



# City Personnel Board

## Vacancy Chart

*as of*  
May 9, 2015

Ten (10) persons appointed by the Council who reside within the City, except that Board members who are members of the classified system of the City shall not be subject to this section's residency requirement. Two (2) members of the Board shall be members of the classified service nominated by the members thereof in a manner prescribed by the Council.

*(Assigned to the Governmental Operations Standing Committee)*

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Betty Squire	All members of Council	04/11/2016	No	-	City resident

**Contact:**

Veronica Kenner  
Personnel Board Secretary  
Department of Human Resources  
646-5862



**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

(Please Print or Type)

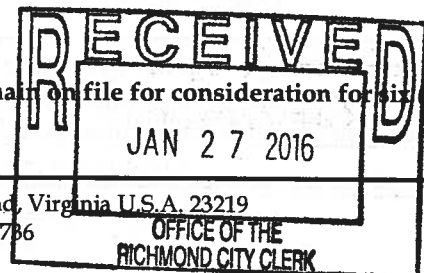
<b>Name of Authority, Board, Commission or Task Force:</b> Personnel Board	
<b>Title:</b> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input checked="" type="checkbox"/> Other: _____	
<b>Last Name:</b> Tischer	<b>First Name:</b> Mary Lynn
<b>Home Street Address:</b> 1807 Hanover Ave.	<b>Home Telephone:</b> 804-367-3426
<b>Home City, Zip Code:</b> Richmond 23220	<b>Home Fax:</b> 804-367-3426
<b>Personal E-Mail Address:</b> maryltischer@gmail.com	
<b>Employer:</b> retired 2/15 from the U.S. Department of Transportation	
<b>Job Title:</b> Director, Office of Transportation Policy Studies	<b>How Long?</b> ~20 years at two time points
<b>Business Street Address:</b> 1200 New Jersey Ave. SE	<b>Business Telephone:</b> 202-366-9232
<b>Business City, Zip Code:</b> Washington, DC 20590	<b>Business Fax:</b>
<b>Business E-Mail Address:</b>	
<b>Is your place of employment located in the city of Richmond?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Is your place of employment located in the county?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?	
<b>Are you a city resident?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? Number of years? X	
<b>Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
<b>Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:</b> I have a PhD in Political Science with an interdisciplinary major in public policy and social psychology. I have spent my entire career in public service at the federal and state levels in the areas of policy analysis and development. I worked with legislatures in two states (Virginia and Arizona), Virginia's Congressional delegation, and the transportation research and applications community while employed by the Volpe Research Center in Cambridge Mass. I was a member of the Senior Executive Service at the US Department of Transportation and managed people for most of my career, with the number of reports increasing as my career advanced. I have been recognized for my leadership and managerial skills and for my professional mentoring. I am familiar with state practices as I was Asst. Director at VDOT for ~20 years.	

**NOTE:** This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219

Telephone: (804) 646-7955 • Fax: (804) 646-7786

[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)





**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Other community involvement:

**OPTIONAL**

Please list additional information you would like considered, or you may attach your resume or other information.

☒ Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?

Vivian Heideman

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)

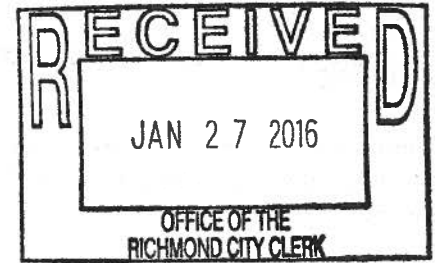
**NOTE:** This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219

Telephone: (804) 646-7955 • Fax: (804) 646-7736

[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

**Mary Lynn Tischer**  
**1807 Hanover Avenue**  
**Richmond, Virginia 23220**  
**703-835-6643/804-367-3426**  
**maryltischer@gmail.com**



## Qualifications

High energy executive, skilled in research, federal and state planning, legislative and policy development, with strong interpersonal, communication and leadership abilities.

## Professional Experience

Dr. Tischer has over 25 years of experience in federal and state leadership positions. As a member of the Senior Executive Service of the U.S. Government, she most recently directed the Office of Transportation Policy Studies for the Federal Highway Administration. In that capacity, she led teams providing the analytical foundation for highway policy, evaluating legislative and financing proposals and facilitating the strategic planning of the agency. Among the issues addressed were: connected vehicles, truck size and weight, mileage-based user fees and other taxing mechanisms, Highway and Transit Condition and Performance, Millennials and their travel behavior, rural accessibility, the highway construction cost index, methods of valuing transportation.

Prior to 2009, she served as the Director of Multimodal Transportation Planning for the Commonwealth of Virginia where she was responsible for developing and implementing multimodal transportation long range plans & policies. She served as a Special Assistant to Virginia's Governor for reauthorization and provided expertise and advice on transportation issues to the Virginia Congressional delegation. Previously, she managed VDOT's General Assembly functions as Director of the Policy Office and managed policy research.

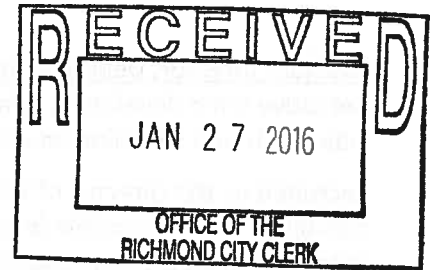
Recruited as Assistant Director by the Director of Transportation to re-establish planning and multimodal transportation capability for the state, she was responsible for Planning, Programming, Public Transit, Pedestrian and Bicycle, Rail, Policy, Data, Geographic Information Systems and Research.

Prior to that she was the Director of the Office of System and Economic Assessment at the Volpe National Transportation Systems Center, and served in several other research and policy positions with the Federal Highway Administration.

Mary Lynn earned a Ph.D. in Political Science from the University of Maryland, College Park and is active with the Transportation Research Board of the National Academy of Sciences. She is currently Co-chair of the Task Force on Valuing Transportation, a member of the Policy and Organizational Group Council, and the Transportation Research Record's editorial board. She co-chaired the I-95 Corridor Coalition, among other activities.

A more detailed resume follows.

Mary Lynn Tischer, PhD  
1807 Hanover Avenue  
Richmond, Virginia 23220  
804-367-3426/703-835-6643



#### Qualifications

High energy executive, skilled in research, federal and state planning, legislative and policy development, with strong interpersonal, communication and leadership abilities.

#### Professional Experience

Director, Office of Transportation Policy Studies, Federal Highway Administration, 1200 New Jersey Avenue, SW, Washington D.C. 20590, 2009-2015. Member of the Senior Executive Service of the U.S. Government responsible for developing the analytical foundation for highway policy, evaluating legislative and financing proposals and facilitating the strategic planning of the agency.

Director, the Commonwealth's Office of Multimodal Transportation Planning/Special Assistant for Intergovernmental, Multistate and Federal Policy/Office of Intermodal Planning and Investment, Richmond, Virginia, Spring 2005-2009. Coordinated multimodal activities, policies and legislative initiatives and engage in multimodal planning and implementation. Developed a Multimodal Freight Plan in conjunction with the Hampton Roads Metropolitan Planning Organization to forecast demand, identify and address bottlenecks, policies and diversion potential; prepared the first Transportation Performance Report on the condition and performance of the Transportation System; developed plans and policies for multimodal networks of statewide significance; prepared a legislatively mandated study on the status of recommendations in the Multimodal Long Range Plan; and, completed a Multimodal Long Range Plan that expanded the use of stakeholder and citizen involvement and which was instrumental in Governor Warner's Budget allocation of \$848 million in funds to transportation, the creation of a Rail Enhancement Program, increasing funding to transit and rail and coordination of transportation and land use. Staff to the Transportation Accountability Commission, the Commission on the Future of Transportation and transportation staff to the Climate Change Commission.

As a member of the Executive Staff of the Department of Transportation, prepared strategic and business plans for an agency of 8,500 and a budget of \$2.5 billion

Special Assistant to the Governor for Transportation Reauthorization, Commonwealth of Virginia, Richmond, Virginia 2002-2005. Provided expertise and advice on transportation reauthorization issues to Governor Mark Warner and worked with the Virginia Congressional delegation and others to pass legislation favorable to the Commonwealth. SAFETEA-LU provided an increase in apportioned highway funding of 32% and significant increases in transit monies for Virginia. Resulting policies of benefit to the Commonwealth include tolling, private activity bonds, TIFIA, a rate of return of 92%, the grandfathering of the Dulles Rail project and a Rail title, among others.

Assistant Director, Department of Transportation, Phoenix, Arizona, 1999-2002. Member of 7 person executive team developing strategic direction, policy and procedures for a department of 5,000 individuals and \$2 billion annual expenditures.

Recruited by the Director of Transportation to re-establish planning and multimodal transportation capability, led responsible for Planning, Programming, Public Transit, Pedestrian and Bicycle, Rail, Policy, Data, Geographic Information Systems and Research; developed a performance-based planning and programming process incorporating asset management; instituted broad public involvement; initiated the first comprehensive 20 year long range plan jointly developed with the Metropolitan Planning Organizations and Councils of Government; identified projects for the Five Year Program of Projects based on performance measures; initiated capacity building and outreach efforts to improve planning and programming processes at the state and regional levels.

Expanded the role of the Public Transit Division to include safety oversight of Phoenix's light rail system; prepared the first proposal for a rails-to-trails initiative; initiated a peer review of the Research Division and restructured it to include a technical assistance component; created an asset management council; prepared the state and American Association of State Highway and Transportation Officials positions on the planning, environmental and Intelligent Transportation System (ITS) proposed regulations. Consultant to the Governor's Task Force on Transportation; staff to the Transportation Board and Policy Committee.

