



# Shelby County Government

MARK H. LUTTRELL, JR.  
MAYOR

June 17, 2016

The Honorable Terry Roland, Chairman  
Shelby County Board of Commissioners  
160 N. Main, Suite 650  
Memphis, TN 38103

Dear Chairman Roland:

Pursuant to the rules and regulations governing the Shelby County Adult Oriented Establishment Board, I hereby nominate Danielle Huggins and Stacey Enoch for appointment.

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,

Mark H. Luttrell, Jr.  
Mayor

MHL/th

Enclosure

**Profile**

Prefix **Danielle** First Name Middle Initial **Huggins** Last Name Suffix

**African American** Ethnicity

**Female** Gender

**06/01/1987** Date of Birth

**Gerrod** Name of Spouse

**danielle.a.huggins@gmail.com** Email Address

**5485 Scarlet Fields Dr.** Street Address

Suite or Apt

**Arlington** City

**TN** State

**38002** Postal Code

**Home: (901) 830-4580** Primary Phone

**Home: (** Alternate Phone

**FedEx** Employer

**6075 Poplar Ave** Employer Address

**Memphis** Employer City

Employer State

**38119** Employer Zip

**Education**

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

Adult Oriented Establishment Board, Conservation Board, EDGE Board, Ethics Commission, Film & TV Commission, Juvenile Justice Consortium, Public Records Commission, Sports Authority Corporation

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How many years have you been a resident of Shelby County?

**Have you ever been convicted of a felony?**

Yes  No

**Do you give Shelby County Government authorization to request that the Shelby County Sheriff's Department perform a background check?**

Yes  No

**Do you also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed?**

Yes  No

**List any affiliation or ownership interest you have in any business, corporation or partnership and if such business contracts with or sells products or services to Shelby County Government.**

None

**List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.**

Gerrod Huggins - FedEx - His employer does not contract with or sell products or services to Shelby County Government.

**Additional Comments**

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Danielle A Huggins

Signature

06/09/2016

Date

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**Resolution #26 Questionnaire**

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

None

List below any of the aforementioned clubs of which you belong that do not have female members.

None

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g. African American, Hispanic, Asian).

None

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Yes  No

Danielle A Huggins

Signature

06/09/2016

Date

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## Gratuity Questionnaire

00/00/000

Date of Gratuity

### Nature and Purpose of the Gratuity

N/A

N/A

Name of the Official, Employee, Appointee or Family Member who received the gratuity

N/A

Name of the person or entity that provided the gratuity

### Address of the person or entity that provided the gratuity

### Description of the gratuity

N/A

N/A

Cost of the Gratuity (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity).

The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and I affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including their spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Yes  No

Danielle A Huggins

Signature

06/09/2016

Date

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## Resume

Please upload a file

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## Profile

**ms.** **stacey** **n** **enoch**  
Prefix First Name Middle Initial Last Name Suffix

**African American**  
Ethnicity

**Female**  
Gender

**08/03/1981**  
Date of Birth

Name of Spouse

**staceyenoch@yahoo.com**  
Email Address

**2153 W RIVER TRACE DR 6** **2153 W RIVER TRACE DR 6**  
Street Address Suite or Apt

**Memphis** **TN** **38134**  
City State Postal Code

**Mobile: (901) 596-9727** **Home:**  
Primary Phone Alternate Phone

**Navy Personnel Command ( NSI)**  
Employer

**5720 Integrity Dr**  
Employer Address

**Memphis**  
Employer City

**TN**  
Employer State

**38134**  
Employer Zip

## Education

University of Memphis - Memphis, TN 2011 Bachelors of Liberal Studies (Emphasis in Psychology and African American Studies) Shelby County Office of Preparedness HLS/EMA - Memphis, TN 2013 FEMA CERT Training program (Community Emergency Response Team) Shelby County Citizens University (Mayor Luttrell) - Memphis, TN 2013 Certificate of Governmental Affairs American Heart Association - Memphis, TN 2014 Certification of B.L.S for Healthcare Providers Capella University - Memphis, TN 2014 - Present  
Currently Seeking: Masters of Science in Human Resource Management with certification in Project Management

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

Adult Oriented Establishment Board, Community Redevelopment Agency, Community Services Agency Advisory Board, Emergency Communications District, Health, Education & Housing Facility, Public Records Commission

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How many years have you been a resident of Shelby County?

**Have you ever been convicted of a felony?**

Yes  No

**Do you give Shelby County Government authorization to request that the Shelby County Sheriff's Department perform a background check?**

Yes  No

**Do you also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed?**

Yes  No

**List any affiliation or ownership interest you have in any business, corporation or partnership and if such business contracts with or sells products or services to Shelby County Government.**

NONE

none

**Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?**

Yes  No

**STACEYN. ENOCH**

Signature

**03/15/2016**

Date

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## **Gratuity Questionnaire**

**03/15/2016**

Date of Gratuity

### **Nature and Purpose of the Gratuity**

N/A

N/A

Name of the Official, Employee, Appointee or Family Member who received the gratuity

N/A

Name of the person or entity that provided the gratuity

### **Address of the person or entity that provided the gratuity**

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

NONE

**Additional Comments**

STACEYN, ENOCH

Signature

03/15/2016

Date

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**Resolution #26 Questionnaire**

**Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.**

Delta Sigma Theta Sorority Inc., NAACP, Member-at-Large, Memphis, TN PTA, President at Shelby Oaks Elementary

**List below any of the aforementioned clubs of which you belong that do not have female members.**

none

**List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g. African American, Hispanic, Asian).**

## Description of the gratuity

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N/A

N/A

Cost of the Gratuity (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity).

