

Ward Two Board Vacancy Appointment Resolution Worksheet

Date: November 20, 2024

Suggested Motion:

“I move to appoint _____ as the Ward Two Board Representative for the Board term of November 2024 to April 2025.”

2nd:

Summary:

Attached are candidate statements and/or resumes for Catherine Kitchell, Elaine Lawler, and Alexandra Swan.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Caitlin Counihan				
Jeff Lisanick				
Amanda Mullan				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				

Catherine Kitchell
1648 Fitzgerald Lane
Alexandria, VA 22302
catherinekitchell@gmail.com

November 7, 2024

Dear Parkfairfax Board of Directors,

I am interested in being considered as a member of the Parkfairfax Board of Directors for Ward 2 through April 2025. I have been an owner at 1648 Fitzgerald Lane since 2010 and reside there. I am in good standing.

I note that while I have owned my condo since 2010, I first moved to Parkfairfax with my mother and brother in 1972 and my mother was the original buyer of my unit. This means I have been associated with Parkfairfax and have considered it a “homebase” for a very long time! (I leave it to others to figure out the exact number of years!)

I bought my mother’s unit when she moved to Goodwin House so I could be closer to my work at BNA when the company moved from downtown DC to Crystal City. I was a law librarian and editor of ***BNA’s Directory of State and Federal Courts, Judges and Clerks*** for 30 years. (Bloomberg bought BNA in 2011.) I retired from Bloomberg in January 2020.

I joined the Parkfairfax Book Club a few years after moving here and have been the main point of contact since 2021. We have an email list of approximately 50 “members” and between 6-10 come every month. It is, I must say, a congenial group! I have been on the Elections Committee for the last 4 years and am proud of the work we did revamping the elections process and making it fully electronic.

In addition, I have a variety of experience working on Boards and committees for both my professional and other avocational interests. I was very involved in Special Libraries Association, my professional association, both at the local and national level for the 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 and various other awards for my work with the News and Legal Divisions.

I am an avid bicyclist and have been Chair of Potomac Pedalers, the area's largest cycling club. I was the first recipient of their Lifetime Achievement Award. I have also spent many hours volunteering at Arlington Food Assistance Center and have been a reading tutor for a first grader at Charles Barrett Elementary School for the past 3 years. (My brother was a 5th grader there back in 1972!)

As always, I appreciate very much the hard work the Board does to keep Parkfairfax a great place to live and hope I can be helpful in continuing that work.

Thank you for your consideration and feel free to contact me for any additional information.

Sincerely,

Catherine Kitchell

Dear Parkfairfax Board of Directors,

I would like to volunteer for the open seat in Ward 2 on the Board of Directors. I have been a homeowner here in Parkfairfax since October, 2018.

Since the planes hit the buildings in New York on September 11th, I have devoted my career to service of our Government and Military as a contractor supporting Civilians and Soldiers at places such as the U.S. Air Force Academy and NORAD/NORTHCOM in Colorado and the U.S. Army (Pentagon/Ft. Belvoir) and U.S. State Department since moving to Virginia in 2011. Those positions are listed on the summarized resume enclosed.

Prior to committing myself to that course, I had mostly worked as an entrepreneur, having owned a Sonic Drive In and a Trucking Company, selling homes as a Realtor, and securities and insurance as a Financial Planner and Stock Broker.

I have owned and loved homes since I was 19 years old. I have seen business' run from the inside as an owner, from the outside as an employee, and as a steward and representative of our government.

I know that I do not bring the skills of an Architect or the savvy of an attorney, but I do bring a well-rounded intelligence, an amiable and kind demeanor, and the pride that comes from being your neighbor here in Parkfairfax.

I thank you for your consideration.

Sincerely,

Elaine L. Lawler
xoxoxoemily@hotmail.com

ELAINE L. LAWLER

Secret Clearance (Active) // Top Secret Clearance (Inactive)

Primary Phone: ██████████

Alexandria, Virginia 22302

xoxoxoemily@hotmail.com

BUSINESS SKILLS

Human Resources	Security	Executive Assistant	JPAS	Oversight
Management Practices	Publications Management	Facility Management	Decision-Making	Contracts
Logistics/Inventory Mg	Performance Optimization	Presentations	Scheduling	Payroll
Spreadsheets	New Business Development	P&L Responsibility	Negotiation	Budget
Management Processes	Profitability Improvement	Computer Technology	Publishing	Editing
Editor/Technical Writer	Word Processing	Minutes Taking	Correspondence	80 wpm
Budgeting & Finance	Resources Management	Strategic Planning	Financial Planning	Real Estate
Expense Reports	Program Management	Research	10 Key by Touch	Accounting

PROFESSIONAL EXPERIENCE

Department of State, Bureau of Diplomatic Security (DS/C/ST/RME)

Program Analyst IV - November 2021 to Present

Contract Award - Cherokee National Strategic Partners

Program Analyst: This position supports a team of Cybersecurity Risk Mitigation Engineers and Internet Experts who serve to protect internet services for Department of State employees both in the United States and at 270 Embassies and Posts worldwide.

