

Elections Committee Resolution Worksheet

Date: January 19, 2022

Suggested Motion:

"I move to appoint Carolyn Wilson, Catherine Kitchell and Lisa Harger, to the Elections Committee for the April 2022 Board Elections."

2nd:

Summary:

Carolyn Wilson from 1302 Martha Custis Drive, Catherine Kitchell from 1648 Fitzgerald Lane and Lisa Harger from 3767 Gunston Road has volunteered to serve on the Elections Committee.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
James Konkell				
Dave Bush				
Jeff Lisanick				
Robin Woods				
Peggy Clancy				
Claire Eberwein				
Peter Ferrell				
Hector Mares				

Interest in Elections Committee

Hi Dana,

I want to share my interest in joining the Elections Committee for Parkfairfax this spring. I have lived here for nearly 10 years, and I want to do more to give back to the community. I feel like volunteering for this committee would be a good starting point.

Over the past year, I have volunteered a few times to work federal and local elections here in Alexandria and completely understand how important it is to be organized, detail-oriented, and impartial when managing elections. I feel that I am all those things. I am very organized having run and managed multiple volunteer events in DC through my work as a member of the Junior League of Washington, as well as my program management role for my job managing staff working on federal contracts and grants. These positions have also required me to be incredibly detail oriented.

I think I would be an excellent addition to the committee, and I would like to use this and future volunteer opportunities to meet more of my neighbors in Parkfairfax. I have attached my resume in case that is useful. Please let me know if you need any other information from me.

Thank you,
Carolyn

CAROLYN E. WILSON

1302 Martha Custis Dr.
Alexandria, VA 22302

WORK EXPERIENCE

Special Projects Manager

2021-present

SURA (Southeastern Universities Research Association)

- Project Manager for SURA subaward for NASA Goddard Space Flight Center's CRESST II cooperative agreement with University of Maryland, College Park
 - Manage program staff and short-term scientist staff for CRESST II
 - Member of management team overseeing all aspects of the CRESST II cooperative agreement
 - Oversee payments and invoices for SURA's subaward
 - Oversee CRESST II summer internship program
 - Advise on career development activities for CRESST II scientists and staff
 - Process payments for travel, visiting scientists, speaker honorariums, and consultant contracts
 - Manage visa process for visiting scientists and students
- Project Manager for SURA subcontract for NASA Kennedy Space Center's LASSO contract with Amentum
 - Member of leadership team overseeing all aspects of the LASSO contract
 - Manage scientific staff for LASSO
 - Recruit new scientists for specific work and projects contracted with LASSO
 - Develop agreements between SURA institutions and LASSO for future research projects to be conducted at the facility
- Technical Advisor for the development of grant and contract proposals/projects

Senior Research Associate

2019-2021

American Society for Engineering Education

- Manages, including being team lead, multiple research and evaluation projects at one time.
- Manages grant funded projects for research investigations and national workshops.
- Develops multiple qualitative and quantitative survey research instruments.
- Writes national benchmark and research reports for the engineering community.
- Regularly conduct program and meeting evaluations.
- Develops meeting evaluation instruments, analyze evaluation data, and write up meeting reports with the evaluation data and recommendations for improvement for future meetings
- Maintains and updates record of research and document libraries.
- Creates and submit proposals to renew current contracts and win new contracts.
- Supports other departments internally through their research and survey needs.
- Develops communications strategies for the department.

Geoscience Workforce Research Analyst

2012-2019

American Geosciences Institute, Alexandria, VA

- Recognized expert by geoscientists and STEM researchers in understanding the changing dynamics of the geoscience workforce and higher education.
- Wrote reports, peer-reviewed articles, policy statements and one-page newsletters detailing the status of the geoscience workforce meant for the geoscience community, policymakers, and faculty preparing the future workforce. View reports and analyses at <http://www.americangeosciences.org/workforce/reports>
- Conceptualized research projects and acquired funding to implement research at AGI through writing successful proposals.

