
Name of Council Member

UNCONTESTED APPOINTMENTS

Endorsement

Alexandria Caen Sister City Committee

(2-year term)

2 Citizen Members

_____ Kerem Bilge*

_____ Laura Withers

Children, Youth and Families Collaborative Commission

(1-year term)

1 High School Student

_____ Annabelle O'Keefe*

Citizen Corps Council

(3-year term)

1 representative of Alexandria civic associations

_____ Donna Reuss

Patrick Moran, Chairman

Commission on HIV/AIDS

(3-year term)

2 Citizen Member

_____ Sarah Bueter

_____ Robert Whitman

Community Services Board

(3-year term)

1 Citizen Member

_____ Jenna Mukai

Potomac Yard Design Advisory Commission

(2-year term)

1 representative of Potomac West area

_____ Sean Sweeney

***incumbent**

Personal Data Record Form*incumbent***Profile****FOR PUBLIC INFORMATION**

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New Applicant or Current Member☒ Current Member

Kerem

First Name

Bilge

Last Name

Email Address

Date of Birth**Place of Birth****Home Address**

Street Address

City

Primary Phone

Suite or Apt

State

22314

Postal Code

Alternate Phone

US Dept. of State

Employer

Foreign Service Officer

Job Title

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

Which Boards would you like to apply for?

Alexandria-Caen Sister City Committee: Submitted

Kerem Bilge

Type of Position/Role

citizen member

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

20 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 been on the Alexandria-Caen Sister City Committee since 2015. I have supported our speaker series and other programs, and was the lead organizer of our D-Day Commemoration Program in 2016, 2017, 2018, and 2019. Along with Mayor Wilson, I represented Alexandria at the 75th anniversary of D-Day in Caen in 2019. COVID shut us down in 2020, but we are beginning to plan a program in 2021 that will be either virtual or in-person.

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I am currently planning the 2020 D-Day Commemoration, which will be either be virtual or in-person, and wish to follow that project to completion. I also want to continue assisting our committee with other projects.

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

☒ Yes ☐ No

If yes, please list the board:

Alexandria-Caen Sister City Committee

How many terms have you served on this board?

three (and one half term)

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:

It looks like I will be continuing in a domestic assignment for work for the next two years so am available to serve. I feel I have provided successful leadership in building the D-Day program and would like to continue working on it as we slowly exit the COVID era. I think I can continue to build the program and then turn it over to another member when I finally do go overseas for work. I also look forward to building on the contacts I made last year with our counterpart committee in Caen,

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

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:

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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?

☒ Yes ☐ No

Kerem Bilge

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

--National Defense University, College of International Security Affairs: Master of Arts in Security Studies, counterterrorism concentration (distinguished graduate), 2019 --Naval War College: Command and Staff Diploma (with highest distinction), 2017 --National Intelligence University: Master of Science in Strategic Intelligence (MSSI), Russia-Eurasia concentration, 2015. --Naval Postgraduate School: Graduate Certificate in Space Systems, 2009. --University of Texas at Austin: graduate study in public policy, no degree, 1995. --University of California, Los Angeles: Bachelor of Arts, Psychology and Political Science, 1993.

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

1995-present: Foreign Service Officer, U.S. Dept of State 2000-present: U.S. Navy Reserve (rank of commander) Specific assignments: 2020-present: Bureau of Intelligence and Research, U.S. Dept of State 2019-2020: military leave from State Dept -- Navy Foreign Liaison Office (now Foreign Attache Affairs), the Pentagon 2018-2019: military leave from State Dept -- MASS program, NDU/CISA 2017-2018: Bureau of Counterterrorism, U.S. Dept of State 2015-2017: Office of Russian Affairs, U.S. Dept of State Volunteer Experience with Honor Flight veteran program (www.honorflight.com), which brings veterans from the Second World War, Korea, and Vietnam to Washington for a daylong tour of their memorials -- note this program is currently suspended due to COVID-19. --Greeted more than 100 flights arriving at Reagan DCA since 2010. --Serves as an all-day tour guide five times a year for Badger Honor Flight of Madison, Wisconsin

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[Redacted references section]

Non-Discrimination Data Supplemental Questions

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Profile**FOR PUBLIC INFORMATION**

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New Applicant or Current Member

☒ New Applicant

Laura

First Name

Withers

Last Name

Email Address

Date of Birth**Place of Birth****Home Address**

Street Address

City

Primary Phone

Suite or Apt

State

22304

Postal Code

NTCA - The Rural Broadband
Association

Employer

VP, Strategic Communications

Job Title

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

Which Boards would you like to apply for?

