

GO Committee #1  
May 5, 2016

**Interviews**

**M E M O R A N D U M**

May 2, 2016

TO: Government Operations and Fiscal Policy Committee

FROM: Linda Lauer, Clerk *ll*

SUBJECT: Charter Review Commission - Interviews

One of the Council appointees, Jennifer Hunt, on the Charter Review Commission has submitted her resignation. The Council advertised for this vacancy and received four applications. The Council will interview all four applicants.

The Commission is composed of eleven residents of the County appointed by the Council, five of whom are from a list of names submitted by the County Executive. No more than six members can be from the same political party. Since six Democrats are serving on the Commission, this appointment can only be a Republican, or someone who declines to affiliate with a party or a member of another party officially recognized by the Board of Elections.

The following applicants are scheduled for interviews on **Thursday, May 5, at 9:30 a.m.** in the 3rd floor conference room.

Applicants    Mr. Matthew Gordon (unaffiliated)  
                  Mr. Richard Sassoon (R)  
                  Mr. Bruce Stern (R)  
                  Mr. Jonelle Williams (R)

This packet contains:  
Background Material  
News Release  
Resumes

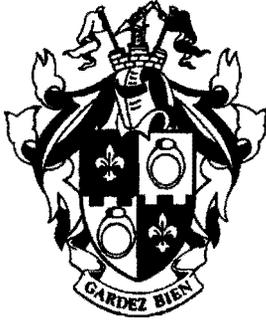
Circle #  
A  
B-C  
1 - 14

Mr. Matthew Gordon © 1  
Mr. Richard Sassoon © 3  
Mr. Bruce Stern (plus a letter of support) © 7  
Mr. Jonelle Williams © 10

## CHARTER REVIEW COMMISSION

- Created: Charter of Montgomery County, Maryland Section 509
- Purpose: To study the Charter and report at least once to the County Council on its activities within one year after appointment. Commission reports shall be submitted not later than May 1 of every even-numbered year. The reports shall contain recommendations concerning proposed Charter amendments, if any.
- Membership: Eleven members who shall be residents of the County, five of whom shall be appointed from a list of names submitted by the County Executive. Not more than six members shall be of the same political party.
- Terms: Four year terms to coincide with the Council term of office. No compensation. Terms expire December 2, 2018.
- Contact: Josh Hamlin, Legislative Attorney for the Council, 240-777-7892
- CurrentMembers: Paul Bessel (Dem), Chair  
*Sharon Freeman* (Dem), Vice Chair  
Wendy Cohen (Dem)  
Jennifer Hunt (Unaffiliated) – resigned in March 2016  
A. Lawrence Lauer (Rep)  
Timothy Lighter (Green)  
Joshua Lipsky (Dem)  
*Randy McDonald* (Dem)  
*Angela Rey* (Unaffiliated)  
*Aryeh Shudofsky* (Rep)  
*Edward Wisneski* (Dem)

**Note:** *Italics indicate County Executive appointee*



# Montgomery County Council

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**For Immediate Release**

**March 15, 2016**

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## **Montgomery County Council Seeks Applicants for Charter Review Commission**

*Deadline to Submit Applications is Wednesday, April 13*

ROCKVILLE, Md., March 15, 2016—The Montgomery County Council is accepting applications to fill a vacancy on the Charter Review Commission. Since no more than six members can be from the same political party, this appointee may be a Republican, someone who declines to affiliate with a party or a member of another party officially recognized by the Board of Elections. The term of the current commission will expire on December 2, 2018.

Applicants should submit letters of interest by 5 p.m. on Wednesday, April 13.

The County Charter was amended in 1976 to provide that a Charter Review Commission be appointed by the County Council every four years to study the Charter. The commission researches and evaluates Charter issues raised by the County Executive, County Council, other government officials and the public. Commission reports are submitted no later than May 1 of every even-numbered year. These reports contain recommendations concerning any proposed Charter amendments.

The commission is composed of 11 residents of the County, five of whom are appointed from a list of names submitted by the County Executive. No more than six members can be from the same political party. Since six Democrats are currently serving on the commission, applications from Democrats will not be considered for this particular vacancy.