- Developed and implemented qualitative and quantitative research studies analyzing the skills development of the future geoscience and STEM workforce.
- Designed and implemented survey instruments to collect data on student entry into the workforce, such as geoscientist skill/experience preparation, skills requested by employers.
- Strategic planning of future work and research to propel the department and mission of the organization forward.
- Managed budgets and schedules, ensuring all milestones were met on time, for all research projects funded through earned grants.
- Presented talks and posters at 3-5 national conferences and workshops annually on primary research related to the current and future geoscience workforce.
- Regular participant and invited speaker in high level discussions with academics, member societies, federal agencies, national research institutes, and large think tanks about increasing recruitment and retention in STEM fields and, more specifically, preparing qualified future geoscientists for success in the workforce.
- Served as Editor of the annual AGI publication, AGI's Directory of Geoscience Departments, which details U.S. and International geoscience departments, organizations, and research institutions around the world.
- Reviewed multiple federal grant proposals on an ad hoc basis.
- Supervised 6 interns as they supported the work conducted by the Workforce Program.
- Created new content regularly for the AGI Workforce Program website and managed the Twitter and Facebook social media communications with those interested in the STEM workforce.

Physical Science Administrator/Science Assistant
National Science Foundation, Arlington, VA

2010-2012

- Recognized for excellence – The NSF Director's Award for Collaborative Integration in 2011.
- Assisted in all aspects of federal proposal review and administration for the various funding programs in the geosciences and higher education research, including compliance checking of proposals, identifying and recruiting reviewers for proposals, ensuring review were submitted on time, taking notes during panel discussions, and reviewing/editing panel summaries to ensure they incorporated the tone of the panel discussion.
- Introduced new and more efficient practices to panel and review preparations for the federal grant review process.
- Led the organization of meeting activities and logistics for Principal Investigator meetings of more than 200 people.
- Queried data and created figures related to NSF's funding portfolio, geosciences education and diversity issues within STEM.
- Communicated daily with the scientific community about new initiatives introduced at NSF, proposal submission concerns, and research related to the recruitment and retention of STEM majors.
- Drafted/Edited technical documents and correspondence related to intra-agency, interagency, and public communication.
- Contributed to high-level discussions with other agencies, such as NOAA and NASA, and organizations, such as the National Research Council, on research related to the development of the future STEM workforce in all industries, including academic, federal, and military careers.
- Represented NSF and the Geosciences Directorate at various meetings, conferences, and workshops presenting the organization's priorities and funding activities.

Graduate Research Assistant/Teaching Assistant

2006-2009

Texas A&M University Oceanography Department, College Station, TX

- Conducted self-directed research; designed and implemented field experiments in coastal ecology. Thesis title: *Factors Affecting Carbohydrate Production and Loss in Salt Marsh Sediments of Galveston Bay*
- Acquired funding to support research—The Scherck Fellowship for the 2008-2009 academic year
- Supported work in the Coastal Microbial Lab focused on benthic microalgae and extracellular polymeric substances secreted by algae.

- Oversaw routine measurements of environmental and biological samples and the culture and maintenance of diatoms (e.g. nutrient concentrations, enzyme kinetics, chlorophyll and carbohydrate concentrations, and bacteria cell counts).
- Compiled and analyzed large data sets from field experiment results and from previous related work.
- Participated in a research cruise through the Gulf of Mexico measuring hypoxia levels along the coastal shelf of Texas and Louisiana.
- Taught four semesters of Introduction to Oceanography Lab.
- Designed lectures and PowerPoint slides, prepared lab experiment setups, and graded assignments for students.
- Advised new TA's on effective teaching methods.