**The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and I affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including their spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

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Yes  No

STACEY N. ENOCH

Signature

03/15/2016

Date

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## Resume

stacey\_new\_resume.doc2015.10.22.docx

Please upload a file

## **Stacey N. Enoch**

2153 West Rive Trace Dr. Apt 6

Memphis, TN. 38134

Email: [stacey.enoch.ctr@navy.mil](mailto:stacey.enoch.ctr@navy.mil)

Contact: (901) 596-9727

### **Professional Summary**

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A professional with a strong work ethic while building lasting customer relationships. Experienced in operations management, sales, budget development, staffing, and cost control effectively. Have the ability to motivate employees to perform to their maximum potential. Exceptional organizational communication and planning skills that can be used to adapt to new challenges as presented.

### **Skills and Qualifications**

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Consistently achieve performance goals through enthusiasm, tenacity, and initiative which will compliment knowledge/expertise in:

- Team Building/Staff Training
- Strategic Planning/Analytical Skills
- Quality Assurance/Control
- Problem Solving/Conflict Resolution/Negotiation Skills
- Customer Service/Guest Relation
- Cost Containment/Control
- Policies and Procedures Implementation
- Process Improvement/Data Entry

### **Professional Experience**

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*National Sourcing Inc.*, Memphis, TN

2014-Current

**General Clerk II-** Navy Personnel Command-Federal Contractor

D.O.D Secret Clearance

- Customer Service/personnel support
- Answer multiple phone lines
- Assist military members with records, confidential info and review database
- Input Tickets for log into Oracle Database
- Open Active duty, Reserve, Veterans and Retiree Military Records to confirm documents
- Assist Military members and family with instructional guidelines as needed.
- Assist with instructional needs for Navy Recruiter and Locator
- Assist all personnel with administrative questions for the Navy
- Reset passwords/accounts for system access into Navy Personnel Accounts
- Database- Rapids, Remedy, E-client, IMAPMIS, CMSID, Retirement Database, NFASS

*Shelby Oaks Elementary School*, Memphis, TN

2012-Current

**Volunteer-** Shelby Oaks Elementary

- Helped Children with daily activities/
- Chaperone for Field trips
- Actively participated with Assisting Teachers as needed

- Judge for "Think Show Project"
- File documents and enter data
- Copy/Fax documents
- Answer multiple telephone lines

*Lemeh and Associates Law Firm, Memphis, TN.*

2012

**Internship**-Lemeh and Associates

- Answered incoming calls
- Faxed legal documents
- Filed current and closed bankruptcy cases
- Scheduled appointments
- Processed bankruptcy information into bankruptcy database

*Welcome Home Kids Center, Memphis, TN.*

2009-2013

**Office Assistant**- Welcome Home Kids Center

- Scheduling for staff
- Responsible for student check in and out
- Processed enrollment applications
- Faxed/Copied documents
- Hired/ Training new staff

*Sears Holding, Inc., Memphis, TN*

2006-2008

**Lead Manager** - Sears Holding, Inc.

- Organized, scheduled, and managed approximately 25-30 associates
- Initiated and developed programs that gave employee incentives for meeting sales and credit goals/ teach taming curriculum
- Evaluated yearly performance of associates
- Effectively resolved customer issues for all departments
- Hired and trained new employees, pre-employment screens
- Created and maintained weekly managerial reports
- Conducted investigations and reports of transferring assets
- Liaison between store manager, employees, and customers to ensure proper lines of communication in addressing a myriad of problems and issues
- Conducted daily and monthly audits of all monetary transactions
- Managed credit applications and new credit authorizations
- Conducted morning ready meetings with associates regarding store sales
- Key in data for sales transactions corrections and audits

*Sears Holding, Inc., Memphis, TN*

2002-2006

**Sales Associate** - Sears Holding, Inc.

- Sold variety of high end appliance products
- Processed contract sales to customers across the country
- Established and maintained monthly reports of all sale transactions
- Demonstrated a keen ability to recognize and resolve discrepancies
- Processed new credit applications and authorizations
- Answered phone calls to resolve sales issues

## **Education**

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**University of Memphis** - Memphis, TN 2011  
Bachelors of Liberal Studies (Emphasis in Psychology and African American Studies)

**Shelby County Office of Preparedness HLS/EMA** - Memphis, TN 2013  
FEMA CERT Training program (Community Emergency Response Team)