Applicants should submit letters of interest and resumes to Nancy Floreen, President, Montgomery County Council, 100 Maryland Ave., Rockville,

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Maryland 20850. Resumes should include professional and civic experience, political party affiliation, home and office telephone numbers and an e-mail address. Applications can also be submitted via email to [county.council@montgomerycountymd.gov](mailto:county.council@montgomerycountymd.gov).

Letters and resumes submitted are made public as part of the appointment process. Members of County boards, committees and commissions may not serve on more than one such group at a time.

For more information about the Charter Review Commission or how to apply for consideration to become a commission member, call Anne Brown at 240-777-7925.

# # #

April 6, 2016

The Honorable Nancy Floreen, Council President  
Montgomery County Council  
100 Maryland Avenue  
Rockville, Maryland 20850

Re: Matthew Gordon's Application for Charter Review Commission

Dear Council President Floreen and Members of the County Council:

Please accept this letter of interest and enclosed resume as my application for the vacancy on the Montgomery County Charter Review Commission.

I believe that an opportunity to serve on the Charter Review Commission best compliments my skillset and background. I spent over 3 years as a Law Clerk and Associate County Attorney with the Prince George's County Office of Law, which provided me with invaluable experience in understanding how a Charter government operates. In this capacity, I was afforded the chance to work closely with various County agencies, and officials in the County Executive and Council offices. In addition to my experience working for a local government, my current position with Linowes and Blocher LLP allows me to frequently interact with government officials from various Counties and municipalities throughout Maryland. This position has given me a unique chance to better understand how different forms of government operate.

In addition to my professional background, I am currently active in a variety of civic endeavors. I participate in pro-bono legal counseling at Shepherd's Table in Silver Spring, and continue to participate in the annual Christmas in April program in Prince George's County, which provides housing improvements and assistance to elderly, disabled and low-income residents. Previously, I also established and operated an adult men's summer basketball league in Montgomery County for 2 years that generated funding for the Washington Jesuit Academy's athletic program benefiting inner city boys.

I believe that I would be a valuable asset to the Charter Review Commission and greatly appreciate the prospect of being considered for this vacancy. Should you have any additional questions, please feel free to contact me at (301) :

Sincerely,

A handwritten signature in black ink that reads "Matthew Gordon". The signature is written in a cursive, slightly slanted style.

Matthew Gordon

## MATTHEW M. GORDON

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**POLITICAL PARTY AFFILIATION:** UNAFFILIATED

Work Telephone Number: (3

### EDUCATION

**The George Washington University Law School**, Washington, DC

Juris Doctor, with honors, May 2010

*Academic:* GPA 3.52 – Thurgood Marshall Scholar (top 16-35% of graduating class)

**Tulane University**, New Orleans, LA

Bachelor of Science in Management, Finance, May 2007

**Universidad Pontifica Comillas (ICADE)**, Madrid, Spain

Abroad Program, Fall 2005

### EXPERIENCE

**Linowes and Blocher LLP**, Bethesda, MD

*Associate*

January 2015 – Present

- Serves as a Land Use Associate in the Bethesda office at Linowes and Blocher LLP.
- Assists developers and property owners with the development and permitting processes to implement mixed-use, residential, commercial and institutional projects throughout Montgomery, Prince George's and Charles Counties.

**The Prince George's County Office of Law**, Upper Marlboro, MD

*Associate County Attorney*

May 2012 – January 2015

- Represented the County before the District Court, Circuit Court, Board of Appeals and Zoning Hearing Examiner in land use, zoning, development, business licensing, permitting, property standards and code enforcement matters.
- Assigned to handle a high-volume building, housing and zoning code docket before the District Court, which consisted of approximately 100 cases on a given day.
- Provided guidance to County agencies on Federal, State and County labor and employment policies, procedures and laws.
- Served as counsel to various County agencies in litigation, disciplinary hearings, employee grievance hearings, EEOC matters and arbitration hearings.

**Dribble Drive & Donate Charitable Basketball League**, Bethesda, MD

*Co-founder*

Summer 2010 & 2011

- Established an adult men's summer basketball league that generated funding for the Washington Jesuit Academy's athletic program benefiting inner city boys.