United States Peace Corps Volunteer

2003-2005

Yap Community School Educator and Librarian, Yap, The Federated States of Micronesia

- Designed curriculum for 8th grade Physical Science for Yap State Department of Education and 7th and 8th grade English Language Arts and English Reading for Kanifay Community School.
- Taught 7th and 8th grade English Language Arts and English Reading (2 years), 8th grade Math (1 semester), 8th grade Environmental Science (1 semester), 6th grade Reading (1 semester), and 8th grade Exit Test Review (2 semesters).
- Edited the 6th grade Life Science curriculum for Yap State Department of Education
- Consulted (pro-bono) on conservation and sustainability strategies for the island's marine environment for the Yap EPA and other federal marine offices.
- Conceived and implemented a summer camp for students in grades 5-8 encouraging participation and growth through teambuilding, creativity, and physical fitness projects.
- Requested book donations from agencies across the United States and built a library at Kanifay Community School.
- Developed simple yet effective library policies and procedures for the benefit of students and teachers.
- Promoted improved reading and writing skills among all the students (grades 1-8) at Kanifay Community School.

SKILLS and QUALIFICATIONS

- 10+ years experience in experimental quantitative and qualitative research design and implementation
- Event planning and coordination
- Fundraising and grant writing
- Management of staff and volunteers
- Project management of grant-funded research and national workshops

Proficient in: MS Word, Excel, PowerPoint, Publisher, Outlook, and Access; ArcGIS 9.2; WordPress; Web 2.0 and Social Networking programs like Facebook, Twitter, Instagram, etc.; Adobe Photoshop; Adobe Illustrator; Adobe InDesign; Statistical Packages like SYSTAT, SPSS, and SigmaStat/SigmaPlot; self-taught data visualization scripting with Python, Perl, and Javascript; Tableau for data visualization; Data Querying from a SQL database; Project Management; CRM management; Public Speaking/Presentations

EDUCATION

George Mason University, Fairfax, VA

All but Dissertation

Doctorate of Philosophy in Science Education and Policy

Texas A&M University, College Station, TX

2009

Masters of Science in Biological Oceanography, Awarded August 2009

Graduate Certificate in Geographic Information Systems (GIS)

Austin College, Sherman, TX

2003

Bachelor of Arts in Biology, Awarded May 2003

Minor in Psychology

VOLUNTEER EXPERIENCE

Junior League of Washington

Board of Directors and Council Director of Adult Community Placements

2010-present

2018-2019

Skills gained in the JLW: Governance of a large non-profit organization, strategic planning, management of volunteers, event planning, collaborative work, fundraising, running a silent auction.

PEER-REVIEWED PUBLICATIONS

- **Wilson, C.E.**, Keane, C. M., & Houlton, H.R. (2014) Understanding geoscience student transitions between the postsecondary degree and entry into the geoscience workforce. *L&O Bulletin*, 23(2), 30-33.
- **Wilson, C.E.**, Chambers, L.H., & Schoedinger, S. (2011) Triagency collaboration for the advancement of climate change education. *EOS*, 92(24), 204.

OTHER MAJOR PUBLICATIONS

- **ASEE** (2020). *COVID-19 & Engineering Education: An Interim Report on the Community Response to the Pandemic and Racial Justice*. American Society for Engineering Education, Washington, D.C. (I conducted the research, analysis, and major rewrites of this report)
- **Wilson, C.E.** (2020). *Current Status of the U.S. Engineering and Computing Workforce*. American Society for Engineering Education, Washington, D.C.
- **Wilson, C. E.** (2019). *Status of the Geoscience Workforce 2018*. American Geosciences Institute, Alexandria, VA (3rd edition written by me)
- **Wilson, C.E.**, editor (2018). *Directory of Geoscience Departments and Other Geoscience Organizations, 53rd Edition*. American Geosciences Institute, Alexandria, VA. (I edited this annual publication for 6 years)
- **Wilson, C. E.** (2018). *Status of Recent Geoscience Graduates 2017*. American Geosciences Institute, Alexandria, VA. (5th edition of this report)
- Geoscience Currents: <https://www.americangeosciences.org/workforce/currents>

SOCIAL MEDIA CONTACTS

Twitter: @carolynewilson

LinkedIn: <https://www.linkedin.com/in/carolynewilson/>

Google Scholar Profile: <https://scholar.google.com/citations?user=eECd--AAAAAJ&hl=en>

ORCID ID Profile: <https://orcid.org/0000-0002-6572-083X>

Catherine Kitchell
1648 Fitzgerald Lane
Alexandria, VA

December 7, 2021

Dear Parkfairfax Board of Directors,

I am interested in again being considered as a member of the Elections Committee. I served on the Committee last year and enjoyed the experience – I am sure I will enjoy it more now that I know how it works!