PEO Soldier (PM/SPE and PM/SPIE) US Army Ft Belvoir, Virginia - January 2016 to November 2021

Program Analyst III, Operations/Property Book, Technical Writer/Publisher IV

Contract Award - NCI Information Systems, Inc. Oct 2011 – May 2020

PEO SOLDIER (PM SPIE) US Army Ft Belvoir, Virginia - September 2011 to January 2016

Logistics Analyst – Due-Out Coordinator – E-Order Coordinator – Unit Nametapes and Patches

Contract Award - NCI Information Systems, Inc. Oct 2011 – May 2020

CIO/G6 IRI (CM & ESD) US Army Pentagon - September 2010 to September 2011

Project Manager, Quality Assurance, and Executive Administration

Contract Award - NCI Information Systems, Inc. Oct 2011 – May 2020

NORAD/US NORTHCOM U.S. Air Force Colorado Springs, CO - January 2007 to September 2010

Program Coordinator

Contract Award - NCI Information Systems, Inc.

ADDITIONAL EDUCATION/TRAINING

- Realtor’s License – Brighton Colorado
- **Insurance Licenses obtained while employed through Prudential Financial**
 - Colorado Life, Accident, & Health (LA&H)
 - Colorado Property & Casualty (P&C)
- **Securities Licenses obtained while employed through Prudential Financial**
 - Series 7, General Securities Representative
 - Series 63, Uniform Securities Agent State Law
- **Air Force Specific Training**
 - Forms and Regulations Standards and Publication
- **Army Specific Training**
 - Pentagon Sponsored
 - Pentagon Action Officer Course
 - Cost Benefit and Analysis Training
 - GFEBs Training
 - PEO Soldier Sponsored
 - Improved Outer Tactical Vest (IOTV) Platform Trainer (a Train the Trainer Certification).
 - Completed the 10-day course Army Basic Instructor (ABIC Training).
 - Survival, Evasion, Resistance, and Escape (SERE) Training.
 - Defense Acquisition University - Acquisitions 101
 - Defense Acquisition University Defense Standardization Workshop – May 2019

November 15, 2024

Board of Directors
Parkfairfax Condominium Unit Owners Association
3360 Gunston Road
Alexandria, VA 22302

Good day,

I am writing to submit my name for consideration for the Ward Two vacancy on the Board of Directors for the term through April 2025. I have been a Parkfairfax resident owner since 2017, and I believe I would be a good candidate to fill the temporary vacancy due to my experience leading large projects, current work with teams and committees, and strong work ethic.

I currently serve on the Parkfairfax Architecture and Planning Board, as well as the Vestry (governing body) and Building and Grounds Committee at Christ the King Anglican Church. My work on these committees overseeing budgets, property, and business affairs has provided me with a solid foundation for a successful interim term on the board.

In my professional life, I work for the U.S. Coast Guard in research, development, and innovation where I lead a team of portfolio managers, work with program partners, and guide long-term strategic planning to ensure the Coast Guard research portfolio is delivered on time and provides necessary requirements and capabilities for the service.

I am very interested in this position and will ensure the work gets done while honoring and representing the best interests of the homeowners of our wonderful neighborhood.

Please do not hesitate to contact me should you require any additional information.

Very respectfully,

Alexandra Swan

ALEXANDRA PIQUÉ SWAN

EMPLOYMENT HISTORY AND EXPERIENCE

Strategic Planner, U.S. Coast Guard Office of Research, Development, Test and Evaluation and Innovation Program (CG-926) Washington, DC. October 2016 – Present

