

Personal Data Record Form

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

☒ New Applicant

Kendra
First Name

Green
Last Name

[Redacted]
Email Address

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

Date of Birth

[Redacted]

Home Address

[Redacted]
Street Address

[Redacted]
Suite or Apt

[Redacted]
City

[Redacted]
State

22314
Postal Code

Versar, Inc
Employer

Contracts Manager
Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.
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?

Citizen Member

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?

3 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

Interests & Experiences

Statement of Interest

As an advocate for gender equality and empowering women I am eager to contribute my skills and commitment to advancing the rights and opportunities of women in our community. I am excited about the prospect of collaborating with fellow members to create positive change and ensure that the voices of everyone in our community are heard and valued in our local government.

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

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

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:

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

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

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

Masters Business Administration, Carlow University, Pittsburgh, PA Juris Doctorate, Duquesne University, Pittsburgh, PA Bachelor of Arts, Slippery Rock University, Slippery Rock, PA

SUMMARY OF WORK AND PRACTICAL EXPERIENCE:

Contracts Manager negotiating and managing the life cycle of legal contracts for the past 9 years.

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..)

Non-Discrimination Data Supplemental Questions

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New Applicant or Current Member

☒ Current Member

Crystal Kramer
First Name Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Primary Phone Alternate Phone

Date of Birth

[Redacted]

Home Address

[Redacted] [Redacted]
Street Address Suite or Apt
[Redacted] [Redacted] 22304
City State Postal Code

Kramer Elias, PLLC Attorney
Employer Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.
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?

Citizen

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?

9 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

I have had the pleasure of serving as a Commissioner on the Alexandria Commission for Women since December 2020. I am currently serving my second consecutive term as the Chair of the Commission for Women, and prior to this I served as First Vice Chair.

Interests & Experiences

Statement of Interest

I am writing to express my sincere interest in a position on the City of Alexandria's Commission for Women. I have called the City of Alexandria home for almost nine years. I have had the honor of serving on the Commission for Women for three years, over two of which I have served on the Executive Board. During my tenure, we have brought the Commission out of a dearth of activity caused by COVID, and we have had wonderful success engaging in the community and with City Council as well as hosting several educational webinars/seminars focused on women's-related issues. The Commission has a strong group of commissioners who are passionate about both serving their community as well as advocating on behalf of the City's women, and I hope to continue serving as a Commissioner as well as Chair of this Commission.

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?

1

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:

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

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

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

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If yes, please explain:

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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

Juris Doctor, George Mason University School of Law, Arlington, VA, 2012 Bachelor of Arts, James Madison University, Harrisonburg, VA, 2007 Bar Admissions: Virginia State Bar (2013); Eastern District of Virginia (2013)

SUMMARY OF WORK AND PRACTICAL EXPERIENCE:

Commission for Women, City of Alexandria - First term (Dec. 2020 - Dec. 2023) Kramer Elias, PLLC - Co-Owner/Manager of private law firm founded in 2023. Democratic Party of VA and City of Alexandria (2020 - present) - Serve as a Voter Protection Attorney every election day. Offit Kurman - Practice Group Leader Attorney (progressed from associate to counsel to principal from 2014 to present and appointed Practice Group Leader by the firm in October 2020) - As Practice Group Leader I manage all attorneys and paralegals of the Landlord Representation Group, specifically managing workflow delegation, monitoring work quality, identifying staffing needs, developing a group marketing budget, building team unity, and improving trust, knowledge, and confidence of the group within the practice of law. As a Principal Attorney I represent clients in all aspects of commercial litigation, landlord-tenant litigation, and simple estate matters. Expert in trial and pre-trial practice in general district court and experienced in trial and pre-trial practice in circuit court and federal district court. Skilled at drafting pleadings, demands, motions, discovery documents, lease agreements, and settlement agreements as well as project management, litigation administration, and research. Serve as general corporate advisor to clients on legal issues prior to and during litigation. Presenter at a variety of seminars and CLEs. As Chair of the Diversity and Inclusion Committee's Leadership and Advancement Task Force and Member of the Women's Initiative I have spearheaded the development of new firm policies regarding promotions and advancement of attorneys to leadership positions. Virginia Women Attorneys Association, Northern Virginia Chapter - Served in various capacities on the Board of Directors and currently a non-Board member. Seeking to increase education about issues unique to women in the practice of law and effectuate positive change for women in law and low income women. Hold educational and social events for members. Hold philanthropic events to support charities that serve disadvantaged women. Fairfax County Bar Association (2015 - present) - Co-chair of the GDC Committee where I work with fellow attorneys and the judges of the General District Court to improve the practice of law, particularly during the pandemic. We have recently founded the Equal Access to Justice Committee, on which I also serve as a member. Northern Virginia Pro Bono Law Center (2015 - present) - volunteer as a pro bono attorney representing low-income tenants in disputes with their landlords.

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..)

Non-Discrimination Data Supplemental Questions

By submitting this application electronically, I hereby certify that all information contained herein is true and complete and that the transaction will be subject to the Virginia Uniform Electronic Transactions Act..