Director, Office of System and Economic Assessment, Volpe National Transportation Systems Center, Kendall Square, Cambridge, Massachusetts, 1997-1999. Member of executive team setting strategic direction and managing the Research Center of 500 individuals, 500 on-site contractors and 500 off-site contractors, with an annual budget of \$200 million.

Supervised 90 individuals performing regulatory and policy research, industry and cost-benefit analyses, planning and forecasting studies; ITS deployment planning and evaluation, and asset management. Research support was provided to the Federal Highway Administration, Bureau of Transportation Statistics, the Park Service, Department of Defense, the Environmental Protection Agency, the Postal Service, state and local transportation agencies and other governmental units with transportation problems.

Senior Fellow, U.S. Senate, 1997. Fellow for Senator John Warner who was Chairman of the Subcommittee on Transportation and Infrastructure of the Senate Environment and Public Works Committee during reauthorization of the federal-aid transportation act (TEA-21). Provided state perspective to Senator Warner and coordinated positions with stakeholder groups and Senate and House staff. Instrumental in creation of the STEP-21 Coalition and in preparing legislation on donor state issues.

Director Office of Policy Analysis, Evaluation and Intergovernmental Relations, Department of Transportation, 1401 E. Broad Street, Richmond, Virginia, 1989-1997. Member of Senior Management Team making strategic decisions for the Department of 12,000 people with a budget of \$2.5 billion. Designed, managed and conducted policy studies including Cost Allocation Studies and Formulae evaluations; led inter-agency task forces presided at public meetings; prepared departmental documents and discussed policy positions with General Assembly Committees and members, stakeholder groups, the media and general public. Directed Department's annual legislative program, prepared legislation, monitored and evaluated impacts of bills; testified and monitored committees. Advocated for federal legislation in the interests of the Commonwealth and was instrumental in obtaining Senator Warner's sponsorship of the STEP 21 bill. Spokesman for VDOT position to

Congressional staff, federal officials and representatives in other agencies and states. Chaired VDOT's Contract Quality Assurance Program Committee.

Transportation Specialist, Office of Policy Development, Federal Highway Administration, 400 Seventh Street S.W. Washington, D.C., 1983-1989. Designed and supervised Congressionally-mandated studies. Prepared work plans and data needs; designed surveys and sampling strategies; performed statistical modeling and forecasting; formulated recommendations for highway policy; wrote reports and policy documents.

Program Analyst, Interjurisdictional Trucking Program, Federal Highway Administration, 400 Seventh Street, S.W. Washington D.C., 1980-1983. Created and implemented intergovernmental programs for the regulation of the interstate motor carrier industry. Worked with state representatives to create the International Fuel Tax Agreement and designed compromise strategies to obtain signatories. Lobbied state and industry personnel and obtained amendments to the International Registration Plan that were desired by the federal government. Appointed to the Department of Transportation-Interstate Commerce Commission Task Force that developed recommendations for Congress on uniformity of state regulation.

Psychologist, Federal Highway Administration, 400 Seventh Street, S.W. Washington D.C. 1975-1980. Evaluated projects and programs using quasi-experimental designs and panel surveys; developed questionnaires; designed panels and focus group protocols. Developed sampling plans and provided technical assistance on modeling and data collection methods.

Instructor, Department of Political Science, University of Maryland and also at Prince George's Community College, Largo, Maryland, 1974-1975. Taught Research Methods and Introduction to Political Science to undergraduates and the statistics and methods section of a graduate level course. Class sizes ranged from 40 to 92.

#### Professional Involvement

Journals Co-chair, Transportation Research Record Editorial Board, 2006 – present. Editor, BTS Journal, 2002. U.S. Editor, Transport Reviews, 1987-1992. Editorial Advisory Board, Transportation. Reviewer for TRR, Transportation Research. Co-editor of the Newsletter for the International Association for Travel Behavior Research 1985-1988.

Appointments National Academy, Transportation Research Board Committees; Vice-Chairman, I-95 Corridor Coalition, 2006-2009; Urban Land Institute Fellow, 200-2002. Co-chair of the Policy and System Monitoring Section of the National Research and Technology Partnership, 1999-2002.; chairman, Advisory Committee for the Travel Model Improvement Program 1996-1997.



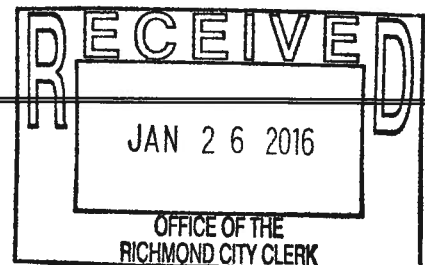
- International** Member, Financing and Economic Evaluation Committee of the International Road Congress, 1996-1997. Member, Transportation Planning Methods Programme Committee of the PTRC, England, 1988-1993.
- Conferences** Steering Committees for ~20 conferences
- Honors** Tribute in the Congressional Record by Senator Warner, October 30, 1997. Profile in TRNews published by the Transportation Research Board of the National Academy of Sciences, May-June, 1986.
- Technical** Consulting to the Netherlands Ministry of Transportation on evaluating transportation system management actions and modeling.
- Education**
- Ph.D.** Political Science, University of Maryland, College Park, Maryland, 1981. Public Policy and Social Psychology, American Government, Political Behavior.
- Certificate** Inter-University Consortium for Political Research, University of Michigan, Summer, 1973. Advanced Statistics.
- M.A.** POLITICAL Science, American University, Washington D.C., 1971 American Government, Political Psychology.
- B.A.** Political Science, Rosemont College, Rosemont, Pennsylvania, 1969, Political Science, History.



**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

(Please Print or Type)

<b>Name of Authority, Board, Commission or Task Force:</b> City Personnel Board	
<b>Title:</b> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
<b>Last Name:</b> Rogers	<b>First Name:</b> Victor
<b>Home Street Address:</b> 1308 Roseneath Rd Apt 303	<b>Home Telephone:</b> 254-258-4279
<b>Home City, Zip Code:</b> Richmond 23230	<b>Home Fax:</b>
<b>Personal E-Mail Address:</b> VictorRogers85@gmail.com	
<b>Employer:</b> Astyra	
<b>Job Title:</b> Recruiter	<b>How Long?</b> 2 years
<b>Business Street Address:</b> 411 East Franklin St	<b>Business Telephone:</b> 804-433-1113
<b>Business City, Zip Code:</b> 23219	<b>Business Fax:</b>
<b>Business E-Mail Address:</b> Vrogers@astyra.com	
<b>Is your place of employment located in the city of Richmond?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Is your place of employment located in the county?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?	
<b>Are you a city resident?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? <b>Number of years?</b>	
<b>Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please provide information on the nature of the contract.	
<b>Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:</b> Old Dominion Unveristy - Strome College of Business Bachelor of Science (B.S.), Business, Management, Marketing, and Related Support Services	



**NOTE:** This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

**List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.**

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

**Other community involvement:**

President - Urban League of Greater Richmond Young Professionals

Board Member - Children Incorporated

Community Affairs Committee Member - Greater Richmond Chamber of Commerce

**OPTIONAL**

**Please list additional information you would like considered, or you may attach your resume or other information.**

☒ Check this box if your resume is attached.

**How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?**

Jessie Bell

Signature: Victor Rogers Date: 1/26/2016

*(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)*

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

To: 6755252

From: (804)6467736

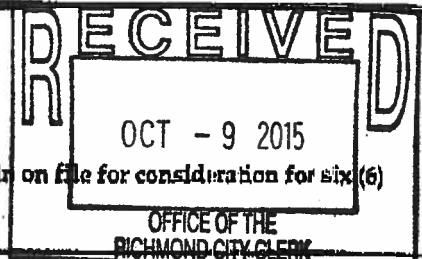
10/09/15 09:28 AM Page 1 of 2

**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: <i>CITY PERSONNEL</i>	
Title: Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: <i>SHABAZZ</i>	First Name: <i>EL HAJJI</i>
Home Street Address: <i>5147 Old Meadowick Rd.</i>	Home Telephone: <i>804/8735338</i>
Home City, Zip Code: <i>Richmond, Virginia 23224</i>	Home Fax: <i>N/A</i>
Personal E-Mail Address: <i>N/A</i>	
Employer: <i>N/A</i>	
Job Title: <i>N/A</i>	How Long? <i>N/A</i>
Business Street Address: <i>N/A</i>	Business Telephone: <i>N/A</i>
Business City, Zip Code: <i>N/A</i>	Business Fax: <i>N/A</i>
Business E-Mail Address: <i>N/A</i>	
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>N/A</i>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? Number of years? <i>4</i>	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract. <i>N/A</i>	
Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: <i>SEE ATTACHED RESUME</i> <i>MY PRESENT ADDRESS IS TEMPORARY NOT PERMANENT</i>	

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: _____	Date(s) Served: _____	Office(s) Held: _____
Entity: _____	Date(s) Served: _____	Office(s) Held: _____
Entity: _____	Date(s) Served: _____	Office(s) Held: _____

Other community involvement: \_\_\_\_\_

N/A

**OPTIONAL**  
Please list additional information you would like considered, or you may attach your resume or other information.

1

☒ Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?