**New Jersey Nets Basketball**, East Rutherford, NJ

*Legal Intern*

Summer 2009

- Researched and drafted memoranda in the areas of antitrust, bankruptcy, corporate governance, lease agreements, stadium vendor contracts, and workers compensation.
- Reviewed the NBA Constitution, bylaws, and collective bargaining agreement to ensure that the team's agreements with corporate sponsors and other third parties were in compliance.
- Aided the team's General Counsel and Senior Vice President in analyzing eminent domain and arena lease issues affecting the team in its relocation to Brooklyn.

**Washington Nationals Baseball Club**, Washington, DC

*Legal Intern*

Summer 2008

- Assisted the club's General Counsel in drafting and reviewing sponsorship contracts, activity waivers, and other commercial transactions.
- Coordinated the club's acquisition of rights to show various movies at Nationals Park.

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CC

Richard Sassoon

March 28, 2016

Ms. Floreen  
President  
Montgomery County Council  
100 Maryland Ave.  
Rockville, Maryland 20850

Dear Ms. Floreen:

Please consider this as a letter of interest for the vacancy on the County's Charter Review Commission. I am a registered Republican and have been a resident of the County since 1989.

Enclosed, as requested, is my resume. I look forward to hearing from you soon.

Sincerely,



Richard Sassoon

Enclosure

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MONTGOMERY COUNTY  
COUNCIL

2016 MAR 30 AM 8:35

## **EXPERIENCE**

### **PAR Portfolio Lead (2016 - Present)**

AOC Solutions, Inc.

- Assist three federal agency clients with preparation of statutorily-required, annually produced Performance and Accountability Report

### **Director, Capital Operations and Programs Service (2012-2014)**

U.S. Department of Veterans Affairs

- Managed a team charged with providing administrative and logistical support for 55-person office
- Developed training strategy; handled key human resource activities including recruitment and performance management
- Issued guidance for correspondence and report preparation; managed telework program; and developed and conducted records management review

### **Director, Performance Management Service (2004-2012)**

U.S. Department of Veterans Affairs

- Developed 8 (eight) annual Performance and Accountability Reports (PARs) submitted to Congress - FY 2008 and 2007 reports were ranked 2<sup>nd</sup> and 3<sup>rd</sup> highest in government, respectively by George Mason University's Mercatus Center
- At the request of VA's Deputy Secretary, led the implementation of a balanced scorecard performance management framework at VA; efforts resulted in VA receiving the Strategic Execution Champion award by Kaplan and Norton & the Palladium Group – first-ever for a cabinet level agency; also received medallion award from VA Deputy Secretary for this effort
- Managed the Deputy Secretary's Monthly Performance Reviews (MPRs) attended by senior VA leadership; MPRs recognized as a government-wide best practice by GAO and Congress, respectively
- Provided guidance for and coordinated development of Performance Plans for more than 30 program offices; plans included in annual budget submission to Congress
- Led implementation of OMB-required budget and performance integration efforts including marginal cost analysis; developed efficiency measures for all VA programs
- Coordinated Department's OMB-mandated Program Assessment Review Tool (PART) activities; updated PART performance improvement plans; and led four PART teams
- Managed VA's annual "measures call" where more than 100 measures are assessed for clarity, validity; call used to determine what measures to include in annual budget submission to Congress

## **EXPERIENCE (Continued)**

### **Director, Departmental Performance Reporting Team (2002 to 2004)**

U.S. Department of State

- Developed State's Performance and Accountability Report; FY 2003 PAR received several prestigious awards: (1) Certificate of Excellence in Accountability Reporting from the Association of Government Accountants; (2) Outstanding Achievement Award from the League of American Communications Professionals, placing 4th out of over 900 public and private sector entries; (3) Ranked 3rd out of 24 CFO agencies evaluated by George Mason University's Mercatus Center
- Developed performance target weighting/prioritization system, results data verification scoring mechanism

