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OFFICE OF THE
SECRETARY

MURIEL BOWSER
MAYOR

OCT 6 2017

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to section 4 of the Office and Commission on African Affairs Act of 2006, effective June 8, 2006 (D.C. Law 16-111; D.C. Official Code § 2-1393), I am pleased to nominate the following person:

Ms. Margaret Kamara
143 Mississippi Avenue SE
Washington, DC 20032
(Ward 8)

for appointment as a public voting member of the Commission on African Affairs, replacing Yinsua Yusuff, to serve the remainder of an unexpired term ending October 27, 2018.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".
Muriel Bowser



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,
which was referred to the Committee on _____.

To confirm the appointment of Ms. Margaret Kamara to the Commission on African Affairs.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Commission on African Affairs Margaret Kamara Confirmation Resolution of 2017".

Sec. 2. The Council of the District of Columbia confirms the appointment of:

Ms. Margaret Kamara
143 Mississippi Avenue SE
Washington, DC 20032
(Ward 8)

as a public voting member of the Commission on African Affairs, pursuant to section 4 of the Office and Commission on African Affairs Act of 2006, effective June 8, 2006 (D.C. Law 16-111; D.C. Official Code § 2-1393), replacing Yinsua Yusuff, to serve the remainder of an unexpired term ending October 27, 2018.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

MARGARET KAMARA

PROFESSIONAL EXPERIENCE

Covington & Burling LLP

Washington, DC

Paralegal Specialist

July 2016-Present

- Conduct WHOIS domain search based on notices of registered names issued by the Internet Corporation for Assigned Names and Numbers
- Manage Internet Corporation for Assigned Names and Numbers Sunrise and Claims Periods opening and closing dates client database
- Register and renew marks protected in Trademark Clearinghouse ICANN's gTLD database
- File Inter partes review and U.S. patent prosecution
- File patent and trademark cases
- Assist with projects pertaining to litigation

McBee Moore Woodward & Vanik IP, LLC¹

Tysons Corner, VA

Senior IP Paralegal

January 2016-July 2016

- Support all managing partners, associates, and agents with patent prosecution and to ensure that deadlines are met
- Work closely with other paralegals and docketing manager to complete daily docket
- Provide training and support to temporary staff and other paralegals
- Manage portfolio of various clients and timely respond to their specific requests
- Coordinate client in-office visits/luncheon meetings

Miles & Stockbridge PC

Tysons Corner, VA

IP Paralegal

August 2013-January 2016

- Managed daily docket of team of attorneys and ensure that all deadlines are met
- Provided support relating to foreign and domestic patent prosecution, including filing patent applications, information disclosure statements, assignments, responses to office actions; preparing PCT applications, and related filings
- Responsible for bio-life science portfolio of variety of clients that include independent inventors to universities and commercial corporations in the U.S. and oversea
- Accompany attorneys on client site visits, meeting with clients to discuss procedures and portfolios
- Responded to clients' inquiries or correspondences in a timely manner
- Contacted various departments within the U.S. Patent & Trademark Office to resolve any discrepancies in its record, address outstanding matters and to ensure that cases are in good order
- Attended Legal Secretaries and Administrators Annual Conference and present updates on USPTO procedures to team

Bacon & Thomas, P.L.C.

Alexandria, VA

Legal Assistant, Floater

January 2013-August 2013

- Provide interim and continuing assistance to secretaries and their attorneys in patent and trademark
- Complete transcriptions and dictations
- Answer telephone and transfer calls accordingly
- Serve as the go to person for formality notices and requirement prior to pre-examination of cases

Harness, Dickey & Pierce, P.L.C.

Reston, VA

Junior Assistant

June 2009-October 2009

- Processed over one- hundred emails daily for partner review and distribution to associates
- Reported U.S. Patent & Trademark Office Communications to clients
- Supported attorneys when their administrative assistants were out of the office or inundated with work
- Involved in staff developmental programs such as holiday party and Biggest Loser fitness program

Legal Assistant

October 2009-January 2013

- Assist two to three attorneys with daily dockets, deadlines and with the patent prosecution process
- Prepare and electronically/ paper file documents such as Oath and Declarations, Assignments, Issue Fees, Preliminary Amendments, Drawings, and Information Disclosure Statements, Continuing Applications

¹New firm formed January 2016, formerly part of Miles & Stockbridge PC, Life/Bioscience Group

MARGARET KAMARA

- Contact Examiners and representatives from the U.S. Patent & Trademark Office directly to discuss matters such as missing documents, recordation of assignments, and abandonment of cases
- Use programs such as *Computer Packages Inc*, *iManage DeskSite*, *DTE Axiom*, *Enterprise*, and *Time Trax*

JOURNALISM EXPERIENCE

Diverse Issues in High Education Magazine

Fairfax, VA

Web Intern and Freelance Reporter

May 2007-June 2009

- Covered conferences and events on Capitol Hill and the Greater Boston metropolitan area
- Wrote daily for the publication's web site and bi-weekly print edition as an intern
- Increased magazine's readership with stories such as "Study: Americans use 'Diversity' To Cover-Up Their True View About Race"

The Onyx Informer, Northeastern University

Boston, MA

Editor in Chief

November 2008-July 2009

- Overseer of all operations of publication including \$19,000 budget
- Edited articles for grammar, content and approved stories and other submissions before printing
- Coordinated weekly meetings and represented group at Media Board and at meetings with administrators and Vice President of Student Life

The Onyx Informer, Northeastern University

Boston, MA

Managing Editor

July 2007-November 2008

- Completed required documents and workshops to maintain student group recognition
- Booked meeting space, venues for events, and completed contracts for use of outside vendors
- Managed magazine distributions on campus and recruitment initiatives

INTERNATIONAL AFFAIRS EXPERIENCE

Fundraising Initiatives International, U.S.A.