By word of mouth

Signature: [Signature] Date: 10/13/2015

(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)

**NOTE:** This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

Elhajji Omowale Shabazz  
4901 Buchanan Street  
Suffolk, Virginia 23435  
804-873-5338 (cell- Phone)  
757- 483-2545 (home telephone)

2004-Present, Self Employed. Various jobs- Lawn care service, power washing homes and decks, laborer, cleanup of construction sites, residential painting of homes, roofing, lawn mower repairs, mulching, gutter clean up. Drive way paving and black top, tree removal, etc.,

Training and Education listed at the bottom of resume'

Chief Election Officer for the City of Richmond, Virginia, 2010-2011

Assistant Election Officer for the City of Richmond, Virginia, 2010 - 2011

Election Officer, City of Chesterfield, Virginia, 2014 -present

Citizen Officer Citizen , Community Emergency Response Team (CERT).City of Richmond, Virginia, 8/2015

2003-2004, Cardiovascular Technologist Instructor, Braxton School of Business, 3000 W Broad Street, Richmond, VA.

Duties included teaching vital signs,, CPR (Cardiopulmonary Resuscitation), phlebotomy techniques for collecting blood through venipuncture techniques with little to no bruising or hematoma. Proper order of blood tube collection . Teaching medical terminology, medical anatomy, Pharmacy , pharmacy terminology , pharmacy dosages, and how to fill orders as prescribed by physicians, handling telephone calls, handling patient concerns or complaints, and resolving all issues. Conducting triage and assessing the patient condition and handling emergencies as needed. Instructed students in cardiovascular anatomy of the human heart and how to perform EKG's, (electrocardiograms) Tread mill stress tests, and and reading interpretations as far as communication with co-workers and medical staff members.

1995-2001, Patients Services Assistant, GS-05 (step 10), VA McGuire Medical Center, Administrative Services Facility Management, 1201 Broad Rock Blvd, Richmond, Virginia, 35349, Medical Support/Health Benefits Adviser, McGuire VAMC, Richmond, VA 23249, Supervisor- Annie Marie Harrison-Gray, 804-675-5000.

Served as Patient Services Assistant which allowed me to provide administrative services and support to doctors, nurses, and all medical colleagues by providing effective and efficient healthcare service. Assignments varied to many areas within the VA Medical Center, but not limited to many areas such as Health Benefits, Emergency Room, Admissions, assisting the Administrative Officer on Duty (AODD< and other various clinics.

Work performed, but not limited to:

- Determining healthcare eligibility for Veteran patients
- Administrative processing of Veterans Patients in enrollment, registration, and benefits
- Explain VA laws in enrollment status, eligibility for hospitalization , out-patient care,, dental coverage, prosthetic insurances, travel, re-reimbursement and other related services.

- Counseling Veteran patients regarding entitlements enrollment for healthcare benefits and other special programs
- Obtaining essential information and documentation from Veteran patients, including appointments, cancellations, and re-schedule
- Facilitation communication between Veterans and other facilities b consult Support of other clinics and the Emergency Room Departments with administrative duties during the day, evening shifts, week-ends, and occasional holidays
- Utilizing the VISTA and CPRS computer system
- Performing duties in a timely manner
- Able to work under stressful situations in stressful environment but able to effectively deliver courteous services to both co-workers and patients along with relatives
- Ensure that all OSHA are followed and discrepancies reported to supervisor\
- Ensure that all JCHAO regulations are followed and discrepancies are reported to supervisors
- Excellent Medical Terminology skills. And familiar with patient information in charts.

1995-1999, Pulmonary Function Technician, McGuire VAMC, Richmond, VA 23249, Supervisor-Debbie Sweeney, 804-675-5000.

Walter Reed Army Medical Center, AFIP(Army Forces Institute of Pathology), DNA Repository, Georgia, Avenue, Washington, D.C,

Performed a variety of laboratory procedures for identification of all active military personnel, reservists, and all other designated personnel as directed through DNA samples of saliva and or blood, Duties included managing the collection and interpretation of data for Anatomic pathology and Quality Assurance programs. Develops protocol and evaluates new procedures for equipment that demonstrate accuracy , or equipment that demonstrate accuracy, precision, and verification that the test system can meet performance specifications established by the manufacturer.

1990- 1993, Bethesda Naval Medical Center, 8901 Wisconsin Avenue, Bethesda, Maryland, Lead Medical Technician, GS-06, Full-time, 40/hr/wk, Confidential/Secret Security Clearance, HIV/AIDS Division, Performed a vast variety of education and training services for military and civilian personnel associated with the Department of Defense. Conducted HIV/AIDS in services , training as directed and kept accurate records and documentation as needed. Conducted services in association with the American Red Cross, Public Health Departments Local and Nationwide to develop and identify the most efficient treatment plan for active duty military personnel, dependents, and civilian personnel contacts. Published a Quarterly newsletter to update all Department of Defense and Civilian of Point of Contacts for support and training as needed. Co-ordinates educational training for HIV/AIDS PREVENTION TRAINING in association with the American Red Cross for certification. Ensure that all records are kept SECRET AND NOT TO BE DISCLOSED.

Co-ordinates blood testing procedures with the medical laboratory staff with Walter Reed Army Medical, Laboratory, Georgia Avenue, Washington, D. C., as to what results showed up for blood tests through the ELISA testing, WESTERN BLOT techniques to determine treatment plan and viability for research blood testing with patients consent. Provided community liaison with other HIV/AIDS Instructor in the Tidewater areas, Portsmouth, Norfolk, Virginia Beach, etc, etc.

Certification was Certification through collaboration through the Department of Defense-Navy and the American Red Cross for African- American, Hispanic, etc. with yearly certification. Answered telephones, ensure correct information was being provided courteous manners, provided

correspondences and newsletters.

1990- 1993, Walter Reed Army Medical Center, Georgia Avenue, Washington,D.C. Laboratory Services, Lead Medical Technician, GS-06, Full-time, 40/hr/wk, Confidential/Secret Security Clearance, DNA identification of all military, civilian personnel as directed. Performed a vast variety of education and training services for military and civilian personnel associated with the Department of Defense. Conducted HIV/AIDS in services , training as directed and kept accurate records and documentation as needed. Conducted services in association with the American Red Cross, Public Health Departments Local and Nationwide to develop and identify the most efficient treatment plan for active duty military personnel, dependents, and civilian personnel contacts. Published a Quarterly newsletter to update all Department of Defense and Civilian of Point of Contacts for support and training as needed. Co-ordinates educational training for HIV/AIDS PREVENTION TRAINING in association with the American Red Cross for certification. Ensure that all records are kept SECRET AND NOT TO BE DISCLOSED.

Co-ordinates blood testing procedures with the medical laboratory staff with Walter Reed Army Medical, Laboratory, Georgia Avenue, Washington, D. C., as to what results showed up for blood tests through the ELISA testing, WESTERN BLOT techniques to determine treatment plan and viability for research blood testing with patients consent. Provided community liaison with other HIV/AIDS Instructor in the Tidewater areas, Portsmouth, Norfolk, Virginia Beach,etc,etc. Certification was Certification through collaboration through the Department of Defense-Navy and the American Red Cross for African- American, Hispanic, etc. with yearly certification. Answered telephones, ensure correct information was being provided courteous manners, provided correspondences

1986- 1987, Norfolk Naval Shipyard, Portsmouth, Virginia, Code 105.3, RADCOM -Division, Medical Technician, GS-06, Department of Defense-Navy Department, Full-time Civilian status, Salary GS-6, cannot remember Supervisor full-time, 40/hrs/week  
Duties included but not limited to performing work on NUCLEAR SUBMARINES AND NUCLEAR CARRIERS while in dry-cock for repairs. Ensuring that all regulations are followed for safety and security of all active duty and civilian personnel. Performing duties such as radiation containment, radiation measurements of all compartments on submarines and carriers. Report any and all discrepancies to immediate supervisors and Naval Officials. Maintain Confidential to Secret Security Clearance. Utilizing all radiation devices such as the RM3C DEVICE, checking film badges, ring radiation devices, and dosimeters. Report all radiation levels that cause for personnel to be removed from nuclear areas. Able to perform decontamination procedures as necessary and securing the areas and personnel as necessary. Ability to work under extreme duress and long long hours as needed. CONFIDENTIAL/SECRET SECURITY CLEARANCE. Full-time, 40/hr/wk.

10/21/1974- 10/21/77, Active Duty, United States Army, Honorable Discharge, Specialist E-4, (see attached resume) Full-time, 24/7, Salary, \$5000/yr?

11<sup>th</sup> Bravo Infantry, Fort Knox, Kentucky, Fire Arms qualified with M-16 Automatic Weapon, Sharpshooter qualified, Grenades man/Explosive qualified, 45 pistol, 12 Gauge Pump Shot-gun, M-60 Machine gun, proficient in Hand to hand combat, qualified and able to dis-arm and disable potential threats as necessary using the least amount of force yet utilizing EXTREME FORCE if necessary. Able to assemble and dis-assemble weapon quickly and trouble shoot problems that may cause jam in the chamber. Able to handle guard duty as necessary to prevent breach of security.



Able to remain calm and handle extreme pressure under the most adverse conditions.  
Able to carry up to 100 pounds and remain in secure areas or non-secure departments as necessary.  
Report any and all discrepancies to immediate Superiors and through out the Chain of Command.  
Instruct all lower levels for training qualifications. Keep Secret Security Clearance information given to only NEED TO KNOW personnel and maintain confidentiality. On call position 24/7.  
running the operations and scheduling of the motor pool operations. Duties included but not limited to requisitioning and ordering all areas of materials and personnel as needed. Ensuring that all records are monitored, records are accurate and secure. Report all areas of operations. Keep all phases of operations up to par with Superiors and staff through co-coordinating meetings, answered telephones, sent faxes or e-mails as necessary.