### **Special Assistant to CFO for Strategic Planning**

Federal Deposit Insurance Corporation, May 1996 to September 2002

- Prepared FDIC's GPRA-required FY 2000 Program Performance Report to Congress; obtained "buy in" for re-designed and re-focused report and received a Special Recognition award for this effort
- Co-lead for FDIC's annual performance planning process including goal development; goal-reporting and tracking; wrote guidance for FDIC annual planning, budgeting and staffing process; guidance distributed corporate-wide to more than 35 budget and planning contacts
- Developed Shareholder Accountability Report for FDIC Chairman summarizing FDIC's quarterly accomplishments, performance and key workload indices; delivered to over 6,000 bank presidents
- Developed approximately 15 briefings/year for senior management on strategic planning and goal development; briefings presented to Congress, FDIC's Board Members and other high-level officials
- Wrote position papers, guidance memoranda, developed instructions, and presentations on how to integrate planning, budget, and staffing processes for FDIC's strategic planning process
- Created Activity-Based Cost Accounting Report linking business process activities and outputs to expenses; report issued quarterly by FDIC's CFO to FDIC leadership
- Wrote report for FDIC's Chief Information Officer on what metrics were needed for distributed networks; report recommendations used to improve IT system performance
- Developed more than 50 high-level PowerPoint briefings for FDIC leadership/Board of Directors; created clearly understood, concise and creative briefings on Fund Investment Strategy, FDIC Buyout Proposal, Prompt Payment Act, Electronic Voucher System, and Cost Allocation and Recovery

## **EXPERIENCE (Continued)**

### **Chief Management Reporting Unit**

Resolution Trust Corporation (RTC), April 1990 to May 1996

- Managed a 9-person team charged with producing 15 program performance and financial reports on a quarterly, monthly, weekly or daily basis used by RTC leadership for decision and policy-making purposes; RTC's Senior VPs received daily reports on asset sales and expenses, and financial position
- Developed, implemented, and managed a quantitatively-based performance scoring and reporting system designed measure performance of field-based Financial Service Centers (FSCs)
  - FSCs processed over 250,000 accounting transactions/mo representing about \$1 billion in asset sales
- FSC scoring system recognized by RTC leadership as critical performance assessment and monitoring tool
- Created/designed and produced Asset Sales Report, Financial Service Center Performance Report, Real Estate Owned Management Report, and Recovery Rates on Sales Report
- RTC received four "Unqualified Opinions" (i.e., meeting highest auditing standards) on its financial statements by GAO- in part because of the continuous performance feedback loop provided by system to FSCs and CFO respectively
- Led team that re-engineered key elements of reporting process; this involved developing a SAS-based reporting tool for financial analysts; result: Saved time and money – for example: a monthly management report that previously took 2 days to complete now took 4 hours
- Wrote position paper on transitioning RTC field accounting and asset operations functions back to FDIC; compared organizational structures, staffing, and differences in accounting systems and processes; included recommendations on which "best practices" to retain; paper later used as blueprint for re-organization of FDIC's field accounting and asset operations functions

## **EDUCATION**

### **M.A., University of Maryland**

Public Administration, 1987

### **B.A., Central Connecticut State University**

Sociology, 1978

## **CIVIC/VOLUNTEER EXPERIENCE**

### **President, Treasurer, and Board Member (Intermittently Since 1998)**

Woodside Synagogue, Silver Spring, MD

### **Volunteer (Feb 2016 – Present)**

National Air and Space Museum, Smithsonian Institution

LAW OFFICES  
**STERN & ASSOCIATES**

BRUCE L. STERN, LLO

2016 APR 13 PM 12:49

RECEIVED  
MONTGOMERY COUNTY  
COUNCIL

WWW.STERNLEGAL.NET

BRUCE L. STERN (CA, DC, MD)

April 11, 2016

Via E-Mail and Hand Delivery

Nancy Floreen, President  
Montgomery County Council  
100 Maryland Avenue  
Rockville, Maryland 20850

RE: Vacancy on County Charter Review Commission

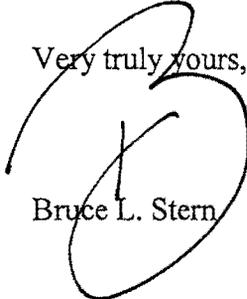
Dear Council President Floreen:

I am interested in applying for the vacancy on the County Charter Review Commission. I believe my background and experience make me an excellent candidate for the position.