**Shelby County Citizens University (Mayor Luttrell)** - Memphis, TN 2013  
Certificate of Governmental Affairs

**American Heart Association** - Memphis, TN. 2014  
Certification of B.L.S for Healthcare Providers

**Capella University** - Memphis, TN 2014 - Present  
Currently Seeking: Masters of Science in Human Resource Management  
with certification in Project Management

## **Professional Membership**

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**Delta Sigma Theta Sorority Inc.**, Memphis Alumnae Chapter, Memphis, TN

**NAACP**, Member-at-Large, Memphis, TN

**PTA**, President at Shelby Oaks Elementary

## **Computer Skills**

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Microsoft Office (Word, Excel, PowerPoint), Adobe, Outlook, SPSS, Type 40-50 WPM, Rapids, Access, Remedy, E-client, MIAPMIS, Oracle, CMSID, NFASS, PERS 912 Database, Military Locator System,

# DANIELLE HUGGINS

## WORK EXPERIENCE

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December 2015 – *present*

**FedEx Trade Networks**

Memphis, TN

*Sr. Communications Specialist*

- Work with management to develop marketing and communications strategies that enhance the company's ability to meet revenue objectives
- Provide innovative approaches to reach target audiences, including traditional channels such as presentations, direct mail, printed publications, and intranet, as well as emerging digital and social media channels
- Draft internal and external brand communications, including web copy, articles, newsletters, talking points, speeches, scripts, customer bulletins, press releases, etc.
- Develop project plans and timelines and coordinate and negotiate project plans across op-cos, multiple project teams and global regions
- Project manage all e-commerce-related marketing and communications needs
- Manage agency partners for various outsourced projects
- Implement monitoring programs, analyze ROI of marketing and communications plans and provide solutions to increase effectiveness
- Analyze data regarding customer needs, wants, problems, and interests as they relate to international communication opportunities
- Plan, organize and implement research to identify new business opportunities
- Coordinate the overall relationship with Sales, Customer Service, and Operations to ensure interdepartmental coordination to sustain effective support of communication and marketing programs
- Identify potential marketing and communications problem areas and recommend viable solutions to management
- Develop and execute communication support for Executive team, including crisis communications
- Provide tradeshow and executive event support

March 2012 – December 2015

**FedEx Trade Networks**

Memphis, TN

*Proposal Specialist*

- Received RFPs and distributed them globally to product directors, Finance and Legal for review to determine the company's participation
- Tracked the status of RFPs submitted to product directors for decisions to help ensure timely feedback
- Managed the group distribution of work responsibilities for RFPs within the department
- Created and conducted Sales Team RFP training webinars
- Collaborated with multiple departments and entities within FedEx to provide accurate information to customers while also helping to ensure customers' objectives and requirements are met
- Conducted meetings with global team members to determine response strategy and contacts customers to clarify requirements for specific responses
- Communicated and coordinated with Country Managers globally as well as global product directors
- Provided project management for proposals that included managing responses from all contributors, as well as those from multiple operating companies within FedEx

- Wrote final customer responses in representation of company services, which included the global team strategy
- Tracked responses from customers and collected all post-mortem information and reports for upper management for future strategic planning
- Submitted final responses to Sales or customers and managed completion and approval of additional information, as required by customers, for clarification leading to contract award
- Created and managed completion of PowerPoint and other presentations to include research, planning and graphic design for use in customer meetings
- Created new design layouts for written customer responses and graphically designed tailored company maps used for internal and external presentations

August 2010 – March 2012

**Sullivan Branding**

Memphis, TN

*Public Relations Coordinator, Corporate Communications*

- Wrote and edited weekly online brand publications
- Wrote and edited quarterly brand newsletters, executive memos, letters, speeches, business plans and other company communications
- Wrote press releases and news updates for print and online media
- Worked with media to accomplish client PR goals and increase exposure
- Developed and implemented communications strategies and social media campaigns for clients
- Wrote and managed content and marketing plans for client blogs and other online media
- Produced internal and external communications pieces, including ad copy
- Strategized and developed corporate employee culture campaigns
- Prepared public relations plans and budgets for assigned clients
- Briefed support staff, account services and media on current project activities
- Provided input for creative, senior management and media regarding assigned clients and their projects
- Completed written proposals and pitches for new clients
- Clients included hospitality brands, universities, web start-ups, CVBs and non-profits

#### SPECIAL SKILLS/ABILITIES

- Graphic design skills in Adobe Illustrator, InDesign, and Photoshop, Acrobat DC
- Mastery knowledge of linear and non-linear editing systems for video editing projects; Avid, Final Cut Pro
- Proficient in Microsoft Office products, Prezi, Razor's Edge and extensive CisionPoint use
- Proficiency in MLA and APA writing styles

#### EDUCATION

**University of Memphis**

Memphis, TN

*Major: English Minor: Public Relations/Communications*

#### MAJOR ACCCOMPLISHMENTS

- Developed and project managed the execution of the Communications plan used to rebrand the first-ever FedEx e-commerce company, FedEx CrossBorder
- FedEx Corporation FY '15 Q1 Rising Star Award Winner
- FedEx Bravo Zulu Award – Crisis Communications  
FedEx Bravo Zulu Award – FedEx CrossBorder Re-branding