

# Application

## Profile

### FOR PUBLIC INFORMATION

All appointments to City Boards and Commissions are made by the City Council. Applications are reviewed and forwarded to City Council by the Executive Secretary for Boards and Commissions. Please complete this application in its entirety. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact City Council members by email to introduce themselves and express their desire to serve.

**APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME. DUPLICATE/MULTIPLE APPLICATIONS WILL NOT BE CONSIDERED.**

### New Applicant or Current Member

Current Member

Tamika  
First Name

Hutchinson  
Last Name

Email Address

Primary Phone

Alternate Phone

### Date of Birth

### Home Address

Street Address

Suite or Apt

City

State

22314  
Postal Code

Valiant  
Employer

Subcontract Administrator  
Job Title

Applicants may only apply for **ONE** board/commission/committee. Please note: If more than one board is selected, your applications **will not** move forward for City Council consideration.

### Which Boards would you like to apply for?

Commission For Women: Submitted

### Which position are you applying for?

Commissioner

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## Demographics

**Do you currently live in the City of Alexandria? NOTE: If your answer is no, a residency waiver is required for positions that are not specific to an organization or profession.**

Yes  No

**If yes, how long?**

34 years

**Have you ever attended a meeting of the Board or Commission for which you are applying?**

Yes  No

**Have you ever served the City of Alexandria in any capacity?**

Yes  No

**If yes, please explain**

Present member of the Commission for Women.

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## Interests & Experiences

**Statement of Interest**

Seeking

**Are you currently a member of a City Board, Commission, Committee or Authority?**

Yes  No

**If yes, please list the board:**

Commission for Women

**How many terms have you served on this board?**

2

**If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:**

I provided historical knowledge as we have had a lot of turnover on the Commission. I remain committed to seeking improvement in the lives of Women in Alexandria, healthcare, housing and equal employment are my key initiatives.

**Are you now paid by the City of Alexandria?**

Yes  No

**If yes, please state your department, job title, and describe your duties:**

N/A

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

Yes  No

**If yes, please explain:**

**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

Yes  No

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867 regarding the completion of a financial disclosure statement??**

Yes  No

## **EDUCATIONAL BACKGROUND**

I am few credits shy of my Bachelor's degree. I have over 17 years of experience in Subcontracts Management. I have numerous certificates to include the following: - Certified Pricing Administrator - Shipley Associates - Truth in Negotiations - Management Concepts - Costing/Pricing Data - George Washington University - Subcontracts Administrator - George Washington University

## **SUMMARY OF WORK AND PRACTICAL EXPERIENCE:**

My daily activities include: negotiation of Blanket Ordering Agreements, task order issuance, review of Subcontract monthly reports, invoice tracking and processing, and performance scorecard processing. Subcontract Program Management responsibilities, include coordinating w with other functional areas as needed to address Subcontractor performance status - cost, schedule, resources and risks. Ensure timely delivery of an acceptable deliverable in accordance with acceptance/rejection criteria, failure analysis reports, and applicable metrics. Capture support to include: obtaining appropriate line approvals and issuance of non-disclosure and teaming agreements; request for proposal issuance, cost and price analysis, applicable flow-downs provided, and ensuring that all requisite forms are completed accurately by Subcontractors. Work cross-company on Inter-Company Support Agreements.

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### New Applicant or Current Member

New Applicant

Nichelle  
First Name

Johnson Billips  
Last Name

Email Address

Primary Phone

Alternate Phone

### Date of Birth

### Home Address

Street Address

Suite or Apt

City

State

22305  
Postal Code

FHI 360  
Employer

Deputy General Counsel  
Job Title

Applicants may only apply for **ONE** board/commission/committee. Please note: If more than one board is selected, your applications **will not** move forward for City Council consideration.

### Which Boards would you like to apply for?

Commission For Women: Submitted

### Which position are you applying for?

Commission Member

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## Demographics

**Do you currently live in the City of Alexandria? NOTE: If your answer is no, a residency waiver is required for positions that are not specific to an organization or profession.**

Yes  No

**If yes, how long?**

Since 2010

**Have you ever attended a meeting of the Board or Commission for which you are applying?**

Yes  No

**Have you ever served the City of Alexandria in any capacity?**

Yes  No

**If yes, please explain**

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## Interests & Experiences

**Statement of Interest**

I have raised my children in Alexandria and would like to help support the City as it supports its residents. My professional work in international development supports families around the world as they seek to lead full and healthy lives. I would like to give some of that help closer to home. I believe that we can work together to alleviate the health and economic disparities women face. Let's continue the great work started by this Commission.

**Are you currently a member of a City Board, Commission, Committee or Authority?**

Yes  No

**If yes, please list the board:**

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Yes  No

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867 regarding the completion of a financial disclosure statement??**

Yes  No

## **EDUCATIONAL BACKGROUND**

see resume

## **SUMMARY OF WORK AND PRACTICAL EXPERIENCE:**

see resume

**REFERENCES - Please list names, phone number and/or email addresses of three references that support your application.**

Upload a Resume

Additional Document (statement of interest, letter of support, or recommendation, etc..)

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## **Non-Discrimination Data Supplemental Questions**

Nichelle Johnson Billips