I have been a practicing attorney for over twenty-five years. My legal background is wide-ranging and I have significant litigation, corporate and real estate experience. Since 2002, I have been the principal of Stern & Associates, a general practice law firm based in Montgomery County, and Peninsula Settlements, a real estate settlement company. I am active in the community and currently serve on the Montgomery County Trial Courts Judicial Nominations Commission and was formerly a publicly elected member of the Montgomery County Republican Central Committee. I was a member of Central Committee's Executive Committee and served as the Committee's Finance Director.

I have attached my resume for your review. If you have any questions, or would like to discuss my interest further, please do not hesitate to contact me.

Very truly yours,

  
Bruce L. Stern

Enclosure

## BRUCE LOUIS STERN

### Education

Boston University School of Law  
*Boston, Massachusetts*  
Juris Doctorate, May 1990

University of California, Los Angeles  
*Los Angeles, California*  
Bachelor of Arts, June 1987

### Recent Legal Experience

Stern & Associates/Peninsula Settlements *Rockville, Maryland*  
*June 2002 to Present*

Principal of general practice law firm and real estate settlement company in Montgomery County, Maryland. Specific areas of practice include civil litigation, real estate and corporate transactional work for individual and commercial clients. Litigation experience includes handling matters before Maryland Circuit and District Courts statewide and appellate matters before the Maryland Court of Special Appeals and Maryland Court of Appeals.

KPMG, *Washington, D.C.*  
February 2000 to June 2002

Senior Manager in the Washington National Tax Practice. Responsibilities included providing counsel to national nonprofit organizations and developing tax strategies for the firm's exempt organization clients. Actively involved in forming industry coalitions to present position papers on tax issues to the Internal Revenue Service. Also responsible for the deployment of KClient, a knowledge management tool to the firm's global clients.

### Community Involvement

Member, Montgomery County Trial Courts Judicial Nominations Commission, 2015 – Present

Elected Member, Montgomery County Republican Central Committee, 2012 – 2014

## Email Viewer

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[Message](#) | [Details](#) | [Attachments](#) | [Headers](#) | [Source](#)

[HTML](#)

From: "larry.lauer@comcast.net" <larry.lauer@comcast.net>  
Date: 4/14/2016 1:41:37 PM  
To: "County.Council@montgomerycountymd.gov"  
<County.Council@montgomerycountymd.gov>  
Cc:  
Subject: Recomendation for CRC Vacancy, Bruce Stern

Honorable Nancy Floreen, Council President  
and members of the County Council

I am writing to recommend the appointment of Mr. Bruce Stern to the vacancy on the Charter Review Commission.

Bruce is an attorney whose office is located in Rockville. Bruce and I served together on the GOP Central Committee for

four years. During that time we worked together on several projects, conferences and fund raisers.

I found him to be very

knowledgeable about local issues, fair minded and level headed in discussions. He was serious about his commitments and

carried out his volunteer duties without fail, always going the extra mile to assure things were done right.

I feel sure that Mr. Stern would bring these same qualities to the Charter Review Commission. He would be an active participant and the Commission and the County would benefit from his efforts.

Many thanks for your consideration.

Best regards-

A. Lawrence Lauer, Member CRC  
Olney, Md

Close

**Jonelle Williams**

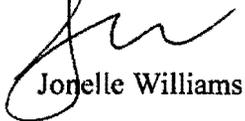
April 11, 2016

Mrs. Nancy Floreen  
President, Montgomery County Council  
100 Maryland Avenue  
Rockville, Maryland 20850

Dear Mrs. Floreen,

Please see the attached letter and resume as my application to the Montgomery County Charter Review Commission. Thank you for considering my application to be a member of the Montgomery County Charter Review Commission.

Sincerely,

  
Jonelle Williams



**JONELLE WILLIAMS**

**Address:**

**Party Affiliation:** Republican

**Cell Phone:**

**Office Phone:**

**Email:** j

**Letter of Interest**

I became a resident of Montgomery County in 2009 after graduating from the American University School of Public Affairs with a Bachelors of Art in Justice, Law and Society with a concentration in Public Policy. As a recent graduate, I chose to live in Montgomery County for several reasons which caught my attention. It was apparent that Montgomery County was home to some of the most talented people in the area and home to diverse communities with people of all races, ages, creed and religions. The County also offered ample opportunities to participate in civic and community matters.