1983-1985, Medical Laboratory Phlebotomist, part-time, Sentara Hampton General Hospital, Victoria Blvd, Hampton, Virginia, part-time position, hrly. salary  
Performed duties such as phlebotomy which included venipuncture, finger sticks on difficult patients, collection of blood specimens in proper tubes and proper order to prevent clotting of specimens or hemolysis. Properly identification of patient, explaining the tests ordered by the physician and collection of blood specimen with as little trauma as possible. Ensures that specimens are immediately signed, dated, and initialed by the Phlebotomist before taken back to the laboratory for testing. Report any any all discrepancies to Immediate for documentation. Collect Timed blood specimens for glucose levels, PT/PTT specimens, diagnostic therapeutic drug levels, etc.  
Perform CBC Blood smears for the Hematology department, etc

1978-1980 Medical Laboratory Phlebotomist/Autopsy Assistant, full-time, VA Medical Center, Hampton, VA, Emancipation Blvd, Hampton, VA, Supervisor-Dr Joseph Sessoms.  
1978-1983 Medical Laboratory Phlebotomist/Autopsy Assistant, full-time, Maryview Medical Center, 3636 High Street, Portsmouth, VA 23704, Supervisor- Dr Douglas Cordray, Pathologist, 1983-1985  
Medical Laboratory Phlebotomist, part-time, Sentara Hampton General Hospital, Victoria Blvd, Hampton, Virginia, part-time position, hrly. Salary.  
Performed duties such as phlebotomy which included venipuncture, finger sticks on difficult patients, collection of blood specimens in proper tubes and proper order to prevent clotting of specimens or hemolysis. Properly identification of patient, explaining the tests ordered by the physician and collection of blood specimen with as little trauma as possible. Ensures that specimens are immediately signed, dated, and initialed by the Phlebotomist before taken back to the laboratory for testing. Report any any all discrepancies to Immediate for documentation. Collect Timed blood specimens for glucose levels, PT/PTT specimens, diagnostic therapeutic drug levels, etc.  
Perform CBC Blood smears for the Hematology department, etc.  
Performed autopsies, performed histologist specimens, cytology specimens and slides as needed. Able to assess anatomical abnormalities and relayed information to the pathologist as investigation of cadavers were conducted. Kept accurate records of all procedures regarding the autopsy procedure. Released cadavers to the authorized family members or funeral homes as needed. Communicated with medical records departments and release of information.

1974-1977, 57th Hotel Terminal Operations Specialist, Duties include being able to handle requisitioning supplies and transporting materials for all types of shipping vessels as far as loading cargo to designated areas at the loading docks or waterfront. Ensure that Military cargo vans were properly loaded, secured for shipping and all requisitions and inventory were accurate. Ensure that Security of of all personnel was not breached and and report all discrepancies to Superiors

immediately.

1974-1977, 76v Supply Specialist, Responsibilities included but not limited to handling an array of duties including but limited to operating, requisition supplies, keeping accurate records, answering the telephone, etc.

#### Education

CERT (Community Emergency Response Team), (qualified) City of Richmond, 8/2015

CPR certified, American Red Cross, Richmond, Virginia, 8/2015

Tidewater Community College, Portsmouth, Virginia, Associate in Science, 8/1983

Norfolk State University, Norfolk, Virginia, Medical Technology, 1985

Certification in Phlebotomy, Maryview Medical Center, Portsmouth, Virginia, 1981

Certification in Phlebotomy by the American Society of Phlebotomy Technicians, 1985

Certification in CPR through the American Heart Association to perform cardiopulmonary resuscitation in life threatening situations. (will re-certify next class)

Eastern Virginia Medical School, Norfolk, Virginia, Surgical Assistant, 1986-1987

Certification in Emergency Medical Technician, Thomas Nelson Community College, Newport News, 8/77

References on request



**Electoral Board of the City of Richmond  
Commonwealth of Virginia**

**CERTIFICATION OF COMMENDATION**

To all whom these Presents shall come, Greetings:

Know Ye That

Official Commendation and Praise are tendered to

***HAJI MOMWALE SHABAZZ***

For outstanding and sustained superior performance  
of assigned duties and responsibilities as Chief Election Officer.

CHAIR  
CELIA BELL DABNEY

VICE-CHAIR  
ERNESTO V. SAMPSON

SECRETARY  
G. WILLIAM THOMAS, JR.

WITNESS

ONE IN THE CITY OF RICHMOND IN THE COMMONWEALTH  
OF VIRGINIA, THE SEVENTEENTH DAY OF SEPTEMBER IN THE  
YEAR OF OUR LORD TWO THOUSAND AND TWELVE.



**Electoral Board of the City of Richmond  
Commonwealth of Virginia**

By virtue of the authority vested in the Electoral Board for the  
City of Richmond by the Virginia Constitution and in accordance with the Code  
of Virginia, and whereas, in consideration of the trust and confidence reposed in

**Hajji Shabazz**

is hereby appointed an Election Officer for the City of Richmond, Commonwealth  
of Virginia.

*George William Thomas, Jr.*  
George William Thomas, Jr.  
Chairman

*Cecelia Bell-Dabney*  
Cecelia Bell-Dabney  
Vice-Chair

*Dorothy B. Dockery*  
Dorothy B. Dockery  
Secretary

Witness

*Mary M. Fitzgerald*

Date

*march 2010*

# Community Emergency Response Team

A proud part of



The President's Call to Service

Elhajji O. Shabazz

has successfully completed the  
**Community Emergency Response Team Training** to  
 become a member of the President's Citizen Corps.

Dwight C. Jones  
 Dwight C. Jones, Mayor  
 City of Richmond, Virginia

8/21/15

Date



Selena Cuffee-Glenn  
 Selena Cuffee-Glenn  
 Chief Administrative Officer

Anthony D. McLean  
 Anthony D. McLean, Coordinator  
 Emergency Management

## Sister Cities Commission

### Vacancy Chart

*as of*  
May 9, 2015

The commission shall consist of thirteen (13) members, of whom at least one shall be a member of Council. The members shall be appointed by City Council. Members appointed to the commission shall either reside or work in the city of Richmond.

*(Assigned to the Governmental Operations Standing Committee)*

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Taylyn Hulse	All members of Council	07/09/2018	No	Resigned	Reside or work in the city
Julia Martin	All members of Council	03/22/2016	Yes	No	Reside or work in the city
Catherine Nexsen	All members of Council	03/22/2016	Yes	Application included	Reside or work in the city
Susanne Shilling	All members of Council	03/22/2016	Yes	No	Reside or work in the city
Alexander Anderson	All members of Council	10/07/2015	No	Resigned	Reside or work in the city

**Contact:**

Pat Cummins, Chair  
Sister Cities Commission  
804-893-3490



City of Richmond, Virginia  
City Council

Page 1 of 3

**Authorities, Boards, Commissions and Task Forces Application**

(Name of Authority, Board, Commission or Task Force)

**SISTER CITIES COMMISSION**

Title: **MS.**

Name: **MY LAN TRAN**

Home Address: **004611 KAYHOE RD GLEN ALLEN VA 23060**

Home Telephone: **804 502 8081**

Home Fax:

Personal E-Mail Address: **aabac@aabac.org**

Employer: **VIRGINIA ASIAN CHAMBER OF COMMERCE**

Job Title:

How Long?

Business Address: **000919 EAST MAIN STREET RICHMOND VA 23229**

Business Telephone: **804 344 1540**

Ext:

Business Fax:

Business E-Mail Address **aabac@aabac.org**

Is Your Place of Employment Located in the city of Richmond **Yes**

Is your Place of Employment Located in the County?

**No**

If Yes, Which County?

Are You A City

**No**

If Yes, Which City Council District?

Number of Years?

Resident?

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? **No**

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

*Chairperson and Commissioner, Richmond Sister Cities commission (2009-2011)*

**Other Community Involvement:**

*Administrator- C3 Charitable Non Profit: Virginia Asian Foundation, Richmond, VA 23229*

*Advisor- VCU International Business Student Association (2015-Present)*

*Richmond Institute of Supply Management- Committee (2006-2014)*

*Export import Club of Richmond- 1999-2013)*

*Richmond Association for Business Economics- Richmond- (2009-2012)*

*Volunteer- Richmond Sister Cities Commission (2004-2009)*



## Authorities, Boards, Commissions and Task Forces Application

**(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.**

*Ms My Lan Tran has more than 30 years' experience in domestic and international economic development, supplier diversity development, and workforce development.*

*An avid and committed public servant, My Lan has served as Deputy Director for Commonwealth of Massachusetts Dept of Employment and Training (DET) for 15 years before she arrived to Virginia in 1996 as various Program Assessment Director, State grant Business Development Officer, Federal Grant Program Monitor, Employment Coordinator, and has worked in health care working to assist thousands of international immigrants from Asia-Eastern Europe, and Latin America between 1983 and 1996.*

*She served the international, small, women- minority owned businesses and disadvantaged communities for 18 years in Virginia, twelve (12) years of which she served the businesses located inside the City of Richmond. The other six (6) years were to serve Virginia state businesses engaged in world trade.*

*Between 2003 and 2011 in Richmond , My Lan Tran directed the technical assistance component for the city of Richmond Office of Minority Business Development. She was responsible for growing the minority membership accessing City OMBD businesses assistance resources made available by the City Office of Minority Business. She led the OMBE Office's business capacity-building development efforts, and manage the daily mentoring and technical assistance, training, coaching of OMBD Cleientel; (1500+ annually). She also worked with the private sector, government, and the communities at large to coordinate capacity building activities citywide.*

*Ms. Tran spent six years in various international marketing management and policy, research, and planning at the Virginia Economic Development (VEDP) to help create jobs in Virginia by helping Virginia companies to do business with the world (Mostly Latin America-Asia-Europe).*

