
Name of Council Member

Endorsement

CONTESTED APPOINTMENTS

Community Criminal Justice Board

(2-year term)

1 Citizen Member

_____ Sharron Jones

_____ Jenna Murray

_____ Brian Szmak

_____ Marisa Tordella

_____ Timothy Wigder

_____ Charles Wilson

Personal Data Record Form

Profile**FOR PUBLIC INFORMATION**

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New Applicant or Current Member☒ New ApplicantSharron
First NameJones
Last Name

Email Address

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

Street Address

Suite or Apt

City

State

22302
Postal Code

Primary Phone

Alternate Phone

Library of Congress
EmployerInventory Mgt Technician
Job Title

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

Which Boards would you like to apply for?

Community Criminal Justice Board: Submitted

Sharron Jones

Type of Position/Role

Any

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

6 months

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 new to the City and my interest is learn and assist how I can make a difference in creating new programs for criminals returning to society and programs to prevent our youths from becoming criminals Like to meet other residence and make new friends as well.

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:

Sharron Jones

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.):

Pre Paralegal Studies George Washington University

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

No experience from past 5 years Law Library Circulation Mgr 8 years Legal Secretary 9 years

Sharron Jones

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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Date of Application

[REDACTED]

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New Applicant or Current Member☒ New Applicant

Jenna

First Name

Murray

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 Navy

Employer

PO1

Job Title

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

Which Boards would you like to apply for?

Community Criminal Justice Board: Submitted

Jenna Murray

Type of Position/Role

Citizen

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

3 months

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

As a new member of the community and area, I am looking to do my part and be involved in the community. What draws me to this committee, is actually my lack of knowledge or experience in this specific field. I wanted to explore something that is new to me, so that I can become a more well -rounded citizen. As per the description of this committee, I feel passionate about redefining and aiding in the assistance of reformation to those who have found themselves subject to the courts. Two members of my immediate family, and one of my extended family members have been/are serving time in the jail and prison systems, so I have experience in witnessing the process and its short-comings, successes, follow-up, etc. I would love to provide a fresh set of eyes and a new mind to such a crucial community agenda.

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?

Jenna Murray

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.):

B.S. Finance-Clarion University of PA Various Navy technical schools, leadership courses, sexual assault training, equal opportunity training, suicide awareness training, etc.

Jenna Murray

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

USS Kearsarge CE Division Leading Petty Officer- Led division of 30 Sailors in the daily duties and responsibilities to complete ship's mission and operational commitments. Facilitated numerous technical training sessions as well as leadership, safety, career, and individual training. Divisional Career Counselor- Led 30 Sailors through individual Career Development Boards and courses to prepare them for career decisions and transition to civilian life. Command Resiliency Team- In charge of facilitating command surveys, analyzing data, and conducting focus groups to determine command issues, how to address them, and put plans into motion to improve them.

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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Date of Application

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New Applicant or Current Member☒ New Applicant

Brian
First Name

SzmaK
Last Name

[REDACTED]
Email Address

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

[REDACTED]
Street Address

[REDACTED]
City

[REDACTED]
Primary Phone

[REDACTED]
Suite or Apt

[REDACTED]
State

22305
Postal Code

[REDACTED]
Alternate Phone

Law Office of Samuel C. Moore,
PLLC
Employer

Associate Attorney
Job Title

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

Which Boards would you like to apply for?

Community Criminal Justice Board: Submitted

Brian SzmaK

Type of Position/Role

Citizen/Member

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

1 Week

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 been a licensed attorney in Virginia since 2017, and have have lived in Northern Virginia since then. I first moved to Arlington while I worked in Falls Church at a civil law firm. I joined the Law Office of Samuel C. Moore in January of 2020, and began to focus primarily, almost exclusively, on Criminal Defense. Just recently my wife and I moved to Alexandria as well, and I am looking to get more involved in my new home while also hoping to learn more about, and ideally even contribute to, the criminal justice system here.

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?

Brian Szmak

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.):

B.A., Classical Studies, Saint Joseph's University, Philadelphia, PA J.D., Catholic University of America, Columbus School of Law, Washington, D.C.