Alexandria-Caen Sister City Committee: Submitted

Laura Withers

Type of Position/Role

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

5 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/Why You Should Be Appointed

I am interested in opportunities to marry my love of French culture, my love of Alexandria and my French language skills. I am also interested in meeting more of my fellow Alexandria residents and helping the city find economic development opportunities.

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:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

[Upload a Resume](#)

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:

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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?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Bachelor's of Science, Journalism - Ohio University Institute for Organizational Management - certificate of organizational management (IOM)

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

I have worked in communications and public relations for more than 15 years, and before that worked as a newspaper reporter and editor. I double majored in journalism and French language for my undergraduate degree (Ohio University) and pursued additional PR and communications training on the job in subsequent years. I have held several titles with my current employer and have volunteered with the Animal Welfare League of Alexandria and the Symphony Orchestra League of Alexandria, although I have held no titles with those organizations.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[REDACTED]

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Date of Application

[REDACTED]

Personal Data Record Form*incumbent***Profile****FOR PUBLIC INFORMATION**

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New Applicant or Current Member☒ New Applicant

Annabelle

First Name

O'keefe

Last Name

Email Address

Date of Birth**Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22305

Postal Code

Primary Phone

Alternate Phone

Employer

Job Title

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

Which Boards would you like to apply for?

Children, Youth And Families Collaborative Commission: Submitted

Annabelle O'keefe

Type of Position/Role

Youth Representative High School Student

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

17 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've been on the board for the past year.

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I am currently a junior at Bishop Ireton High School in Alexandria. I've lived in Alexandria my entire life and am interested in being involved in my community and continuing to serve on the board.

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

☒ Yes ☐ No

If yes, please list the board:

Youth, and Families Collaborative Commission

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:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

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:

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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?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

St. Mary's School, Alexandria, Pre-K - 8th grade, 2008-2018 Bishop Ireton High School, Alexandria, Junior, 2018- Present

Annabelle O'keefe

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Diocese of Arlington Workcamp, Fredericksburg, VA — Volunteer JUNE 2019 Participated in a week long service project to meet the needs of those less fortunate in the King George, Virginia community.
Highland Park Pool, Alexandria, VA — Cashier MAY-AUGUST 2018 Tauxemont Nature Camp, Alexandria, VA - Camp Counselor 2016-2018 I'm also a full time summer babysitter for children age 2-12.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[REDACTED]

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Date of Application

[REDACTED]

Hi Amy,

For when onboarding for boards and commissions vacancies happens on March 8th, I would like to give my strong endorsement of Donna Reuss to serve as the Civic Association representative. She has been attending meetings and has shown herself to be extremely supportive of the CCC mission as well as the ResilientALX subcommittee.

Thank you, and talk soon!
Patrick

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New Applicant or Current Member☒ New Applicant

Donna

First Name

Reuss

Last Name

Email Address

Date of Birth**Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22314

Postal Code

Primary Phone

Alternate Phone

Retired

Employer

Job Title

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

Which Boards would you like to apply for?

Citizen Corps Council: Submitted

Donna Reuss

Type of Position/Role

Civic Association Representative

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

27 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

Nothing in a paid capacity but I currently volunteer with Volunteer Alexandria as an Emergency Preparedness Consultant and before COVID I taught yoga as a volunteer at the Alexandria Adult Detention Center.

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I wish to lend my extensive experience and insight from a 20-year career as a National Security Emergency Management professional at the Federal Emergency Management Agency and Department of Defense, and apply my skills and expertise in emergency management policy, planning, operations, training, and interagency leadership to help assess readiness and guide the City of Alexandria toward comprehensive preparedness and resilience in all threat contingencies.

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?

Donna Reuss

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:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

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:

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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?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

BA in Bi-Lingual Business Administration; MA in Geography and Regional Planning; and numerous emergency management-related and leadership seminars and certificates in my capacity as a senior emergency planner/manager with FEMA and the Department of Defense. Please contact me if specifics are required.