*She was Deputy Director for the Commonwealth of Massachusetts's Department of Employment and Training's One Stop Career Center in Quincy. She directed a large-scale Asian Career Development Center.*

*She was Director for the Virginia International Business Council, a Director at the Institute of Supply Management (ISM), Chair of the Business Committee of Colaborando Juntos, a Hispanic Community project, and VP of Membership of the Richmond Association for Economics. Between 2009 and 2011, she was the Chairman of the City of Richmond's Sister Cities Commission.*

*Ms. Tran has an advanced graduate international education in the U.S. and Europe. This includes a Master's degree in International Policy and Asian Affairs from the Monterey Institute of International Studies in California.*

*She completed her linguistic studies at the Universite de Caen, in Normandie, France, and her advanced research in Asian Affairs at the University of Berkeley and the Post Naval Graduate School in California.*

*She is certified as an International Trade Specialist by Thunderbird, the American Graduate School of International Management in Glendale, Arizona. She is certified as an Economic Development Specialist by Virginia Tech's Institute for Economic Development. She achieved more than 200 hours of supply chain management training hours to help bring her knowledge in supply chain to benefit the city 's small-minority businesses.*

*Ms. Tran won the 2007 Virginia and Region III Small Business Champion of the Year Award from the U.S. Small Business Administration for SBA Region III (VA\_WV-PA-DE-PA- District of Columbia) .*





City of Richmond, Virginia  
City Council

Page 3 of 3

**Authorities, Boards, Commissions and Task Forces Application**

---

*She has received numerous awards for leadership and performance from the U.S. Department of Labor, U.S. Department of Veterans Affairs, as well as from many bran*

---

**How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?**

*Dr Pat Cummins (VCU) - Sister Cities Commission current Chairman*

*Self*

*Clerk Office- Richmond City*

---

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

---

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 \* Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



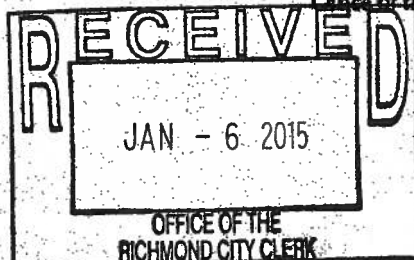
City of Richmond, Virginia  
City Council  
Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)

(Name of Authority, Board, Commission or Task Force)		Jan. 5, 2016	
Sister Cities Commission			
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____			
Last Name: EDWARDS		First Name: ANA	
Home Address (Street, City/County): 1411 Brownleaf Dr.		Zip Code: 23228	
Home Telephone: 804 517 4049		Home Fax: -	
Personal E-Mail Address: ourrosewood@gmail.com			
Employer: private consultant (self)			
Job Title: Editor/Illustrator		How Long? 1 week	
Business Address (Street, City/County): 1636 W. Grace St.		Zip Code: 23220	
Business Telephone (cell) 804 517 4049 Ext: -		Business Fax: -	
Business E-Mail Address: same as personal			
Is Your Place of Employment Located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is your Place of Employment Located in the County? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, Which County?			
Are You A City Resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, Which City Council District? 4 Number of Years? 10			
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please provide information on the nature of the contract.			
Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force: I was a founding member of the Virginia Friends of Mali (2005), president since 2009. I speak French and represented the organization during three visits*, having worked on a \$115,000 grant project, been artist in residence and assisted with the formation of the Sister City relationship.			

\* visits to Mali in 2010, 2011 and 2013  
I also hosted a Malian official for 2 months while he studied English at VCU.

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

Page 1 of 2

Revised - 05/01/13



**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

Continued...

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable. NONE

Entity:	Date(s) Served: _____	Office(s) Held: _____
Entity:	Date(s) Served: _____	Office(s) Held: _____
Entity:	Date(s) Served: _____	Office(s) Held: _____
Entity:	Date(s) Served: _____	Office(s) Held: _____
Entity:	Date(s) Served: _____	Office(s) Held: _____
Entity:	Date(s) Served: _____	Office(s) Held: _____

Other Community Involvement:

*Please see attached Bio/CV.*

**OPTIONAL**

Please List Additional Information You Would Like Considered, or You May Attach Your Resume or Other Information.

☒ Check This Box if Your Resume is Attached.

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

*Our organization has had a member on the commission since 2009. Current president Patricia Cummins recommended me this year.*

Signature: \_\_\_\_\_

Date: Jan. 5, 2016

(By signing, forwarding or otherwise transmitting this form, You Certify That All Information Submitted for Consideration is True and Accurate to the Best of Your Knowledge)

**NOTE:** This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

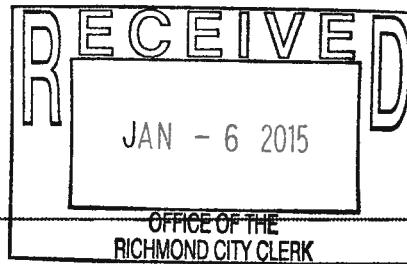
Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219

Telephone: (804) 646-7955 • Fax: (804) 646-7736

[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

**Ana F. Edwards**

PO Box 23202, Richmond, Virginia 23223

(804) 517-4049  
ourrosewood@gmail.com

SUMMARY: Educator, Artist, Exhibit organiser

I am interested in how history is used across disciplines to affect contemporary conditions and effect change "for the better". I am interested in the stories that are told, what stimulates their telling, and what expectations arise because of their telling, and what stories are left out, why, and what happens as a result. My work for the last 13 years has been focused on the histories of Richmond, Virginia, especially its critical role in the development of the United States as a nation, the histories and movement of Africans, free and enslaved and that which marks their narratives in public spaces. My goal is to deepen that focus and extend it to Africa - engaging in interdisciplinary research and work that explores people's relationships to their values - especially that of collective self-determination - when expressed in rituals, memorials and monuments to mark the events, places and people of cultural or historical significance to them, and to facilitate public history projects that illuminate historical context as applied to contemporary social dynamics, especially of inequity and exploitation.

## ONGOING ACTIVITIES

- *East Marshall Street Well Project*, [emsw.vcu.edu](http://emsw.vcu.edu), member of the planning committee tasked with creating a community process that encouraged learning about the human remains discovered on the Virginia Commonwealth University campus during a 1994 renovation project near East Marshall Street. 2013-present
- *Virginia Friends of Mali*, [www.vafriendsofmali.org](http://www.vafriendsofmali.org), president since November 2009, a nonprofit providing teacher resources to public schools and universities about the Empire of Mali; cultural exchange projects by developing lasting cultural and social relations between Mali and Virginia; facilitate sister city relationship between Richmond and Segou, Mali in west Africa, 2005-present.
- *The Virginia Defender*, member of the editorial board and production assistant for community newspaper, 16,000 distributed statewide, [www.defendersfje.org](http://www.defendersfje.org), 2005-present.
- *Sacred Ground Historical Reclamation Project*, [sacredgroundproject.net](http://sacredgroundproject.net), founding chair (2004) Established to promote the story of Gabriel's Rebellion and lead struggle to reclaim Richmond's historic 18th century African burial ground through educational programming, annual forums with presentations by scholars, public officials, community activists and stakeholders. Current struggle to preserve Shockoe Bottom, historic district and epicenter of Virginia slave trade, 1830-1865. 2004-present
- *Defenders for Freedom, Justice & Equality*, [www.defendersfje.org](http://www.defendersfje.org), founding member (2002), "working for the survival of our community through education and social justice activities," educational programs, public rallies and demonstrations, newspaper publication and distribution network, radio listeners, website promotion for edification of and actions on issues of concern to Richmond's Black, working class, poor and progressive communities, 2002-present

## WORK EXPERIENCE / ACTIVITIES

- *Manager, Byrd House Market 2009-2015, William Byrd Community House Library Programs, 2011-2015* Development and grant writing; manage library collections, enrichment classes, meeting space, early childhood curriculum support; coordination with community garden, production farm and farmers market operations; May-October market management for 25-30 vendor/food producers includes SNAP outreach, promotions, service-learning projects for K-12; volunteer/intern training and supervision, annual events, agency spokesperson, presentations on food deserts, poverty, education.
- *Remembering Slavery, Resistance and Freedom Project* of the Martin Luther King Jr. Memorial Commission of the Commonwealth of Virginia, formed to catalog slave era cemeteries in Virginia and collect community input on ideas for commemorating the sesquicentennial of the civil war and emancipation; make presentations on Richmond history of slavery and resistance. 2011-2014
- *DefendersLIVE*, on WRIR-FM, archived at [defendersliveradio.blogspot.com](http://defendersliveradio.blogspot.com) and [radio4all.net](http://radio4all.net). Host and producer, weekly news/talk radio program. 2005-2013

