development
- ◆ Educational Training

## CAREER OVERVIEW

**University of Virginia** · Center for Teaching Excellence Aug. 2016 - Present  
*Unit Administrator 1*

- Manages daily operations for the Center for Teaching Excellence, primarily in the areas of human resources, finance, purchasing, inventory, and asset management while managing a \$2.5 million budget and \$6 million endowment, 50 student workers and 3 administrative personnel.
- Responsible for verifying expenditures and carrying out financial analyses and reviews and approval of all statements of accounts, payroll, human resources, and invoice actions.
- Offer recommendations for additional funding requests to be included in the budget narrative to the Director and Provost's Office.
- Monitor the budget for all awards and projects including the suspense clearing, leave projects, and cash accounts, to ensure balances fall within allocations or are cleared out via cost transfers as needed.
- Oversee and approve all facets of accounts receivable, purchasing and accounts payable. This includes approving purchase orders submitted by the Fiscal Assistant.
- Handles financial planning and analysis by making recommendations for the sustainability of the department such as: revenue generating events and use of the University's Internal Investment Plan (IIP).

**University of Virginia** · Center for Teaching Excellence Jul. 2015 - Aug. 2016  
*Administrative & Budget Coordinator*

- Provided operational support for the Center, including fiscal administration, communication, human resources, academic support, grants administration, including budgets and Integrated System activities.
- Oversaw budget, monitored budget status, and anticipated potential shortfalls and excess funds while alerting the Director of any changes.
- Reviewed and managed multiple Center accounts to ensure best use of resources without over-spending and successfully took on administration of new program budgets.
- Collaborated with individual Center faculty on decisions about how best to budget and spend funds.

**University of Virginia** · Office of Equal Opportunity Programs May 2015 - Jul. 2015

*Employment Equity Specialist*

- Advised search committees and hiring officials on the development of strategic recruitment and outreach plans and other initiatives to increase diversity in applicant pools.

- Collected, analyzed, and interpreted trends in outreach and recruitment sources to identify those that produce the most diverse applicant pools.
- Ensure equity in the recruitment and hiring processes by monitoring search activities to ensure compliance with federal and state equal opportunity/affirmative action laws and regulations and EOP's procedural guidelines.
- Conduct Compliance Reviews of recruitment and hiring process for University Staff positions.
- Provide educational training for search committees on EOP's procedural guidelines and federal and state laws and regulations as they relate to conducting a legally compliant search.
- Review job postings for faculty, professional research staff and executive staff positions for accuracy and adherence to federal posting guidelines for contractors.
- Consult with search committees on diversity recruitments plans and how to diversify applicant pools.
- Respond to questions and concerns from HR professionals regarding equity in posting positions.
- Interact with a diverse group on all levels while maintaining the highest level of confidentiality.

**University of Virginia** · Darden School of Business, Executive Education Aug. 2014 - May 2015

*Assistant for Executive Education Department*

- Provide high-level executive support to seven senior directors, the executive director and the senior associate dean.
- Draft and edit department correspondence.
- Generate sales data for accuracy and reporting using Salesforce and Flatbridge.
- Coordinate multiple meetings and special events.
- Interact professionally with all levels of staff while maintaining the highest level of confidentiality.

**United States Postal Service · United States Department of Veteran Affairs** Apr. 2012 - Present

*EEO Investigator*

- Conduct independent discrimination investigations for employees under Title VII.
- Draft investigative plans and summaries for submission.
- Interview relevant witnesses documenting pertinent information for the trier of fact.
- Remain objective throughout the investigative process.
- Complete final reports within the statutory guidelines.
- Build and manage effective working relationships with diverse groups of individuals.
- Maintain high-level of confidentiality while handling sensitive employee information.

**Steiner Education Group** · Charlottesville, VA Aug. 2009 - Mar. 2014

*Senior Admissions Representative*

- Rapidly increased start rate from 48% to 76% in a two-month period of time.
- Increased show rate from 38% to 57% in one year.
- Recruited more high-school graduates than other for-profit schools in the local area.

- Contributed to growth of student population from sixty-seven to 150 within the first six months of employment.
- Consistently ranked as one of the top three admissions representatives.
- Responsible for generating \$153,396 in revenue every five weeks with a year-to-date total of \$1,533,960 in revenue.
- Maintained strong relationships with students resulting in enrollment into multiple programs.

**Jenny Craig** • Portage, MI

Jun. 2007 – Feb. 2009

*Center Director*

- Responsible for the budgeting, forecasting, inventory and controllable expenses.
- Recruited, trained and developed a six-person sales team to meet and exceed monthly goals consistently through a decisive and results-oriented team approach.
- Significantly decreased employee turnover and increased client retention year over year.
- Developed and implemented sales strategies that maximized the use of company leads, which resulted in increases from 53.7% performed/leads to 93.1% and an increase from 66.7% performed/sold to 92.1%.
- Decreased payroll costs 20% by effectively scheduling staff to meet client needs while creating more commission for team.
- Worked closely with corporate management to ensure flawless rollout of new systems and promotions to increase sales performance.