I have been an owner of my unit since 2010 - although I note that my mother was the original buyer of the unit when it first went condo and I attended middle and high school while living here. When she moved to Goodwin House, I bought her unit to be closer to my work at Bloomberg Law in Crystal City. I was a law librarian and editor of ***BNA's Directory of State and Federal Courts, Judges and Clerks***. (Bloomberg bought BNA in 2011.) I retired from Bloomberg in January 2020.

I have a variety of experience working on committees for both my professional and avocational interests. I very involved in Special Libraries Association, my professional association, both at the local and national level for the 30 years I worked for BNA/Bloomberg. I was Chair of the News Division and the Legal Division. I received the Board of Directors Award from the DC Chapter for my work as Treasurer and as a program planner.

I am also an avid bicyclist and have been Chair Potomac Pedalers, the area's largest cycling club. I have been Chair of the club and was the first recipient of their Lifetime Achievement Award.

In retirement I have spent many hours volunteering at Arlington Food Assistance Center and last year was honored as one of the top 15 volunteers in number of hours donated. Just this year I have started volunteering as a reading tutor for a 1st grader at Charles Barrett - what a great experience!

As always, I appreciate very much the hard work the Board does to keep Parkfairfax a great place to live. I enjoy running the book club – we have approximately 25 people on the email list I send out. We very much appreciate being able to use the party room for our meetings and look forward to any new renovations!

Thank you for your consideration.

Sincerely,

Catherine Kitchell

Lisa Michele Harger

EXPERIENCE

Kellogg, Hansen, Todd, Figel & Frederick, P.L.L.C.

February 2019 to present

Litigation Paralegal

- ♦ Manage several cases in the Washington, D.C. office.
- ♦ Cite-check, Bluebook, and prepare briefs for filing.
- ♦ Assist attorneys in preparing for trial, court hearings, depositions, and client meetings.
- ♦ Participate in meetings with clients, as well as local and opposing counsel.
- ♦ Conduct legal and factual research.

Morrison & Foerster (Washington, D.C.)

May 2012 to February 2019

Senior Litigation Paralegal

- ♦ Managed several cases in the Washington, D.C. office.
- ♦ Cite-checked, Bluebooked, and prepared briefs for filing.
- ♦ Assisted attorneys in preparing for court hearings, depositions, and client meetings, which included preparing PowerPoint and courtroom demonstratives using Sanction.
- ♦ Participated in meetings with clients, as well as local and opposing counsel.
- ♦ Conducted legal and factual research.
- ♦ Assisted case teams and clients in all facets of discovery.
- ♦ Identified potential sources of relevant custodian ESI, then managed internal resources or outside vendors to harvest, collect, and preserve custodian data while ensuring these processes meet the defensible forensic needs of the case.
- ♦ Utilized internal resources or outside vendors to apply keyword search terms to narrow universe of materials for review.
- ♦ Provided training and/or spot assistance to end users in Relativity, Concordance, West Case Notebook, CaseMap and Relativity.
- ♦ Liaised among attorneys, the electronic resource management department and vendors, particularly with e-discovery matters.

Pillsbury Winthrop Shaw Pittman (Washington, D.C.)