- *La Terre* - Artist in Residence Workshop and Exhibition for 2011 Festival Sur Le Niger, a invitational project for 6 international artists. January-February 2011
- *Historical Advisor*, "Meet Me in the Bottom: The Struggle to Reclaim Richmond's African Burial Ground", documentary by Shawn Utsey. 2010.
- *Discussion Facilitator*, One Voice Chorus, Richmond VA – [www.onevoicechorus.org](http://www.onevoicechorus.org), Design and facilitate pre-concert discussions on race for audience members attending performances of One Voice Chorus, an inter-racial community choir "dedicated to creating racial harmony....through shared experiences of creating great choral music." 2008 – 2010
- *Public Relations Coordinator*, 2003 – 2005, *Communications Director*, 2005-2008 Homeward, Richmond VA – [www.homewardva.org](http://www.homewardva.org), served as agency spokesperson; prepared newsletter and advocacy materials; designed and implemented training sessions and public education events;
- *Community Organizer*, 2002 – present Richmond Jobs With Justice, Richmond VA – [www.richmondiwj.org](http://www.richmondiwj.org), support work to coordinate a statewide campaign to support passage of Employee Free Choice Act during the 2008 congressional session.
- *Drawing and Painting Instructor*, 1995 – 2009 John G. Wood School, Virginia Home for Boys and Girls – [www.boysandgirlshome.org](http://www.boysandgirlshome.org), Taught art and art appreciation to 13-18 year olds in private school for teens with special needs. Visual Arts Center of Richmond – [www.visarts.org](http://www.visarts.org), Taught drawing and painting classes for children ages 10-16 during week-long summer sessions and to adults using an 8-week curriculum that included drawing from live models, lectures on historical topics relevant to the technique being taught and field trips to local arts institutions.
- *Administrative/Operations Assistant*, 1994 - 2002 Carter Ryley Thomas Marketing and Public Relations - assistant to the operations director, 2000-2002 United Way of Greater Richmond and Petersburg - administrative assistant to the campaign director, 1999-2000 Baskervill & Son Architects - administrative assistant to architects, engineers, a project manager and marketing director, 1994-1997

## PUBLICATIONS

- Edwards, Ana F. "Shockoe Bottom: Changing the Public History Landscape of Richmond, Virginia" (2015), essay included in Page, Max and Miller, Marla R. (2016) "*Bending the Future: Fifty Ideas for the Next Fifty Years of Historic Preservation*" and presented at the Society for Historical Archaeology 2016 Conference session, [SYM-169] "Digging the River City: Richmond Archaeology Past, Present, and Future."
- Deetz, Kelley F.; Chapman, Ellen; Edwards, Ana; and Wilayto, Phil (2015) "Historic Black Lives Matter: Archaeology as Activism in the 21st Century," *African Diaspora Archaeology Newsletter*: Vol. 15: Iss. 1, Article 1.
- *Gabriel's Rebellion: Resistance in an Age of Rhetoric*, presented at Slave Routes: Resistance, Abolition & Creative Progress, international conference commemorating the 200th anniversary of the abolition of the transatlantic slave trade, New York University, Institute for African American Affairs, October 2008

## PRESENTATIONS

- *Footprints of the Slave Trade: Walking Through a Way of Life in Shockoe Bottom*, Liberation Day discussion tour and historic marker exhibit on the pervasive and everyday nature of life in a slavery society. Part of the Self Determination programming of Richmond's Journey, Sesquicentennial commemoration of the end of the Civil War and the beginning of Emancipation, April 3-4, 2015, <http://www.sacredgroundproject.net/p/liberation-day-waking-up-tomorrow.html>
- *Waking Up Tomorrow: Shockoe Bottom*, Brown Bag Talk Center for the Study of Slavery and Justice, Brown University, April 9, 2015, <http://www.brown.edu/initiatives/slavery-and-justice/ana-edwards>
- *Community Conversation: The Future of Shockoe Bottom*, Panelist "No Stadium in Shockoe Bottom", organized by the Valentine Richmond History Center and Richmond.com, January 7, 2014
- *Reclaiming Richmond's African Burial Ground*, 96th Annual Conference of the Association for the Study of African American Life and History, 2011, <http://www.c-span.org/video/?c1992643>
- *Djita: Pearls of Wisdom from a Sister City*, exhibit of photographs and display panels describing the traditional and modern lives of girls and women in Mali, Black History Museum and Cultural Center of Virginia, March - July 2011

- *Gabriel's Rebellion: Resistance in an Age of Rhetoric*, Civil War Day, Shockoe Bottom location, sponsored by American Civil War Center with support by the Future of Richmond's Past, annually each 2010, 2011, 2012, 2013
- *Gabriel's Rebellion*, Community Course in African American Studies, East District Community Center, program of the VCU Dept. of African American Studies, November 2008
- *Self Determination and the Role of Women in the Struggle for Black Left Unity*, National Black Left Unity Conference, University of Raleigh, North Carolina, June 2008, voluntary
- Guest lecturer: University of Richmond Bonner Center for Civic Engagement/Office of Common Ground, 2005-2008; Virginia Commonwealth University Departments of Social Work and Public Policy, 2005-2009; Shepherd's Center of Richmond Open University, community-wide program providing cultural education programming for seniors.

## RECOGNITION

- 2015 History Maker for Improving Social Justice, The Valentine and Leadership Metro Richmond
- 2015 Power List for Richmond Politics, Style Weekly, with husband/editor/organizer Phil Wilayto
- 2014 Honorary Citizen and Freewoman of the City of Segou, MALI (Richmond's sister city)
- 2013 NAACP national recognition as a Community Change Leader
- 2012 Appreciation Award for promoting international understanding between Mali and USA through excellent humanitarian and organisations work for Segou, Richmond's Sister City, from His Excellency Al Maamoun Baba Lamine Keita, Ambassador of Mali to the United States
- 2011 Peacemaker of the Year, Richmond Peace Education Center, awarded to the Sacred Ground Historical Reclamation Project, Ana Edwards, founding chair
- 2007 Community Service Award, city of Richmond's 7th District

## EDUCATION

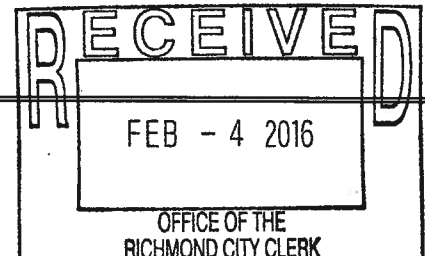
- Mason Gross School of the Arts, Rutgers University, New Brunswick NJ, Graduate studies in painting and drawing, 1984 - 1986
- California State Polytechnic University at Pomona, Bachelor of Arts degree, Visual Arts, 1983



**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

(Please Print or Type)

<b>Name of Authority, Board, Commission or Task Force:</b> <div style="text-align: center;">Richmond Sister Cities</div>		
<b>Title:</b> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>		
<b>Last Name:</b> Squires		<b>First Name:</b> Marcus
<b>Home Street Address:</b> 5915 Warwick rd		<b>Home Telephone:</b> (804) 617-7585
<b>Home City, Zip Code:</b> 23224		<b>Home Fax:</b>
<b>Personal E-Mail Address:</b> squiresmo@mymail.vcu.edu		
<b>Employer:</b> Richmond Public Schools		
<b>Job Title:</b> Provisional Education		<b>How Long?</b> Five Months
<b>Business Street Address:</b> 301 North 9th Street Richmond Virginia		<b>Business Telephone:</b> (804)780-5824
<b>Business City, Zip Code:</b> 23219		<b>Business Fax:</b> 804.780.7899
<b>Business E-Mail Address:</b> dbillups@richmond.k12.va.us		
<b>Is your place of employment located in the city of Richmond?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Is your place of employment located in the county?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?		
<b>Are you a city resident?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 9 Number of years? 4		
<b>Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please provide information on the nature of the contract.		
<b>Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:</b> Bachelors Degree, Leadership abiltiy with President Duity in the Ruiteen Club		



**NOTE:** This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



**City of Richmond, Virginia**  
**City Council**  
**Authorities, Boards, Commissions and Task Forces Application**

**List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.**

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: \_\_\_\_\_  
Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

**Other community involvement:**

Operation Paint Bursh, RVA Clean Up

**OPTIONAL**

**Please list additional information you would like considered, or you may attach your resume or other information.**

☒ Check this box if your resume is attached.

**How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?**

Susan Noland

**Signature:** Marcus Omar Squires **Date:** Feburary 03, 2016

*(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)*

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



# Marcus Squires

Richmond, Virginia 23224

T: 804-617-7585 E: [Squiresmo@mymail.vcu.edu](mailto:Squiresmo@mymail.vcu.edu)



## Education *Institut Catholique de Paris*

2014-2014



A School in Paris, France with a curriculum in French Language, where I received my diploma in basic French.

## *Novancia Paris*

2014-2014



A Business School in Paris, France with a curriculum in International Business with a focus on International Entrepreneurship.



## *CEA (University of New Haven)*

2014-2014

Global Education Solutions

A study abroad program in Paris, France with a curriculum of International Business and introduction to French.



## *Virginia Commonwealth University*

2012-2015

A University in the city of Richmond, Virginia with a Liberal Arts and Sciences curriculum focused on critical thinking skills. Political Sciences, and Reading International and Domestic Law. A candidate for a Bachelors Degree in Political Science.



## *Ferrum College*

2010-2012

A small private Methodist College in the Blue Ridge Mountains of Virginia with a curriculum focused on Religious Studies, Writing Skills, and Western History focusing on before the common era.

## Leadership *President of Ruiteen Club*

2009 - 2010



An organization, which aims to achieve "Goodwill and Community Service in Rural Areas". I had command over the 30 members and would delegate the issues that we were to tackle in the community with a democratic system of command. As well as organized the members in completing the tasks in the field.



## *Junior State of America*

2008 - 2010

Lead debater and Treasurer with the task of developing debates with current issues and the handling of membership funds.



## *Youth Leader*

2006- 2008

Rappahannock Youth Choir and Mission Out Reach Program, in which a habitat for humanity approach was taken but on a smaller scale with repairs being done by the youth in the morning and at night the group would sing in Churches for money to fund our repairs. I had the task of on site leadership and guidance to assist the youth in staying focused on the task at hand.

## *Social Media Reporter*

2013



NASA Social is an event taken on by NASA in which they hired a contractor to find individuals with more than a thousand social media followers on at least two websites. After being selected the participant now has access to attend any rocket launch with a press pass and report on the event.