Arlington, VA

Fundraising Ambassador, SOS Children's Villages

June-August 2008

- Informed patrons about catastrophes affecting children around the world
- Encouraged people to make a difference in world through donations, sponsorship or volunteering

Northeastern University Dialogue of Civilization

Ghana

International Student

Summer 2008

- Toured several major cities including Accra, Cape Coast, Koforidua, and educational facilities
- Researched the local culture, media and role youth play in the advancement of the country
- Renovated Mathew 25 HIV/AIDS House (living center for people with HIV/AIDS)

VOLUNTEER DEVELOPMENT

Young African Professionals Network

Washington, D.C.

President

August 2012-Present

- Lead team of three (3) and membership of 5,000 professionals
- Orchestrate and maintain partnerships and affiliates with local organizations and corporations
- Perform administrative duties, research speakers, organize monthly networking events
- Build and strengthen relationship with community partners and sponsors
- Operate and maintain organization's presence on social media

Sixth Annual National Model African Union Simulation

Washington, DC

Participant/Executive Council Committee

February-March 2008

- Collaborated with peers in drafting resolutions to help address issues in continent of Africa

Global PACT (Partnerships for Activism & Cross-Cultural Training)

Boston, MA

Participant: Three-week certificate program on How to Start an NGO

February 2008

- Broadened knowledge on establishment of Non Governmental Organizations and necessary components for keeping existing nonprofits relevant and active

Jumpstart, Northeastern University

Boston, MA

Corps Member

October 2005-April 2006

- Mentored preschoolers and engaged them in interactive activities that aided in their development

MARGARET KAMARA

STUDENT LIFE

Northeastern University's Department of Residential Life

Boston, MA

Senior Resident Assistant

August 2007-May 2009

- Supervised between nine to eleven Resident Assistants and communities of 600-1,000+ residents
- Administered tasks such as programming, duty assignments, and managed \$20,000 staff budget
- Advised Hall Council on programming and creative ways of improving residents' experience
- Interviewed prospective Resident Directors and Associate Directors of Residential Life

Resident Assistant

August 2006-2007

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- Enhanced students' experience by hosting educational, social, physical, spiritual, and cultural programs
- Mediated roommate conflicts and enforced University's residential living standards and policies
- Received annual training on reporting incidents, code of ethics, diversity, and building community

Northeastern African Student Organization

Boston, MA

President

July 2007-2008

- Ensured organization fulfilled its mission of being a home away from home for African students
- Directed board of seven and over 40 members, and monitored organization's \$10,000 budget
- Spearheaded fundraising projects such as hosting events and soliciting gifts from local businesses
- Created training manuals and trained upcoming executive board members
- Collaborated with members of GLBT, cultural groups, and local nonprofits on a variety of programs that included campus wide HIV/AIDS Awareness Week, Africa Week, and A Day of Service

Senior Administration Committee of Student Leaders

Boston, MA

Student Advisory Board Member

September 2006-2007

- Advocated for students by voicing their concerns such as diversity on campus and financial aid
- Brainstormed outreach efforts to improve relationship between students and administrators
- Participated in the reviewed, discussion and selection of eligible students for leadership scholarship

EDUCATION

George Mason University: The Center for Legal Studies

Online

Paralegal Certificate

February 2015

George Mason University

Fairfax, VA

Master of Public Administration/Nonprofit Management

August 2012

Northeastern University

Boston, MA

Bachelor of Arts in Journalism, Minor in International Affairs

May 2009



Executive Office of the Mayor - Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Margaret Kamara



Ms. Margaret Kamara is a Paralegal Specialist with Covington & Burling LLP.

Ms. Kamara has eight years of experience in intellectual property law and over a decade of experience in nonprofit operations and management. She worked as a freelance journalist for *Diverse: Issues in Higher Education Magazine*, where she reported on issues effecting minorities in higher education. Ms. Kamara is the president of the Young African Professionals Network, which provides a forum for more than 10,000 professionals in the Washington, D.C. Metropolitan area, interested in Africa, to

engage and network with contemporary leaders and discover opportunities among Africans in various fields and industries.

A Ward 8 resident, Ms. Kamara received a Bachelor of Arts in Journalism from Northeastern University, a Master of Public Administration/Nonprofit Management from George Mason University, and a Paralegal Certificate from the George Mason University Center for Legal Studies.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Alana Intrieri, Steve Walker
From: Betsy Cavendish
Date: September 29, 2017
Subject: Legal sufficiency review of Resolution nominating Omar Arouna, Margaret Kamara, and Johanna Leblanc as public voting members of the Commission on African Affairs

This is to Certify that this office has reviewed the above-referenced legislation and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 202-724-7681.

A handwritten signature in cursive script that reads 'Elizabeth A. Cavendish'. The signature is written in black ink and is positioned above a horizontal line.

Elizabeth Cavendish