Donna Reuss

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Extensive past career experience as provided on the attached resume. Current volunteer experience includes 7 years working with Volunteer Alexandria as an emergency preparedness consultant responsible for planning, documenting, training, and exercising the Volunteer Reception Center process under Emergency Support Function (ESF) 16, Volunteer and Donations Management of the City of Alexandria Emergency Operations Plan.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[REDACTED]

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Date of Application

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New Applicant or Current Member

☒ New Applicant

Sarah

First Name

Bueter

Last Name

Email Address

Date of Birth**Place of Birth**

Home Address

Street Address

City

Primary Phone

Suite or Apt

State

22314

Postal Code

Alternate Phone

USAID

Employer

Contracting Officer

Job Title

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

Which Boards would you like to apply for?

Commission on HIV/AIDS: Submitted

Sarah Bueter

Type of Position/Role

citizen member

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

10 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/Why You Should Be Appointed

I have lived in the region since 1995. In 2011 I was able to purchase a home in Alexandria. I have been working as a member of the foreign service for USAID. As a Contracting Officer with USAID I learned about the specific needs of the communities in which we were working and made possible the assistance we provided. I am skilled at looking at a problem holistically, yet focusing the efforts of myself and others on the areas where an impact can be made. I am a team player, organized, thoughtful, friendly, and enthusiastic. I can get things done. I want to help Alexandria continue to make things happen and use my skills to benefit the community as a whole. Working for this commission will benefit not just those with HIV/AIDS but the whole area. I hope to work with other community members interested in the great work the city does.

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?

Sarah Bueter

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:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☐ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

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:

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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?

☐ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Bachelor of Science in Business Administration, University of Florida. classes towards MBA with University of Dayton in Dayton, OH and Marymount University Arlington VA.

Sarah Bueter

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Foreign Service Contracting Officer - within the past 5 years served in the Republic of Georgia and the country of Bosnia-Herzegovina. I am now posted to Washington DC.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[REDACTED]

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Date of Application

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New Applicant or Current Member

☒ New Applicant

Robert

First Name

Whitman

Last Name

Email Address

Date of Birth**Place of Birth**

Home Address

Street Address

City

Primary Phone

Suite or Apt

State

22302

Postal Code

Retired

Employer

Practice Manager for Medical
Offices

Job Title

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

Which Boards would you like to apply for?

Commission on HIV/AIDS: Submitted

Robert Whitman

Type of Position/Role

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

28 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/Why You Should Be Appointed

I am a retired nurse who has worked in the HIV field as a practice manager and would like to serve my community now that I am retired.

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:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

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:

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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?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Retired emergency room nurse and as a practice manager.

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

I worked at an HIV service for several years as the Practice Manager and feel as a retired medical professional & as a member of the LGBTQ community, would help me as a member of this commission.

Robert Whitman

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[REDACTED]

Non-Discrimination Data Supplemental Questions

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**Non-Discrimination Data Supplemental Questions
For Applications to City Boards, Commissions, and Committees**

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The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

Date of Application

[REDACTED]

Personal Data Record Form

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New Applicant or Current Member☒ New Applicant

Jenna

First Name

Mukai

Last Name

Email Address

Date of Birth**Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22304

Postal Code

Primary Phone

Alternate Phone

Employer

Job Title

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

Which Boards would you like to apply for?

Community Services Board: Submitted

Jenna Mukai

Type of Position/Role

Demographics

Do you currently live in the City of Alexandria?

☐ Yes ☐ No

If yes, how long?

25

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

Question applies to Community Services Board

Have you been a resident of the City of Alexandria for at least one year?

☐ Yes ☐ No

Question applies to Community Services Board

Are you a consumer (former direct recipient of public or private mental health, developmental disability, or substance abuse treatment or rehabilitation) or immediate family member of a consumer or a principal care giver who is not paid?

☐ Yes ☐ No

Question applies to Community Services Board

Are you an employee or board member of an organization which receives funding from any Community Services Board?