November 2008 to March 2012

Senior Litigation Support Analyst (November 2008 to March 2012)

- ♦ Served as the single point of contact for case team attorneys and paralegals for all assigned cases employing litigation support technology and services for the Washington, D.C. and Virginia offices.
- ♦ Provided upfront consulting to litigation teams on electronic discovery issues, such as data collection and preservation; assessed and recommended EDD platforms, related hosting options, and analytical tools.
- ♦ Identified potential sources of relevant custodian ESI, then managed internal resources or outside vendors to harvest, collect, and preserve custodian data while ensuring these processes met the defensible forensic needs of the case.
- ♦ Managed large document reviews involving numerous contract attorneys.
- ♦ Coordinated large document collections using hard copy documents and online review tools, such as Clearwell and Concordance.
- ♦ Used ASP's for culling electronic data collections, queries, reports, and document review and production.
- ♦ Assisted case teams and clients in all facets of discovery.
- ♦ Utilized internal resources and vendors to apply keyword parameters to narrow universe of materials for review.
- ♦ Created, designed and administered Concordance databases, FYI, Clearwell, CaseMap and LiveNote.
- ♦ Provided training and/or spot assistance to end users in Relativity, Concordance, Clearwell, CaseMap and LiveNote.
- ♦ Processed limited amounts of data in-house using LAW.
- ♦ Liaised between attorneys and vendors, particularly with respect to e-discovery matters.
- ♦ Monitored vendor performance, maintained project specifications and ensured budgets and schedules were met.
- ♦ Prepared PowerPoint presentations, video clips and other demonstrative exhibits for mediations, arbitrations, and trial.

Thelen Reid (Washington, D.C.)

September 2004 to November 2008

Litigation Support Analyst (June 2006 to November 2008)

- ♦ Created, designed and administered databases for all litigation support applications and the firm's extranet.
- ♦ Provided training and/or spot assistance for all litigation support applications and the firm's extranet.
- ♦ Assisted with orientation for new attorneys and legal assistants.
- ♦ Assisted case teams in effecting litigation holds, developing discovery plans and other facets of discovery.
- ♦ Acted as a liaison between attorneys and vendors, particularly with respect to e-discovery matters.
- ♦ Negotiated vendor pricing and prepare technical specifications for projects.
- ♦ Prepared PowerPoint presentations for mediations, arbitrations and client meetings.
- ♦ Created trial exhibits and video clips using Sanction.
- ♦ Coordinated trial support and equipment for out-of-town trials.
- ♦ Prepared "Litigation Support 101" articles for Thelen's quarterly internal publication called "IT News".
- ♦ Performed paralegal work on an as-needed basis.

Litigation Paralegal (September 2004 to June 2006)

- ♦ Assisted attorneys with case management and trial preparation for several construction litigations.

- ♦ Cite-checked, Bluebooked and prepared briefs for filing.
- ♦ Conducted legal and factual research.
- ♦ Trained and supervised the work of case assistants and temporary employees on as-needed basis.
- ♦ Served on paralegal training committee; conducted and assisted in developing multiple training sessions.

Baach Robinson & Lewis (Washington, D.C.)

August 2000 to September 2004

Litigation Paralegal

- ♦ As the lead paralegal for a client involved in international insolvency and financial fraud, experience included multi-jurisdictional criminal and civil litigations, asset forfeiture and recovery, and several global settlement negotiations.
- ♦ Provided case management, including document management and coordination with local counsel, and maintained case calendar for national and international litigations.
- ♦ Trained and supervised the work of team paralegals and file clerks, as well as temporary employees on an as-needed basis.
- ♦ Cite-checked, Bluebooked, and prepared briefs for filing.
- ♦ Coordinated discovery, including written discovery requests and responses thereto, document production from six different countries, and preparation of privilege log from all locations.
- ♦ Assisted attorneys in preparation for court hearings, depositions, and client meetings.
- ♦ Participated in meetings with and the hosting of clients, as well as local and opposing counsel.
- ♦ Provided support as needed to counsel for trials in England and Pakistan.
- ♦ Conducted legal and factual research, including new business development.
- ♦ Instituted off-site storage management system for client's materials in the United States.

SKILLS

- ♦ MS Office, Concordance/Opticon, Relativity, Clearwell, Sanction, CaseMap, West Case Notebook, Lexis-Nexis, Westlaw
- ♦ Certified Administrator in LAW Prediscovery
- ♦ EDD Certified User in LAW Prediscovery
- ♦ Certified in CaseMap

EDUCATION

Bachelor of Arts, University of Virginia (Charlottesville, VA)

1996