STRATEGIC PLANNING

- Leads the development of strategy, policy, processes, communication, and external engagement within the program to include oversight and execution of the annual Coast Guard Research Portfolio development process, the primary output of the R&D investment decisions that directs future work for both the Innovation Program and USCG Research and Development Center (RDC). The effort requires coordinating with interagency, departmental, academic, and operational stakeholders internal and external to USCG Headquarters. Methods employed specifically orient around the latest Operational Commander's priorities across the Atlantic and Pacific areas to ensure the selected portfolio aligns to the Coast Guard's highest priorities, is approved on schedule for RDC execution, and provides lasting value to the enterprise. The award-winning Research Portfolio development process maximizes transparency and trust and involves coordination with 100+ stakeholders and is valued at ~\$4M annually. Liaises directly with the primary USCG requirements owners during the project selection process and leads program portfolio managers in the execution of dozens of ongoing initiatives within the portfolio; Extremely nimble communicator ensures continuity with latest senior leadership requirements, keeps cross-programmatic collaboration intact and ensures deliverables are achieved on schedule in the dynamic RDT&E environment.
- Takes a leadership role in program strategic planning efforts (which includes RDC, Blue Technology Center of Expertise, Defense Innovation Unit detachment, and acquisition test and evaluation), including development of the Research, Development, and Innovation governance structure, Commandant Instruction (policy) development and updates, charters, and other governing documents. Coordinates with the Research, Development, and Innovation (RDI) Governance Council on development and authors the annual Deputy Commandant for Operations (DCO) and Deputy Commandant for Mission Support (DCMS) Research Priorities. These priorities provide strategic guidance to the workforce, ensuring RDI is focused on delivering solutions to the greatest mission needs of the Coast Guard.
- Manages all aspects and requirements of CG-926's responsibilities as part of the CG-9 strategic plan and resulting action initiatives, ensuring CG-926 is consistently aligned to broader Coast Guard, departmental and national strategies. Provides input for Coast Guard-wide strategy development, and Mission Support strategic/action plans.
- Leads the Portfolio Manager Strategy Working Group, tackling strategic challenges and areas for both continuous and substantive improvement. Facilitates working group meetings across a wide range of topics and leads solution development. Recent topics were increasing the transition of research efforts and project reviews with sponsors. Led effort to improve National Defense Authorization Act Transition Indicators of Success

report input to provide more substantive and thorough content to DHS, OMB, and Congress. This report states the end use/results of every product funded with the R&D appropriation, directly demonstrating the value of Coast Guard research.

COMMUNICATIONS AND OUTREACH

- Communications lead for all RDT&E and Innovation efforts, ensuring program successes and updates are shared with a broad audience, messaging is consistent, and aligned with leadership priorities. Examples include ensuring all Coast Guard Command Centers were informed of RDC's i911 technology, a web-based geolocation tool that uses smart phones for search and rescue, leading to service wide implementation that continues to save lives. Routine communication tasks involve briefs to Flag/SES leadership, responses to Congressional inquiries, DHS Science & Technology (S&T) coordination, briefs to IPTs, crafting of Senior Leader engagement primers, clearance of drafted talking points, white papers, or audits, and project transition data reporting, weekly reports, external articles, brochures, and fact sheets, as well as program correspondence and memos. Recent examples include project partnership opportunities with Denmark, a Commandant of the USCG meeting with the acting undersecretary for DHS S&T, a Research Portfolio brief to DCO/DCMS, and a Senate staff delegation visit to the Defense Innovation Unit to highlight potential initiatives that could benefit the Coast Guard.
- Ensures maximum interagency and industry exposure to the Coast Guard at the Navy League Sea Air Space conference and STEM events, coordinating with other directorates/programs to encourage participation and organizing booth and panel presentations by Coast Guard experts to educate the audience on Coast Guard capabilities. Successfully piloted and continued the series "Candid Conversations with Coast Guard Senior Leaders" with interviews with Commander Atlantic Area, Commander Pacific Area, DCO, and DCMS, and develops the interview primers with interview questions and coordinates logistics.

OVERSIGHT AND PARTNERSHIP SUPPORT

- Directed the growth of new partnerships and strengthened existing partnerships that closed Coast Guard knowledge, science and technology gaps – including creating an annual innovation brief for the Chief Acquisition Professional to present to the Coast Guard Academy graduating class (200+ cadets) that inspires a culture of innovation in the Coast Guard at all levels and conveys to the next generation their unique roles as innovators for tomorrow's Coast Guard. These briefs continue to be successful, resulting in a "special act" award and praise from both the CGA Dean of Academics and the presenting Admiral.
- Represents the Program on internal and external working groups including DHS S&T Transition Measures, conducting interviews with DHS regarding program customer feedback methodologies so they could build their own templates for the department. Participated in the DHS S&T R&D International Partnerships working group, providing

input to DHS' Strategy for International Innovation, Research, and Development which aims to increase global networks for scientific expertise and tech advancements to enhance security for the United States.

- Serves as alternate to Resources Manager for emergent requests in his absence, working with budget execution officers to provide Congressional Justification input and responding to other financial tasks. Provides daily guidance and directs the operations of administrative support contracted personnel, to include reviewing/editing documents for accuracy, setting priorities, and corrective counseling when necessary to ensure program needs are met and operations remain on track.

EDUCATION

- California State University, Fullerton, Bachelor's Degree in Political Science, July 2011
- Panetta Institute for Public Policy Fellowship – 2011

SECURITY CLEARANCE

- Secret

VOLUNTEER

- Parkfairfax Architecture and Planning Board, 2024 – Present
- Vesty (Governing Body), Christ the King Anglican Church, 2023 – Present
- Building and Grounds Committee, Christ the King Anglican Church, 2023 – Present