## Work Experience

### *Richmond Public Schools*

October 2015 – Present



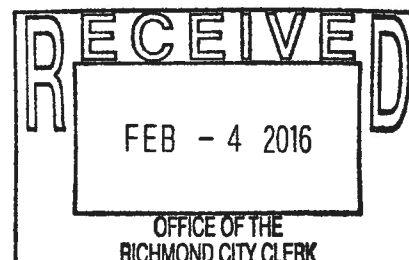
The fulfillment of both short and long-term provisional educator assignments across all subject areas, effectively teaching students of varied academic and age levels (grades K-12) and diverse cultural backgrounds. Instruct classes of as many as 24 students; communicate with teachers, administrators and parents; and build a positive rapport with students.

### *Blue Ridge Institute and Museum*

January – June 2012



A work study program at Ferrum College where I was required to maintain the cash register, cater to museum donors, maintain the farm and museum, give tours, and catalogue the archives. I also was responsible for preservation efforts throughout the Museum.



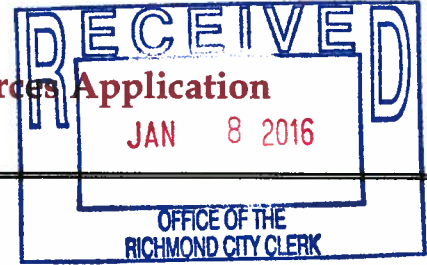


City of Richmond, Virginia

City Council

Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)



Name of Authority, Board, Commission or Task Force: Richmond Sister Cities Commission	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: Douglas	First Name: Gwendolyn
Home Street Address: 9508 Willow Ridge Drive	Home Telephone: 804-756-6077
Home City, Zip Code: Glen Allen, VA 23060	Home Fax: NA
Personal E-Mail Address: gwededo@aol.com	
Employer: City of Richmond - Office of the Commonwealth's Attorney	
Job Title: Executive Assistant, IV	How Long? 8 years
Business Street Address: 400 N. 9 <sup>th</sup> Street, Room 100	Business Telephone: 804-646-3519
Business City, Zip Code: Richmond, 23219	Business Fax: 804-646-0506
Business E-Mail Address: gwendolyn.douglas@richmondgov.com	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which City Council district? Number of years?	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: Bachelor of Arts: Psychology, Pace University, New York, NY, Certificate: Project Management- Project Management Institute- 08/2012, American Business Women's Association - Cavalier Chapter (1998-Present) - served as President for 2 terms, Vice President - 2 terms, Secretary - 2 terms, Newsletter Editor- 2 terms, VP of Development - 3 terms, VP of Special Events - 4 terms. Also served as the Secretary on the following boards: Dream Academy (non-profit continuing educational program)- 2 terms and Hungary Ridge Association (homeowner's association) 2 terms and Treasurer - 2 terms.  Event Planner/Coordinator (1984 - Present)- Develops and coordinates seminars, conferences and exhibits for non-profits, Develops curriculums, fundraisers and activities, Serves as public speaker, facilitator and trainer, Recruits and supervises volunteers, Communicates with media, government, public and private organizations.	

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



## City of Richmond, Virginia

### City Council

## Authorities, Boards, Commissions and Task Forces Application

**Executive Assistant-IV, Commonwealth's Attorney, Richmond VA (2007 - Present) (noninclusive duties)**

Prepares written communication and reports; drafts correspondence, schedules, memos, spreadsheets, etc., proofreads and edits documents, makes travel arrangements for 37 attorneys, Records Management Officer, supervises staff in the John Marshall Courts Building, plans retreats, and training events, serves as leave/payroll timekeeper for the agency, responsible for accounts payable in the agency, creates requisitions, purchase orders, and process invoices for payment, prepares, monitors and reconciles reports, registers, and account data, performs routine office functions, filing, copying, scanning and faxing, purchase and maintain office supplies for (3) Court Building locations.

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

---

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



# City of Richmond, Virginia

## City Council

### Authorities, Boards, Commissions and Task Forces Application

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: None

Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: None

Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

Entity: None

Date(s) Served: \_\_\_\_\_ Office(s) Held: \_\_\_\_\_

#### Other community involvement:

Richmond Police Department Faith Leader's Partnership - 6 years

Children's Miracle Network/Children's Hospital

Apostolic Faith Church - events, workshops, facilitator

Dream Academy

#### OPTIONAL

Please list additional information you would like considered, or you may attach your resume or other information.

☒ Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?

I learned about the Commission via the City's website and consequently attended one of the meetings. After the meeting, I inquired about the application process and learned that the Commission is in need of a Secretary. I am willing to serve as the Secretary and obtained the application from the Chair, Pat Cummins.

Signature: Gwendolyn D. Douglas

Date: 01/08/2015

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



## City of Richmond, Virginia

### City Council

## Authorities, Boards, Commissions and Task Forces Application

*(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)*

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

---

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)



City of Richmond, Virginia  
City Council

Page 1 of 2

**Authorities, Boards, Commissions and Task Forces Application**

(Name of Authority, Board, Commission or Task Force)

**Sister Cities Commission**

Title:

Name:

Home Address:

Home Telephone:  Home Fax:

Personal E-Mail Address:

Employer:

Job Title:  How Long?

Business Address:

Business Telephone:  Ext:  Business Fax:

Business E-Mail Address

Is Your Place of Employment Located in the city of Richmond

Is your Place of Employment Located in the County?  If Yes, Which County?

Are You A City Resident?  If Yes, Which City Council District?  Number of Years?

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment?

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Other Community Involvement:

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.



City of Richmond, Virginia  
City Council

Page 2 of 2

**Authorities, Boards, Commissions and Task Forces Application**

---

**How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?**

---

**NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.**

---

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 \* Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

## Select Client List | Vision + Development Projects

### **The Locks @ North Canal | North Falls Development LLC**

Multi-acre Rezoning & SUP; Covenant & Tax Amendments; Facilitate Community Conversation Canal Development & Tourism Reynolds Plant North | Richmond 2009-2014

### **MKL | Markel Corporation**

Village Green & UMU, Innsbrook Campus, Richmond 2013

Future of Work Strategy & Master Plan, West Creek Campus, Richmond 2005-2008

UMU Planning, Innsbrook Campus, Richmond 2003-2005

### **PACE Riverside Adult Care Community | Fountainhead Development**

Owner's Rep: SUP, Mixed-use Adaptive Reuse & Historic | Petersburg VA 2012-2014

Construction Administration & Owner's Rep: SUP, Mixed-use New Construction | Charlottesville VA 2012-2013

Owner's Rep: SUP, Adaptive Reuse & Historic | Scott's Addition & Industrial Manchester - Richmond VA 2008-2010

### **South Canal Lofts | Fountainhead Development**

Land Transfer & Development Agreement, Construction Administration & Owner's Rep: River Bank Adaptive Reuse & Historic | Manchester – Richmond 2011-2013

### **Miller Lofts | Fountainhead Development**

Construction Administration & Owner's Rep: Multi-acre/bldgs, Adaptive Reuse & Historic, LTC & Market Housing Manchester – Richmond 2011-2013

### **The Village @ River's Edge | South Plant Partners LLC**

Due Diligence, Master Vision, Brand Development & Marketing 17-acres

Mixed-use New Construction, Adaptive Reuse & Historic | Reynolds Plant South - Richmond 2011-2012

### **Perry Street Complex | FDG Perry LLC**

Owner's Project Manager: Multi-acre/bldgs Mixed-use Adaptive Reuse & Historic | Petersburg VA 2010-2012

### **West Clay Lofts | FDG West Clay LLC**

SUP, Construction Administration & Owner's Rep: Adaptive Reuse & Historic | Scott's Addition - Richmond 2010-2012

### **Boulevard City Gateway | City of Richmond**

Facilitate Community Dialogue & Visioning Sessions for development of the Gateway Corridor & Tourism | 2011

### **GRTC | Main Street Station Transfer Hub**

Facilitate Community Conversation on Public Transit | Richmond VA 2008

### **Garden | Tabac LLC**

Develop Brand Strategy & Marketplace Positioning, Historic Building Renovation | Manchester District 2008

### **Manchester Proper | Pareto LLC**

Rezoning, Hull Street Historic Property | Manchester District 2008

### **New Manchester Gateway | Fountainhead Development**

Develop Brand Strategy & Marketplace Positioning, *New Manchester* Multiple Block Master Plan 2006-2008

Comprehensive Land Holdings & Target Market Presentations 2005-2008

Rezoning, Miller Manufacturing *LIV / LIVWork* and Dinwiddie Avenue *Manchester Flats* 2007-2008

### **Commons @ Plant Zero | Fountainhead Development**

Tenant Space Planning & Construction | The Commons, Manchester District 2008-2012

Manchester District Gateway Corridor & Public Realm Improvements 2007-2008

Identity Package, Marketing Brochure & Signage Design | Dutch Building, Manchester District 2005-2007

### **Westwood Tract | Union-PSCE**

Develop Brand Strategy & Master Plan, Pre-Development | Ginter Park 2005-2008

### **Industrian | United Leasing**

Develop Brand Strategy, Brochure & Market RFP | Pear Street @ Tobacco Row 2004



## Select Client List | Strategy + Design Projects

### **BGC | Belk Companies**

Future of Work Strategy, Interior Architecture & Construction Administration, Turning Basin 2000-2002 & 2014

### **MKL | Markel Corporation**

Campus Planning, Innsbrook and West Creek 2006-2013

Corporate HQ and Essex Insurance, New Construction, Innsbrook Campus 1998-2001; Renovations 2004-2011

Interior Architecture & Construction Administration: NY, FL, CA, TX, MD & VA 1986-2011

### **TW10 | TeamWorks**

Reengineer Organization, Develop Brand Strategy & Market Position, Interior Architecture & Administration 2002-2004