In his 2013 State of the County speech, our County Executive, Ike Leggett made the following statement, *“Diversity is more than a just a “feel-good” term of Montgomery County. Diversity lifts this County up- and helps enlightens us about the world around us. Without the energy and intellect and innovation of our immigrant community, Montgomery County would quite simply, be incomplete. “New Americans” are a critical piece in building a future for all County residents.”*

I share the same sentiments with our County Executive that an integral part of Montgomery County is the immigrant community. I was born and raised in Freetown, Sierra Leone. At age 14, my family and I were forced to flee the country amidst a brutal civil war. We settled in a county that was not as diverse as Montgomery County. Like many immigrants, we struggled at first to adjust to our new environment. With time and my strong work ethics, I quickly learned how to navigate this environment. That meant that I had to work hard for everything that I have accomplished thus far. This is why I believe in the Republican principles of self-reliance and hard work in order to achieve the American Dream.

I am genuinely passionate about helping and serving my community and have been looking for an opportunity to become more active – this is that opportunity. I believe my passion to serve as well as my civic and professional experiences make me an ideal candidate to be a member on the Charter Review Commission.

First, as a current board member of the American University Young Alumni Chapter (AU YAC), I serve as 1 of the 15 board members who have been tasked by AU Board of Trustees to

engage our young alumni networks by supporting university initiatives and programs that caters to the growth and sustainability of the AU Charter and to promote diversity and inclusion. As the outgoing chair of the AU YAC UFUND Committee, I led the University's effort to oversee funding and grants for alumni groups. I was tasked with the responsibility of reviewing several grants documents and proposals for alumni funding.

Second, I was one of the founding members and served as vice-president of the American University Black Alumni Alliance (AU BAA) for two consecutive terms. I played an instrumental role in the successful organization of the AU BAA by drafting and reviewing policy proposals for funding from the American University Board of Trustees. The AU BAA team was successful in lobbying the Board of Trustees to amend the existing AU Charter to officially recognize our alumni affinity group. Due to my significant contributions to both organizations, I was awarded the American University Alumni Association Rising Star Award on October 19, 2013.

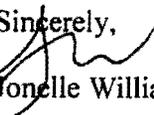
Within the County, I have been able to connect with the African Immigrant community by attending the Montgomery County African Affairs Advisory Group meetings and events. Most recently, I have been a regular attendant at the monthly Charter Review Commission meetings in order to gain an understanding of the inner workings of the Charter Review Commission.

Professionally, I am employed at the Law Firm of Stefan Shaibani, PLLC as the Manager of Operations and Business Development. My position at this firm has given the exposure to drafting and reviewing insurance regulatory documents, contracts and memorandums. In addition, this position has enabled me to network with Insurance companies such as CNA, Hancock Insurance, Amica and Chubb Insurance. I have gained in-depth knowledge about insurance underwriting standards, compliance and regulatory issues.

Personally, I recently became engaged and my fiancée, Festina Manly-Spain, and I plan on settling and raising our family in Montgomery County.

Joining the Charter Review Commission will be a great opportunity to serve and improve the county that I live in. Based on my civic and professional experiences, I believe that I have the skills necessary to contribute to this Commission. I also believe that I would bring new energy, new perspectives and diversity to the Commission.

I hope that you will give me the opportunity to speak with you in person about the possibility of joining the Commission. I can be reached at \_\_\_\_\_ Thank you for your consideration.

Sincerely,  
  
Jonelle Williams

# JONELLE WILLIAMS

## EDUCATION

**School of Public Affairs, American University: Washington DC**

May 2009

Bachelor of Arts, Justice, Law and Society with a concentration in Public Policy:

## LEADERSHIP AWARDS

**Distinguished Member**, National Scholars Collegiate Society

**Member**, Phi Alpha Delta Pre-Law Honor Fraternity

**Scholarship Recipient**: 25<sup>th</sup> National Black Law Enforcement Executives Scholarship

**Scholarship Recipient**: American University Martin Luther King Award for Outstanding Community Service

**Scholarship Recipient**: GEICO Achievement Scholarship for Community Service

Police Accountability Research presented at The Academy of Criminal Justice Sciences, Ella Baker Center for Human Rights and City of Berkeley, CA Police Review Commission.

