

# Michael O'Dell

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252-305-0924  
4803 Palmer Drive  
Kitty Hawk, NC 27949

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## SKILLS

Developing and maintaining strategic and mutually beneficial partnerships with a variety of stakeholders.

Analyzing and understanding contractual agreements and their application.

Operations management, mediation, finances, and business research.

Drafting ordinances and contracts.

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## EDUCATION

### West Virginia University

College of Law,  
*Juris Doctor.*

College of Business & Economics,  
*Master in Business Administration.*

### Concord University

B.S. in Business Administration,  
Management  
*Summa cum laude*

## EMPLOYMENT

**Town of Kill Devil Hills**, Kill Devil Hills, NC  
2014 – *Present*

### Town Clerk

- Liaison to the Board of Commissioners, including all meeting packet preparation and meeting recordation.
- Drafts and implements Administration Department Budget.
- Prepares legal notices for annexations, public meetings, and hearings.
- Executes ordinances, contracts, and other documents on behalf of the Board and the Town.
- Updates the Town Charter and Code.
- Researches for Town Manager, Assistant Manager, and the governing board.

### Deputy Town Clerk

- Served as clerk to the Planning Board, Board of Adjustment, and Board of Commissioners in expanded duties.
- Initiated update of town records retention policies.
- Prepared governing board meeting packet information.
- Implemented town code ordinance supplementary updates.

### Administrative Specialist

- Organized and spearheaded annual town-wide events, including the Ice Cream Social cookout and Trash Attack! litter clean-up.
- Overhauled the Town website.
- Reorganized town records storage building.
- Engineered town hall meeting room camera and recording system.
- Expanded the Town's social media footprint and electronic distribution lists.
- Generated and disseminated releases, notices, and announcements through different media outlets.
- Produced scripts and video segments.
- Drafted ordinances and correspondence.

## REFERENCES

### Professional

*Ben Baldwin*  
*Owner, Baldwin Video*  
252-599-6297  
baldwinvideo@gmail.com

*Dana Harris*  
*Assistant Police Chief*  
*Town of Kill Devil Hills*  
252-449-5324  
DHarris@kdhnc.com

### Personal

*Stan Keeler*  
630-803-6818  
stankeeler@gmail.com

*Sara Small*  
252-722-3641  
sarasmallnc@gmail.com

**Gov-Ed Television Channels Coordinator, *Gov-Ed Television of Dare County, Manteo, NC***  
2009 – 2014

- Managed all operations of the Government and Education Channels, including the design and execution of an annual \$700,000 budget.
- Improved channel income by over 40 percent.
- Programmed all broadcast content, maintained all equipment and inventories, and strategically planned channel operations.
- Served as liaison to multiple stakeholders, including municipalities, colleges, and the county-wide school system.
- Activated as a part of the emergency management team during storm events, disseminated critical information.
- Directed the member grant program.
- Expanded channels' operations to 24/7 programming.
- Maximized programming content on channels.
- Coordinated equipment training programs.

**Graduate Legal Assistant, *General Counsel's Office, West Virginia University, Morgantown, WV***  
2006 – 2007

- Drafted opinions for university provost for student residency appeal determinations.
- Created and reviewed drafts for university-wide policy changes.
- Prepared documentation for Freedom of Information Act requests.

**Legal Writing & Research Intern, *General Counsel's Office, West Virginia Department of Education, Charleston, WV***  
2005

- Authored school law interpretations for State Superintendent of Education.
- Organized and categorized state Ethics Commissions opinions for department website.
- Drafted opinions for educator licence appeal panel hearings.