☐ Yes ☐ No

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

As a highly skilled human services worker, I was excited to see there was a vacancy for a new member on the Community Services Board (CSB) for the City of Alexandria. I would very much like to be considered for the position as I believe I would make a valuable addition to the board. Why Social Work... I became a social worker because I have a strong motivation to help individuals become the best versions of themselves. My values of integrity, trust, and respect have prepared me for the social work profession. Taking pride in completing tasks even if they required putting in extra working hours and a desire to work with people from diverse backgrounds are personal strong traits that have defined my interest in this profession. What I have to offer... With more than ten years' experience in both direct practice as well as more macro/policy related fields, I am confident I will be a valuable asset to the team. I believe that time management and customer service skills are crucial, and I am strongly detail oriented. I aspire to help individuals become the best versions of themselves. Background... My unique background has given me the ability to work well with individuals coming from many different cultural and ethnic backgrounds and I am a huge advocate of taking a team-oriented approach to situations. This has proven useful when it comes to developing positive, professional, and lasting relationships. Personal Connection... The reason why I am so passionate about this particular position is because I believe that no matter who you are, where you came from, or what your background is, if you need help, I want to be able to help connect you to resources in order to become the best version of yourself. Throughout the years, I have worked with a diverse group of clients, colleagues, supervisors, etc. and I am thankful for the exposure and many lessons learned. Goals and Aspirations... My goal is to create equal opportunity, focusing on improving the well-being of individuals and erasing the stigma that surrounds mental health concerns. The intent is to be a catalyst on a mission to create social change in complex and diverse environments – this can be accomplished by using my knowledge to turn theories and techniques into actions that benefit the community. My goal is to give no matter how small my contribution. I have an intense eagerness to enter the work field, and through dedication and devotion, I am confident in my ability to excel as a board member of the CSB for the City of Alexandria.

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:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

[Upload a Resume](#)

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?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

EDUCATION Bachelor of Science in Human Development Virginia Polytechnic Institute and State University – Blacksburg, VA Dean's List Student for seven out of eight semesters Bachelor of Science in Sociology Concentration in Criminology Virginia Polytechnic Institute and State University – Blacksburg, VA Dean's List Student for seven out of eight semesters Master of Social Work Virginia Commonwealth University – Richmond, VA Academic Certificate of Completion: School Social Work

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

PROFESSIONAL EXPERIENCE School Social Worker 2019 – 2020 Henrico County Public Schools – Henrico, VA (21+ Hours/Week) • Supported and cultivated relationships with community social workers and leaders. • Observed meetings including IEPs, Child Finds, Eligibility, Social Histories, RTI, and FBA/classroom observations. • Researched history of attendance from previous year in order to make informed decisions to maintain proactive stance. Assessed students for negative behaviors when meeting with parents. • Conducted diagnostic interviews with students. • Conducted social history interviews with parents. • Utilized assessment tools such as the Vineland and Hawthorne. • Worked with school counselors to collaborate to identify the needs of students as well as to implement the necessary supports. • Attended trainings to gain more information on combating negative behaviors. • Conducted Risk Assessments to focus on protective factors and risk factors. • Identified which tier of support a student falls under and if they need to be referred to outside resources in the community. • Determined resources that teachers could use to better support students. Director (Summer Recreational Programs' Staff) 2019 Arlington County Youth and Family Programs – Arlington, VA (40 Hours/Week) • Oversaw a