Brian Szmak

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

January 2020-Present: Law Office of Samuel C. Moore. Alexandria, Virginia. Criminal Defense Associate
October 2017-January 2020: Gelber & Associates, PLLC. Falls Church, Virginia. Associate Attorney Law
Clerk Experience: Institute for Justice, Arlington VA United States Senate Judiciary Committee,
Washington, DC United States Federal Election Commission, Washington, DC Americans For Prosperity
Foundation, Arlington, VA

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

[REDACTED]

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New Applicant or Current Member☒ New Applicant

Marisa

First Name

Tordella

Last Name

Email Address

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

Street Address

Suite or Apt

City

State

22302

Postal Code

Primary Phone

Alternate Phone

Friends of Guest House

Employer

Director, Marketing and
Development

Job Title

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

Which Boards would you like to apply for?

Community Criminal Justice Board: Submitted

Marisa Tordella

Type of Position/Role

Member

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

three 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 work at Friends of Guest House, a reentry program for women transitioning out of the jail and prison system in Virginia. I know my knowledge will bring an important view to the Community Criminal Justice Board

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:

Marisa Tordella

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.):

BS, Finance, New York University. Non-Profit Management Certificate, Georgetown University.

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

Director, Marketing and Development- Friends of Guest House Operations Manager - Friends of Guest House

Marisa Tordella

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]

Ethnicity

[REDACTED]

Gender

[REDACTED]

Sexual Orientation

[REDACTED]

For what Board, Commission, Committee, or Authority are you applying?

[REDACTED]

Do you live in the City of Alexandria?

[REDACTED]

Do you have Disability?

[REDACTED]

If yes, briefly describe the disability?

[REDACTED]

How did you learn of the vacancy for which your applying?

[REDACTED]

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New Applicant or Current Member☒ New Applicant

Timothy

First Name

Wigder

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

Mekanic

Employer

Senior Marketing Strategist

Job Title

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

Which Boards would you like to apply for?

Community Criminal Justice Board: Submitted

Timothy Wigder

Citizen

Do you currently live in the City of Alexandria?

☐ Yes ☐ No

If yes, how long?

5.5 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

Statement of Interest/Why You Should Be Appointed

I spent the last 20 years working for various law firms or legal services companies. I also am currently a member of Alexandria's 2021 Spring Community Police Academy. The law and criminal justice has always fascinated me and I believe I'd be an outstanding member of Board. I would truly enjoy being involved, I would be a strong, active voice, and I would love to give back to my community.

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:

Timothy Wigder

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:

My current CEO, Erik Hansen, I believe is a member of the Chamber of Commerce.

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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.):

University of South Carolina (1987-89); Cornell University (eCornell): Marketing Strategy Program (completed 2015)

