

SEAN MINTON

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Candidate for Appointment — City of Stone Mountain Historic Preservation Commission

PROFILE

Stone Mountain resident and clinical research professional with a decade of experience in regulated review processes, community partnership, and public-facing service. Skilled at applying written standards and guidelines to individual cases fairly and consistently, presenting cases for deliberative review, documenting decisions for compliance, and communicating complex requirements to residents with patience and clarity. Committed to protecting the historical, cultural, and aesthetic heritage of Stone Mountain through transparent, ethical, and standards-based design review.

RELEVANT SKILLS

Standards-Based Case Review	Community Engagement & Outreach	Project & Budget Management
Regulatory & Ordinance Compliance	Public Communication & Rhetoric	Volunteer Recruitment & Leadership
Documentation & Recordkeeping	Case Presentation & Deliberation	Asset Mapping / Logic Models
Systems Thinking	Consensus Building	Interdisciplinary Team Collaboration

HIGHLIGHTS & ACCOMPLISHMENTS

- Nearly seven years applying federal regulatory standards (IRB protocols) to individual cases — directly analogous to reviewing Certificate of Appropriateness applications against the Secretary of the Interior's Standards and local design guidelines.
- Long-term Stone Mountain-area community member with two decades of volunteer and paid youth-program leadership in DeKalb County.
- Master of Social Work with concentration in Community Partnerships — formal training in asset mapping, stakeholder engagement, and community-level planning.
- Recognized by research participants for attentiveness, integrity, and exemplary service; commended by management for reliability, problem solving, and professionalism.
- Trained and mentored more than 30 staff and interns on complex, standards-governed procedures.

PROFESSIONAL EXPERIENCE

EMORY UNIVERSITY SCHOOL OF MEDICINE | Atlanta, GA

09/2019 – Present

Clinical Research Coordinator, Grady Trauma Project

- Apply written federal and institutional standards to individual cases daily: determine eligibility, document findings, and maintain audit-ready records under Institutional Review Board oversight.
- Draft and submit regulatory documents and protocol amendments for formal board review — direct experience preparing applications for a deliberative review body.
- Present cases to interdisciplinary teams, weighing competing considerations against fixed criteria and documenting the rationale for decisions.
- Communicate complex regulatory requirements to members of the public with clarity, patience, and respect, sustaining trust in a high-stakes setting.
- Manage complex scheduling across participants, staff, and facilities — transferable to monthly public meeting cadence and application deadlines.

WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE | Detroit, MI

08/2018 – 09/2019

Research Assistant

- Built durable community relationships and recruitment pipelines through sustained neighborhood-level outreach.
- Authored standard operating procedure manuals, improving accuracy and consistency of standards-governed work — analogous to design-guideline documentation.
- Trained staff and volunteers on technical protocols, translating written standards into consistent practice.

VENETIAN POOLS COMMUNITY ASSOCIATION | Decatur, GA

04/2014 – 07/2018

Head Coach

- Led a community-association program: communicated with members, staff, league organizers, and officials, and responded to the distinct needs of families and residents.
- Recruited and led parent volunteers into leadership roles — core skill for a volunteer commission dependent on civic participation.
- Implemented an expense and equipment strategy, remaining 15% under budget annually while growing the program 25%.
- Guided the organization through a difficult league transition, balancing member interests against institutional constraints.

DEKALB AQUATICS | Decatur, GA

08/2002 – 08/2020

Assistant Coach

- Eighteen years of continuous service to a DeKalb County community program, mentoring youth and developing new coaches.

EDUCATION

Master of Social Work, Concentration in Community Partnerships, 2023

Coursework in asset mapping, logic models/theory of change, and community-level planning | GPA 3.89

Georgia State University, Atlanta, GA

Post-Baccalaureate in Psychology, 2018

GPA 4.21

Georgia State University, Atlanta, GA

B.A., Double Major: Philosophy & English (Rhetoric and Advanced Composition), 2013

Cum Laude; Honor of Distinction in Philosophy

Georgia State University, Atlanta, GA

COMMUNITY & CIVIC READINESS

- City of Stone Mountain resident, eligible for appointment under Sec. 5-33 of the City Code of Ordinances.
- Available for regular monthly evening meetings and application review between sessions.
- Familiar with deliberative public-meeting norms: quorum procedures, public comment, motions, and documented votes, through years of formal board and review-body interaction.