## PROFESSIONAL EXPERIENCE

**Law Firm of Stefan Shaibani, PLLC: Washington, DC**

August 2012 - Present

*Manager of Operations and Business Development:*

- Manage the operational and business development of the firm that generated 1.2 million in revenue for the 2015 fiscal year.
- Work with Insurance Adjusters from various liability insurance companies in regard to automobile policies and PIP coverages.
- Oversee and manage insurance policies such as MetLife, Chubb and Amica Insurance.

**Sierra Leone Policy Watch: Washington, DC**

July 2012 - Present

*Director of Strategic Planning*

- Responsible to forge partnerships and working relationships with the United Nations, World Bank and African Development Bank to further advance the goals and objectives of Sierra Leone Policy Watch.
- Work with the Executive Director, SLPW Board of Directors and the Government of Sierra Leone on a new initiative titled the Voting Diaspora Act to provide voting access to citizens of Sierra Leone living abroad.
- Direct and organize the formation of policy action committees to analyze current policies and initiatives set forth by the Government of Sierra Leone by applying field based policy research geared towards strong recommendations that are at the interest of the people of Sierra Leone.

**Chadbourne & Parke LLP: Washington, DC**

June 2011 – August 2012

*Analyst: Reinsurance and Project Finance*

- Researched financial statements for multinational companies such as AES Energy Corporation, International Finance Corporation and the Asian Development Bank.
- Assisted a project team to create leadership briefs for Fortune 500 companies and government agencies.
- Assisted a litigation team to create and implement effective business proposals for government agencies, lobbying firms and non-profit organizations.

**Lee & McShane, PC: Washington, DC**

May 2009 - June 2011

*Legal Analyst*

- Conducted extensive legal and policy research on Lexis Nexis and Westlaw on a variety of issues, such as real estate, contracts and commercial law. Conducted extensive cite-checking, shepardizing and legal analysis of all construction litigation matters.
- Assisted a corporate attorney with registering architectural and design business entities file compliance and legal paperwork with the Maryland State Department of Assessments and Taxation and the Virginia State Corporation Commission.

**Office of the Comptroller of the Currency (OCC): Washington, DC**

September 2008 - May 2009

*Office Automation Associate: Office of the General Counsel and Licensing Division*

- Drafted the "Portfolio Manager Approach" guide for the licensing department to examine national and midsize banks.
- Worked with a team of five bank examiners to perform ongoing analysis and research related to 2,800 banks' conditions, risk profiles, economic factors and marketplace development.

**Freddie Mac (FHLMC): Mclean, Virginia**

**May 2008 - August 2008**

*Legal Intern: Office of the General Counsel*

- Completed a three-month rotational program in Corporate Affairs, Governance, Litigation, Mission and Predatory Lending, Mortgage and Securities Law.
- Conducted an extensive case research about the sub-prime credit market meltdown and the business of Freddie Mac.
- Assisted a managing attorney to draft and create a training manual for protecting Freddie Mac's Intellectual property trade secrets for the legal and business sectors.

**District of Columbia Public Defender Service: Washington, DC**

**May 2007 - August 2007**

*Criminal Law Intern*

- Gathered court records, took 200 photographs of crime scenes and prepared maps and charts for use during 15 trial briefs.
- Assisted defense attorneys find 35 witnesses, and questioned them to determine mitigating factors about crime incidents.
- Supported the defense trial team to assess the strengths and weakness of the charges brought against our clients.

**CIVIC LEADERSHIP ACTIVITIES**

Board Member, **American University Young Alumni Chapter**

Board Member/VP, **American University Black Alumni Alliance Chapter**

Honorable Member, **Men of Empowerment Summit**

**September 2014 - Present**

**August 2013 – September 2015**

**March 2015**

**AWARDS**

2013 **American University Alumni Association Rising Star Award**

2014 **African Luxury Magazine "30 under 30 Sierra Leoneans to follow"**

**October 2013**

**April 2014**

**PARTY AFFILIATION**

Registered Republican