**Lansing School District** • Lansing, MI

Aug. 1996 – Jun. 2006

*Instructor*

- Developed educational plans that successfully transitioned academically challenged students into regular education classes for their high school experience.
- Significantly increased chances of academically challenged students to qualify for college admissions.
- Implemented technology along with hands-on learning to promote a culture of success in the classroom.

**EDUCATION & DEVELOPMENT**

- Juris Doctor, Thomas M. Cooley Law School, Lansing, MI
- Bachelor of Arts – Social Science, Michigan State University, East Lansing, MI
- Notary Public, Virginia Commonwealth at Large
- Administrative Management Institute, Cornell University, Ithaca, NY
- Leadership Essentials Program, University of Virginia, Charlottesville, VA

- Financial Planning and Analysis Certification, In progress, Association of Finance Professionals

### **VOLUNTEER EXPERIENCE**

- **Volunteer/Donor**, the Ronald McDonald House of Charlottesville, VA  
2012 - Present
  - Provide home-cooked meals to families.
  - Adopt the house by donating non-perishable food items/gift card.
  - Organize fundraising nights with local restaurants to give proceeds to the charity.
  - Assist with gift wrapping initiative through Barnes and Noble Bookstore.
- **Donor**, Boys and Girls Club (Multiple locations) 1996  
- Present
- **Member**, Community Policy and Management Team (CPMT)  
2014 - 2016
- **Co-Chair**, Gang Reduction through Active Community Engagement (GRACE)  
2013 - Present
- **Mentor**, iCouldbe 2014  
- 2018
  - Virtually mentor high-school seniors on a weekly basis.
  - Provide constructive feedback to assist classroom teacher with student growth and development.
  - Assist mentees with analyzing career goals and developing a plan to achieve them upon graduation.
  - Review mentee's assignments addressing completion, content and grammar/spelling.
- **President**, Zeta Phi Beta Sorority, Inc - Omega Phi Zeta Graduate Chapter  
2013 - 2017
  - Oversee chapter management following the bylaws of our parent organization.
  - Assist with planning and implementation of community service projects.
  - Enforce Robert's Rules of Order and Chapter's Standard Operating Procedures.
  - Preside over chapter meetings.
  - Oversee new member intake process.
  - Organize fundraising campaigns for community organizations and youth clubs.
  - Develop organization's operating budget each fiscal year.
- **W.I.S.H Circle Honoree/Wish granter**, Make-A-Wish of Greater Virginia  
2014 - 2015
  - Interview children to retrieve detailed information about the child's wish and family dynamics.
  - Plan and launch wish day celebration activities.
  - Securing donations for icebreaker, wish enhancement and other gifts.

- Request donations from community and others to grant a wish to over 400 children (\$8000.00 per wish) who have been approved and are waiting on their wish.
- Host fundraising events to increase awareness about Make-A-Wish of Greater Virginia.

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

Places 29 North Community Advisory Committee: Submitted

Rivanna River Corridor Plan: Appointed

**Magisterial District \*** RioJanelle  
First NameP  
Middle InitialCockrell  
Last Name2066 Elm Tree Court  
Home Address

Suite or Apt

Charlottesville  
CityVA  
State22911  
Postal CodeMobile: (205) 215-1972  
Primary PhoneBusiness: (540) 298-4825  
Alternate Phonejpcockrell@gmail.com  
Email AddressMerck & Co., Inc.  
EmployerQuality Assurance  
Occupation**Business Address:**

2778 SE Side Highway Elkton, VA 22827

**Date of Employment:**

11/21/2011

**Years Resident in Albemarle County:**

8

**Previous Residence:**

Willmar, MN

**Identify Any Spouse, Natural or Legal Offspring, Parent, Grandparent, or Sibling Who is a  
County Supervisor or Other County Officer, Employee, or Appointee:**

N/A

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## **Education**

### **Education:**

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Bachelors of Science in Chemical Engineering from Florida A&M University Master of Science in Chemical Engineering from the University of Minnesota

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## **Activities and Interests**

### **Memberships in Civic, Not-for-Profit, and Similar Organizations:**

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The National Coalition of 100 Black Women Charlottesville Metropolitan Area Chapter The National Alumni Association of Florida A&M University Northern Virginia Chapter

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### **Interests:**

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Mentoring, Volunteering, Running, Soccer, Hiking, Cycling

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### **Reasons for Seeking to Serve on the Board, Commission, or Committee:**

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I am very active in my community and love the outdoors. I feel like serving on the Rivanna River Corridor Project Committee would be a great way for me to give back to my community and preserve the natural beauty in the area.

