

Brandy C. Lee

Williamston, NC | Cell: 252-799-9496 | brandy.lee507@gmail.com | [LinkedIn](#)

Education

Bachelor of Science, Business Administration - East Carolina University, Greenville, NC May 2026
GPA 3.7

Law Enforcement Management Institute – Wilson Community College, Wilson, NC March 2011
Basic Law Enforcement Training – Martin Community College, Williamston, NC March 2001

Professional Experience

Captain of Professional Standards – ECU Health Police Department May 2014 –Present

- Human Resources Management
 - Promoted from police officer in 2011 to Captain in 2014
 - Safeguard positive personnel relations to be an employer of choice by engaging and advocating that employee questions and concerns are addressed responsively
 - Ensure 178 department team members receive on-going feedback and coaching on job performance, competencies, values-based behaviors and developmental needs
 - Assess job descriptions, physical demand composites and performance appraisals for the police department's 14 job codes
 - Scrutinize police department's progress on plans and achievement of agreed-upon performance measures and produce periodic reports to stakeholders for the 1,708-bed healthcare system
- Financial Management and Viability
 - Analyze financial statements of the police department to propose changes in resource allocation, spending, and other relevant business activity, to ensure financial viability and budget compliance for the largest private employer in Eastern North Carolina
- Compliance and Privacy
 - Model professional confidentiality and discretion in all communications and exchanges of information between 9 hospitals providing services to 1.4 million patients
- Management, Talent and Performance
 - Audit over 6500 hours of annual education to ensure department team members meet and/or exceed training requirements
 - Aid in developing departmental policies, practices, and procedures consistent with professional standards and legal/regulatory requirements; conduct policy review, revisions and updates; maintain department's intranet page
 - Evaluate and employ methods of change management to enhance the department by using tools, business processes, budget allocations and operational practices
 - Coordinate and manage the recruiting, hiring, separation, transfer, training, engagement, and development of staff, including performance management, professional development, formation, and succession planning for over 564 team members since 2015

Technical Skills

Kronos, Microsoft Office/365 (Excel, Access, Power Point, Organization Chart), SharePoint, VSCode and Visio