Jenna Mukai

camp consisting of nine counselors and sixty participants. • Facilitated staff meetings. • Planned, led, and conducted recreational activities. • Ensured each activity was setup and all materials were available. • Verified staff knew what needed to be done for each activity. • Brainstormed inclusion activities to ensure all participants, even those with disabilities, could participate. • Filed incident report forms when necessary. • Worked closely with Assistant Director to ensure all program standards were being met (i.e., Physical Activity, Arts & Craft Activity, Nature Activity, Movement Activity, Wellness Activity, Water Activity, etc.) • Prepared for field trips. • Conducted fire drills and shelter in place drills. • Corresponded with outside contractors and other camps in the county to collaborate. Youth Counselor 2019 Child and Family Healing Center at UMFS – Richmond, VA (80 Hours/Week) • Participated as a member of the treatment teams in the residential program to meet the social, recreational, behavioral, and educational needs of youth exhibiting acute emotional and behavioral difficulties. • Planned, implemented, and participated in social and recreational activities for youth. • Provided a safe and therapeutic milieu that met the physical and emotional needs of the residents. • Implemented treatment protocols established by a multi-disciplinary team. • Attended to the administrative functions by, completing required documentation and actively participating in professional development opportunities offered at UMFS. • Provided supervision to youth in close proximity to hear and see them at all times. • Showed an interest in residents by interacting with them regarding their day, and had a working knowledge of their background, family and community. • Actively engaged with youth in facility and recreation activities. • Assisted clients with homework and school related activities. • Supervised and monitored youth and activities in accordance with applicable regulations, policies and procedures. • Maintained and promoted a positive, constructive and therapeutic environment by maintaining a harmonious environment that facilitated constructive group activities throughout the treatment milieu. • Served as a role model for youth in the areas of ethics, morals, appearance, spirituality, lifestyle principles, and by using techniques outlined in Foundation and Mandt Training. • Understood treatment and program philosophy and implemented when interacting with youth. • Effectively followed recreation schedule. • Used appropriate Mandt techniques to intervene and deescalate including physical restraining if necessary in the event of an immediate threat. • Contacted nurse and on call manager if a physical restraint occurred and completed any required documentation and notification of guardian. • Provided crisis intervention for residents, including the use of approved verbal and physical intervention techniques. • Implemented the agency's Positive Behavioral Support practice according to policy and procedures. • Practiced healthy conflict resolution. • Responded adequately to emergencies and potentially unsafe situations with clients. • Taught and role modeled social skills included effective interpersonal skills, appropriate feedback, boundaries, dress, language, conversation skills, impulse control, good manners, reliability, respect, and honesty. • Taught youth to advocate getting their needs met by using "I" statements. • Administered medication as prescribed to clients and documented medication doses. • Provided positive behavior support through identifying strengths and strategies to support youth such as encouragement, clear and consistent limit setting, redirection, identifying appropriate options, and group management skills. • Used Collaborative Problem-Solving techniques to help clients with challenging behaviors and building healthy relationships. • Taught and role modeled independent living skills including effective personal hygiene, cleaning chores, laundering, money management, and cleanliness of personal areas. • Prepared meals and conducted food inventory in the facility. • Taught, coached, role modeled, and involved youth in all aspects of meal preparation including portion control, table setting, meal etiquette, kitchen clean-up, sanitary food handling, and food storage according to health standards. • Facilitated and documented a variety of therapeutic interventions designed to support group development regarding the youths' treatment plans including, but not limited to, daily goal setting, evaluation of daily expectations, conflict resolution, psychoeducation groups, recreational groups, and expressive therapeutic activities. • Documented serious incidents' reports. • Provided client transportation safely to appointments, shopping visits, recreational events, etc. Associate for Congregational Social Work 2018 – 2019 First Baptist Church of Ashland – Ashland, VA (14+ Hours/Week) • Supported and cultivated relationships with community social workers and leaders. • Networked with corporate, faith, education, and government leaders. • Identified relevant community stakeholders. • Provided administrative support relevant to the social work mission of the church. • Analyzed and described current church social change programming and special events. • Screened and provided support and referrals for community clients. • Developed relationship and partnership with onsite Virginia Institute of Pastoral (VIP) Care. • Maintained and expanded on church referral system. • Shadowed VIP Care counseling services • Helped connect and refer congregants and non-church members to applicable resources. • Maintained and updated resource database. • Submitted weekly conference agendas and monthly process recordings to supervisor. • Attended staff meetings monthly and as needed. • Shadowed Senator McClellan's Chief of Staff. Administrative/Marketing Assistant/Summer

Hiring Manager 2017 – 2018 Arlington County Youth & Family Programs – Arlington, VA (40+ Hours/Week) • Trained in the provision of technician support through performing a wide variety of direct services to the public such as personal assistance, providing technical services support, preparing displays, and implementing program activities. • Oversaw calendar/email maintenance and appointment scheduling while providing administrative support for executive-level staff. • Edited and formatted draft correspondence prepared by staff members and provided time-sensitive documents to supervisors. • Filed documents and maintained an organized/efficient office environment and supported complex, deadline-driven operations. • Maintained a filing system exclusively for all sensitive information used throughout the department. • Developed and maintained administrative process to achieve organizational objectives. • Served on special event committees performing tasks such as planning, researching, and facilitating activities within the community. • Delegated assignments and tasks to volunteers. • Assisted in maintaining accountability records, performing unit inventories, balancing credit card statements, and creating spreadsheets/expense reports. • Performed maintenance on unit's paper archives and soft files.