### **Carver Community eCenter | Moore Street School Conversion**

Facilitate Community Town Hall; Develop Vision & Sustainable Business Strategy and Action Plan 2005+

### **WORK | Just Partners**

Interior Architecture & Construction Administration, Shockoe Bottom 1997-2000 & Turning Basin 2000-2003

### **GP | Ginter Place**

Facilitate/Mediate Community Conversation 2004

### **ODS | Old Dominion Security**

Develop Brand Strategy & Market Position 2003-2005

### **Parcel X | Turning Basin Building**

Marketplace Positioning, Interior Architecture & Construction Administration 1998-2003

### **UNOS | United Network of Organ Sharing**

Feasibility Analysis, Program Study & Interior Architecture 1998-2002

### **RIC | Convention Centre**

TVS Collaboration: Program Study & Interior Architecture 1995-2000

### **VCU | AdCenter**

Program Study, Interior Architecture & Construction Administration 1996-1998

### **TMA | The Martin Agency**

Program Studies; Interior Architecture & Construction Administration: NY, FL, CA, TX, MD, AZ, PA & VA 1988-1996

### **OCS | One Capital Square**

Marketplace Repositioning, Brand & Identity; Public Space Design & Rooftop Community Center 1992-1995

### **S | Siddall Matus & Coughter**

Interior Architecture & Construction Administration: Ross Tower 1987-1989 & One Capital Square 1993-1995

### **AFM | Arnold Finnegan Martin**

Arnold Finnegan Martin | Interior Architecture & Construction Administration: MD & VA 1993-1995

Hawley Martin | Interior Architecture & Construction Administration: VA 1991-1993

### **FM | Falhgren Martin**

Interior Architecture & Construction Administration: OH & GA 1991-1993

### **EY | Ethyl Corporation**

Program Studies; Interior Architecture & Construction Administration: LA & VA 1987-1994

Including subsidiaries: Tredegar Corporation, Albemarle Corporation and New Market Corporation

### **CSX | Corporate Office Design**

Interior Architecture & Construction Administration: NY, FL, MD, ME, NC, GA & VA 1987-1994

*Additional Client List, References & Portfolio of Noted, Awarded and Published Works*

*~ Available upon Request ~*

## **SHELLI JOST BRADY**

3110 Darnley Drive, Richmond VA 23235  
shellijostbrady@gmail.com

---

### **CAREER OVERVIEW:**

Passionate Urban Design Professional + Catalyst with more than 25 years experience in real estate marketing/branding, planning, design, construction, development and business including roles as Partner, Owner-Developer's Agent, Planning Commission Vice-Chair, Community Planner, Construction Manager, Interior Architect and Programming Specialist for corporate office, multi-family housing and specialty environments. Earned a respected reputation for problem solving, creativity and ingenuity particularly under challenging conditions. Committed to building community and bridging divides across districts and demographics, along with maintaining broad and long-term relationships in business, design, education and diverse cultural communities of Central Virginia.

### **SUMMARY OF EXPERIENCE & ACCOMPLISHMENTS:**

#### **Alchemy LLC - Richmond VA**

**July 2000 – present**

Alchemy is a creative Professional Practice focused on innovative and strategic approaches to building physically, financially, socially and educationally healthy communities. As both Owner and Practitioner, I combine in-depth knowledge of planning, design, construction and development with business attributes, creativity and a unique marketing approach for my clients. Responsibilities span due diligence coordination and successful zoning/permitting, programming and design, finance and construction management, event coordination and market positioning among others.

#### **VISION, PLANNING & DEVELOPMENT Select Accomplishments:**

- Advised and managed interests representing owner/developer, in all facets of the real estate development process from due diligence through completion on mid-size Commercial, Healthcare and Multi-Family Housing projects of new construction and adaptive reuse renovations.
- Managed project process and coordinated project team brokers, design & engineering consultants, legal professionals, contractors, appraisers, bookkeepers and auditors.
- Assisted with estimating and budget development, cost monitoring and record maintenance.
- Qualified contracts, pay requests, change orders, invoices and construction draws.
- Secured land use and financial channeling supporting development strategies and investment endeavors including rezoning, special use permits, easements, encroachments, tax abatement, property transfers, subdivisions, land disturbance and other permits in Richmond, Henrico, Goochland, Petersburg and Charlottesville.
- Created sustainable High-level Development strategies for Owners and Administration in Innsbrook & West Creek, Riverfront & Canal, Scotts Addition & Boulevard, Industrial & New Manchester, Carver-Newtowne, and Ginter Park areas.
- Facilitated Community Engagements for Gateway planning and development along the Haxall & Kanawha Canals, the Boulevard, Shockoe Bottom, Riverfront and Industrial Manchester corridors at the request of certain members of Richmond City Council.
- Successfully reinstated significant projects out of stagnation between stakeholders including City Planning/Developer, City Council/Constituency, and Community/Developer.
- Conducted a significant role in the creation and execution of City of Richmond's 2000 Comprehensive Master Plan, 2004 Downtown Master Plan, 2010 Master Plan Update as well as the 2006 Urban Design Guidelines.
- Designed and effectively managed commercial projects, primarily Corporate Headquarters, for RVA-based Fortune 500 Companies and Creative Agencies.
- Produced numerous awarded and publicized project designs and business strategies.

**SMBW Architects – Richmond VA**  
**Scribner Messer Brady & Wade, PC**

**July 1991 – July 2000**

Co-founding Principal, Chief Operating Officer & Design Director of a premier Architecture & Design firm specializing in high-profile environments for corporate, legal, financial, civic, cultural and creative entities in the Richmond Region with Executive and Practitioner responsibilities. Focus on feasibility studies, campus /community planning, build-to-suit, interior architecture + adaptive reuse.

**EXECUTIVE LEADERSHIP & CREATIVE DESIGN Select Accomplishments:**

- Co-founded leading edge architectural & design firm with 3 partners and achieved **Richmond Rising 25** honor in operational year 5 within first eligibility window (1996)
- Directed Operations: led and managed project budgets, financial forecasting, and manpower scheduling for all staff and projects from market prospecting through invoice completion. Supervised and coordinated 40+ employees.
- Directed Human Resources: facilitated interviews, hiring, compensation and benefit packages, annual reviews and professional development programs; created employee policy manual; established internships and recruitment programs.
- Directed Design of Interior Architecture: led and mentored project staff (20) while simultaneously managing my own projects from Programming through Construction Administration for Fortune 500 clients' multimillion-dollar projects nationally.
- Designed and effectively managed over ten million square feet of design projects (predominantly corporate office) locally and nationally, on time and under budget.
- Produced numerous awarded and publicized project designs.

**Glave Newman Anderson, PC | Richmond VA**

**December 1986 – June 1991**

Senior Associate & Design Director, Interior Architecture

**The Refine Group, AIA | Blacksburg VA**

**January 1984 – November 1986**

Feasibility Analyst, Real Estate Development

**Gibson Worsham, AIA | Yellow Sulphur Springs VA**

**September 1984 – November 1986**

Historic Research Associate, Montgomery County

**Virginia Tech, School of Design | Blacksburg VA**

**September 1983 – June 1985**

University Instructor, Interior Architecture

**EDUCATION:**

Tulane University | Freeman School of Business, MBA - Advanced Certificate

Virginia Tech, MS - Adaptive Reuse | Housing & Community Design

Virginia Tech, BS - Interior Design with Art Minor

Virginia Association of Planning District Commissions, Planning Commissioner Certification

**Notable Community Leadership, Boards & Commissions:**

*Planning Commission, Vice-Chair | City of Richmond, 2 terms (1999-2006)*

*Urban Design Committee, Vice-Chair | City of Richmond, 2 terms (2000-2006)*

*Public Arts Commission, Chair & Co-Chair | City of Richmond, 2 terms (2002-2006)*

*Virginia Tech | Design School Advisory Board, Chair, 2 terms (1990-1995 & 1998-2003)*

*Leadership Metro Richmond (LMR) 2004 - 2005; recipient Servant Leadership Award Class of 2005*

**Skills:**

Business Development, Strategic Planning & Design, Management of Due Diligence, Entitlements & Permits, Budget Development & Cost Monitoring, Contract Bidding & Negotiations, Construction Administration & Draws, Applications & Agreements, Event Planning & Community Dialogue Facilitation, Operations & Human Resources. Proficient in business and design software programs.

**Client List, References & Portfolio of Noted, Awarded and Published Works**

**~ Available upon Request ~**



City of Richmond, Virginia  
City Council  
Authorities, Boards, Commissions and Task Forces  
**Reappointment Application**

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: <i>Richmond Sister Cities Commission</i>	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input checked="" type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: <i>NEXSEN</i>	First Name: <i>CATHERINE E</i>
Home Street Address: <i>3211 FLOYD AVENUE</i>	Home Telephone: <i>355-2780</i>
Home City, Zip Code: <i>Richmond, VA 23221</i>	Home Fax: <input type="checkbox"/>
Personal E-Mail Address: <i>SAITAMA JAPAN RICHMOND VIRGINIA @ yahoo.com</i>	
Employer: <i>Not at this time</i>	
Job Title:	How Long?
Business Street Address:	Business Telephone:
Business City, Zip Code:	Business Fax:
Business E-Mail Address:	
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? <i>1</i> Number of years? <i>30+</i>	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Signature: <i>Catherine E. Nexsen</i> Date: <i>3 February 2016</i>	
(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)	

NOTE: This application is a public document.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219  
Telephone: (804) 646-7955 • Fax: (804) 646-7736  
[www.richmondgov.com/cityclerk](http://www.richmondgov.com/cityclerk)