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### **How did you hear about this vacancy:**

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Bea LaPisto-Kirtley

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[JPC\\_Resume\\_05Jun2020.docx](#)

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# Janelle Cockrell

2066 Elm Tree Court, Charlottesville, VA 22911•205-215-1972•jcockrell@gmail.com

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## Profile

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Dedicated Quality Assurance Senior Specialist with excellent GxP compliance, technical, analytical, communication, and people management skills demonstrated by 8 years of experience

## Skills

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- SAP
- DeltaV
- PI Processbook
- Trackwise
- Team supervision and training
- Project Management
- MMD Sigma Yellow Belt
- Process improvement

## Accomplishments

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### Project Management

- Project manager for Deviation Management for Merck Elkton Campus; standardizing deviation root cause investigations and reduction of work associated with investigations

## Experience

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Feb 2019 - Present

Merck

Elkton, VA

### **Senior Specialist, Quality Assurance, PRIMAXIN® Antibiotic Filling**

- Project Lead for Data Integrity Compliance Initiative for Filling Area
- Quality Lead for Antibiotic Containment Capital Project for Filling Area
- Provide quality support for external and internal audits
- Quality approval of change controls, Quality Notifications, and GMP documentation
- QMS Aseptic Processing Subsystem Owner

July 2017 – Jan 2019

Merck

Elkton, VA

### **Operations Manager, PRIMAXIN® Antibiotic Filling**

- Managing a team of 14 hourly employees in the antibiotic filling area
- Ensuring compliance with safety, quality, and GMP regulations
- Review and optimization of GMP documentation
- Collaborate with operations management team to ensure supply plan for PRIMAXIN® is met
- Provide operations support for introduction of new drug product in powder filling area

Mar 2015 – June 2017

Merck

Elkton, VA

### **Specialist, Engineering, Technical Operations, PRIMAXIN® Antibiotic Filling**

- Subject matter expert in Antibiotic Filling Processing and Environmental Monitoring
- Technical lead for new drug product in powder Filling area
- QMS Aseptic Processing Subsystem Owner
- Executed multiple technical deviation root cause analysis investigations for antibiotic filling processing and environmental monitoring
- Authored and executed Protocols

# **Janelle Cockrell**

205-215-1972•jpcockrell@gmail.com

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Nov 2011 – Mar 2015

Merck

Elkton, VA

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## **Specialist, Engineering, Technical Operations, GARDASIL® Vaccine Bulk Sterile**

- Subject matter expert in Bulk Sterile Processing
- Authored batch records for all operations/processes performed during bulk vaccine manufacturing
- Executed multiple technical deviation root cause analysis investigations for bulk sterile processing
- Qualified and trained operations personnel on bulk sterile processing
- Authored and executed Protocols

May 2008 – Nov 2011

Nova-Tech Engineering

Willmar, MN

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## **Research & Development Chemical Engineer**

- Team lead on active project to develop new technology capable of transforming waste products into energy
- Successfully coordinated a cross-functional collaboration project to design and furnish a new chemistry lab
- Led an analytical testing implementation project that resulted in acquirement of new analytical skills and new NTE capabilities
- Developed and implemented a NTE Job Hazard Analysis (JHA) form based OHSA methods

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## **Education**

2005 - 2008

University of Minnesota

Minneapolis, MN

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### **Ph.D. studies in Chemical Engineering**

- NIH Biotechnology Training Grant Fellowship Recipient

2003 – 2005

University of Minnesota

Minneapolis, MN

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### **Master of Science in Chemical Engineering**

- GEM Graduate Student Fellowship Recipient

1999 – 2003

Florida A&M University

Tallahassee, FL

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### **Bachelor of Science in Chemical Engineering**

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## **References**

References are available on request.

**Application**

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

Places 29 North Community Advisory Committee: Submitted

**Magisterial District \*** RivannaJames  
First NameA  
Middle InitialDean  
Last Name2797 Proffit Road  
Home Address

Suite or Apt

Charlottesville  
CityVA  
State22911  
Postal CodeHome: (434) 978-4596  
Primary PhoneHome:  
Alternate Phonetuckersgram05@aol.com  
Email AddressNone  
EmployerRetired  
Occupation**Business Address:**

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**Date of Employment:**

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**Years Resident in Albemarle County:**

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36 years

**Previous Residence:**

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Charlottesville (City)

**Identify Any Spouse, Natural or Legal Offspring, Parent, Grandparent, or Sibling Who is a County Supervisor or Other County Officer, Employee, or Appointee:**

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None

**Education**

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**Education:**

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High School

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**Activities and Interests****Memberships in Civic, Not-for-Profit, and Similar Organizations:**

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Church, Blue Ridge Area Food Bank and Feeding Greene (Volunteer at both)

**Interests:**

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Gardening, Reading and Neighborhood Assoc.

**Reasons for Seeking to Serve on the Board, Commission, or Committee:**

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To be better informed for our community.

**How did you hear about this vacancy:**

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Email from friend

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