Assistant Director (Summer Recreational Programs' Staff) 2018 Arlington County Youth & Family Programs – Arlington, VA (40+ Hours/Week) • Assisted the director with overseeing a camp consisting of two counselors and two volunteers with a range of participants • Planned, led, and conducted recreational activities for drop in evening park programs at various parks within the Arlington community. • Ensured each activity was setup and all materials were available. • Verified staff knew what needed to be done for each activity. • Brainstormed inclusion activities to ensure all participants, even those with disabilities, could participate. • Filed incident report forms when necessary. • Worked closely with Director to ensure all program standards were being met (i.e., Physical Activity, Arts & Craft Activity, Nature Activity, Movement Activity, Wellness Activity, Water Activity, etc.)

Out of School Time/Family Programs/Family Marketing Staff 2017 – 2018 Arlington County Youth & Family Programs – Arlington, VA (40+ Hours/Week) • Assisted in the after-school program which consisted of homework help, physical activities, creative arts' projects, and nutrition visits from registered dietitians. Served as camp staff during teacher workdays and school breaks varying from one to four days of programming. • Planned, led, and conducted recreational activities for family programs/classes.

Recreation Assistant II (Summer Recreational Programs' Staff) 2015 – 2017 Arlington County Youth & Family Programs – Arlington, VA (40+ Hours/Week) • Planned, led, and conducted recreational activities for countywide elementary camps. • Assisted in behavior management of participants. • Ensured each activity was setup and all materials were available. • Compiled important documents with sensitive participant information and evaluated activities and participants. • Verified staff knew what needed to be done for each activity. • Worked one-on-one with two different diabetic participants, administering insulin, forms of glucose, and blood sugar tests. • Brainstormed inclusion activities to ensure all participants, even those with disabilities, could participate.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

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New Applicant or Current Member

☒ New Applicant

Sean

First Name

Sweeney

Last Name

Email Address

Date of Birth**Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22305

Postal Code

Primary Phone

Alternate Phone

Accenture

Employer

Government Relations Manager

Job Title

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

Which Boards would you like to apply for?

Potomac Yard Design Advisory Committee: Submitted

Sean Sweeney

Type of Position/Role

Potomac West Representative

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

7 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/Why You Should Be Appointed

I'm interested in serving on the Potomac Yard Design Advisory Committee, because I'm deeply invested in the long-term success of Potomac Yard and the surrounding area. I lived in Potomac Yard from April 2017 to December 2019, witnessing first hand how thoughtful development can provide Alexandrians with enriching places to live, work, shop, and socialize. While I no longer live in Potomac Yard, my wife and I are now proud homeowners a half a mile away in the Hume Springs neighborhood, where I currently serve as president of the Hume Springs Civic Association. My position as president of a nearby civic association -- representing an incredibly diverse neighborhood -- gives me a valuable perspective on the needs and desires of local residents. As the redevelopment of Potomac Yard continues, I want to help ensure that the needs of all residents are considered and that the area becomes a vibrant center of community life.

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

☐ Yes ☒ No

If yes, please list the board:

Sean Sweeney

How many terms have you served on this board?

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Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

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[Upload a Resume](#)

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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?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

High School Diploma: Malden Catholic High School, Malden, MA Bachelor of Arts in International Relations: College of William & Mary, Williamsburg, VA

Sean Sweeney

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Accenture - Government Relations Manager (Feb. 2020 to present) Lead Accenture's federal engagement on issues related to artificial intelligence and other emerging technology issues. Coordinate with internal stakeholders across the company to develop responses to proposed policies and regulations. Work through trade associations to shape industry engagement with executive and legislative branches. Office of Governor Ralph Northam - Deputy Director of Intergovernmental Affairs (Jan. 2018 to January 2020) Served as liaison between the governor's office and key stakeholders in Washington. Developed strategic relationships with congressional staff. Advocated for the governor's policy priorities before federal agencies. Staffed the governor at events in Washington. Office of Senator Mark Warner - Legislative Correspondent, State Scheduler, Driver (Jan. 2015 to Jan. 2018) Served as the primary staffer for the senator's work on the Senate Budget Committee. Drafted legislation on technology issues, wrote letters to federal agencies, organized staff roundtables, wrote vote recommendations for the senator, and met with constituent and industry groups. Drove the senator to events throughout Virginia and Washington, D.C. area. Staffed the senator and was responsible for execution of schedule. Assisted with wrangling of press.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

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