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

MEKANIC • Alexandria, VA Mar. 2021-current Senior Marketing Strategist Leveraging innovative thinking, insightful creativity, focused passion, and two-plus decades of experience, I strategically map out and deliver on a wide variety of marketing, branding, and communications initiatives geared towards adopting new outlooks, embracing positive change, and building lasting success. Cultivating and maintaining solid, enduring relationships while listening and truly caring about what's important to my clients—their mission and goals, those they serve, their culture, and their growth challenges. **THREE CROWNS LLP • Washington, DC Jan. 2020-Dec. 2020 Business Development & Marketing Manager** Sole business development and marketing professional for one of the world's top international arbitration firms. Responsible for all BD&M activities across the firm's four global offices including planning and executing core strategic initiatives, internal and external communications and messaging, and pitch materials and credentials. • Conceptualized, designed, launched, and managed new strategies, programs, and projects instrumental in increased practice revenue in extremely difficult global conditions. • Liaised with founding partners and firm managing director on business development programs and goals, marketing and branding, internal and external communications, and assorted other key firm initiatives. • Established a sector-based business development initiative generating numerous new opportunities. • Authored, edited, and proofread all content, communications, and materials including across the firm's website and social media; LinkedIn followers more than doubled after my takeover of the platform. • Led ongoing mini-redesign of firm's website and imagery. • Redesigned and standardized pitch materials and rolled out pitch generation and tracking platform, reducing pitch creation time by over 50%. **HOGAN LOVELLS LLP • Washington, DC 2017-2019 Marketing & Business Development Senior Coordinator, Americas Litigation Practice** Collaborated as part of six-person team providing M&BD planning, budgeting, and support to foster growth and success for a practice with over 200 attorneys across the Americas. This included pitches and core credentials, strategic initiatives like client listening and targeting programs, and thought leadership opportunities. • Conceptualized, designed, launched, and managed new strategies, communications, and programs instrumental in growing YOY practice revenue and tripling thought leadership pieces in one year. • Designed, marketed, distributed 40-page practice publication, doubling the previous audience. • Established case studies program; organized and updated content to market practice strengths. • Created and led task forces and working groups, including Steering Committees and SWAT teams, to develop strategies, address industry trends and challenges, and obtain thought leadership opportunities. • Designed and rolled-out unique practice-specific website, communications, and customized pitch credentials reducing pitch completion time by over 30%. • Authored, edited, and proofread content and communications across the Litigation practice. • Member of partner-led "key client" team devoted to developing strategies to strengthen relationships with hand-picked clients, better positioning the firm for both litigation and additional firm services. • Retained and expanded existing client relationships and captured new business by remaining current on industry trends, researching new opportunities, and strategizing to retain and expand existing clients. **IDISCOVERY SOLUTIONS, INC. • Washington, DC 2010-2017 Marketing Manager** Led all internal and external marketing, communications, and branding activities and initiatives, helping revenues increase 40%, driving change, building morale, and fostering a cohesive corporate culture. • Led comprehensive rebranding; overhauled website and sales and marketing materials; hired and managed web designer; oversaw development of SME videos from conceptualization through completion. • Evaluated service offerings, conducted market research, and developed strategy to showcase SMEs and promote competitive advantage and value proposition. • Authored, proofread, and edited internal and external corporate communications and PR; designed ads. • Conceptualized thought leadership initiatives and white paper strategies, broadening employee involvement and feature spots; researched and negotiated agreements. 100+% increase in content. • Contributed to new business development and sales efforts by identifying and maximizing opportunities. • Implemented Pardot; created targeted campaigns; maintained database; assessed client engagement. • Orchestrated data cleanse and introduced best practices and processes to maintain data integrity and maximize Salesforce capabilities. Realized \$10,000 annual cost savings. • Researched opportunities and won 10 awards in five years, including a 3-time appearance on Inc. 5000. • Planned, coordinated, and led roving 50+ attendee eDiscovery monthly networking event.

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]

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New Applicant or Current Member☒ New Applicant

Charles

First Name

Wilson

Last Name

Email Address

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

Street Address

City

Primary Phone

Suite or Apt

State

22304

Postal Code

Alternate Phone

Ethonomic Solutions

Employer

President

Job Title

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

Which Boards would you like to apply for?

Community Criminal Justice Board: Submitted

Charles Wilson

Type of Position/Role

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

school board member and schoolboard vice chairman. chairman ,washington area school boards

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I want mostly to contribute my skill set to the proposed police review board when it is created. I served on the same type of board in Fairborn Ohio.

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:

Charles Wilson

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

proposed

[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.):

BS Southern Illinois Univ. BA University of Maryland MBA Webster University Diploma Industrial College of Armed Forces

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

23 years as career Air Force Officer. 22 years as a financial financial advisor and adjunct professor, 10 years on the Alexandria school board

Charles Wilson

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

[REDACTED]

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..

SUBMISSION OF THIS PAGE IS VOLUNTARY

Confidential - NOT FOR PUBLIC INFORMATION

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

Completion of this section is **VOLUNTARY**. When completed, the section is separated and redacted from your application prior to the application's submission to City Council. **COUNCIL AND STAFF DO NOT USE THIS FORM IN DETERMINING APPOINTMENTS.** Information provided in this section is treated confidentially and the information is forwarded to the Alexandria Office on Human Rights for compilation of statistics. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions, committees and authorities; the HRC does this using only data supplied on this form. The HRC reports statistics only to Council.

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]