



**MURIEL BOWSER**  
**MAYOR**

September 19, 2022

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 Students in the Care of D.C. Coordinating Committee Act of 2018, effective April 11, 2019 (D.C. Law 22-303; D.C. Official Code § 2-1599.03), I am pleased to nominate the following individual:

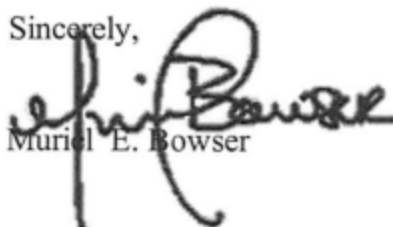
Ms. Kesha Fitzhugh  
Douglas Road, SE  
Washington, DC 20020  
(Ward 8)

for appointment as a parent, guardian or foster parent of a student in the care of D.C. nongovernmental voting member of the Students in the Care of D.C. Coordinating Committee, for a term to end four years from the date of confirmation.

Enclosed you will find biographical information detailing the above nominee's experience, 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,

  
Muriel E. Bowser



Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the appointment of Ms. Kesha Fitzhugh to the Students in the Care of D.C. Coordinating Committee.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Students in the Care of D.C. Coordinating Committee Kesha Fitzhugh Confirmation Resolution of 2022".

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

Ms. Kesha Fitzhugh  
Douglas Road, SE  
Washington, DC 20020  
(Ward 2)

as a parent, guardian or foster parent of a student in the care of D.C. nongovernmental voting member of the Students in the Care of D.C. Coordinating Committee, pursuant to section 3 of the Students in the Care of D.C. Coordinating Committee Act of 2018, effective April 11, 2019 (D.C. Law 22-303; D.C. Official Code § 2-1599.02), for a term to end four years from the date of confirmation.

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.

# KESHA FITZHUGH

MSFITZHUGH01@GMAIL.COM

## SUMMARY

---

Dedicated and self-directed Administrative Operations Manager with a diverse background, specializing in process and operations management across multiple industries. Offering progressive executive level office management experience with focused abilities in business start-ups and process growth; using proven methods and cutting-edge technology to successfully cut costs, streamline operations, minimize risks and increase productivity. Technically-savvy, exceptional communication and team collaboration skills to deliver quality projects in deadline-driven environments.

## EDUCATION, TRAINING & MEMBERSHIP

---

### **Columbia Southern University, Orange Beach, AL.**

Master of Business Administration/Public Administration, 3.5|4.0 – February 2020

Bachelor of Science in Business Administration, Cum Laude, 3.67|4.0 – September 2018

### **Center for Nonprofit Advancement, Executive Preparation Institute**

Senior Management Cohort– July 2018

### **National Society of Leadership and Success**

Member – July 2018

### **AmeriCorps/Public Allies**

Alum – June 2011

## AREAS OF EXPERTISE

---

**Financial Management & Accounting:** Experienced with budget management, purchasing, inventory, expense management, A/P & A/R (billing/invoicing), account reconciliation, tax filings and compliance.

**Event Planning & Management:** Manage venue sourcing/selection, invitation and RSVP lists, on/off-site logistics, catering, travel, reimbursements, speaker liaison, materials/signage for conferences, meetings and webinars.

**Startup Operations:** Strong business acumen and strategic planning abilities to support start-up business activities, including policy and procedure development and implementation, systems development, technology implementation, office design/layout and scaling operations for growth.

**Human Resources:** Experience with talent acquisition, including writing job descriptions, coordinating, scheduling and conducting interviews and new hire onboarding. Manage employee paperwork and payroll. Skilled in researching benefits packages.

**Office Management:** Manage all aspects of office operations, including communications, IT, office equipment management, ordering/inventory, facility management and security, meeting and event planning, contract management and travel coordination. Proven strengths in organization, time management and process improvement.

**Administrative Support:** Offer exceptional interpersonal skills to support business, from C-Suite/high-level personnel and guests to assisting with operations to managing vendor relationships. Highly skilled in managing complex calendars

# KESHA FITZHUGH

MSFITZHUGH01@GMAIL.COM

and ever-changing schedules, international and domestic travel, communications and desk time management, also serving and the interdepartmental liaison between multiple business units and out-sourced services and contracts.

**Technological Profile:** Proficient with Expense Management software (Expensify, PeopleSoft), Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint), Windows and Mac operating systems, database administration, Google Docs, Igloo, QuickBooks, Salesforce, HR/Payroll systems (PaychexFlex, Workday), events and travel software (Cvent, Concur) and meeting platforms (Webex, FreeConferenceCall, Go to meeting, Skype, Teams, Zoom,).

# KESHA FITZHUGH

MSFITZHUGH01@GMAIL.COM

## EXPERIENCE

---

### **The Pew Charitable Trusts**

#### ***Administrative Assistant***

**Feb**

**2019 - July 2020**

- \* Prepare budget estimates for senior management, maintain event/program budget upwards of \$2M.
- \* Event planning – Internal and external coordination of logistics (venue, travel, vendor relations and catering), manage participant RSVPs, legal vetting preparation and certification, pre/post reporting.
- \* Manage vendor contracts, communications and parsing invoices for accuracy.
- \* Coordinate building security, maintenance services, technical and visitor requests
- \* Manage complex and ever-changing calendars for senior and program staff.
- \* Project Management – Devise workplans to track ownership of team/project deliverables, action items and next steps.
- \* Calendar management, credit card reconciliation, travel and expenses.

### **The Center for Election Innovation & Research**

**June**

**2017-Oct 2018**

#### ***Operations Manager***

- \* Implemented cash flow related processes.
- \* Payroll management, time and attendance coordinator, recruitment, onboarding, and benefits administration.
- \* Board of Directors relations – Create meeting timelines, prepare and distribute meeting notifications, correspondence, and agenda materials.
- \* Manage and coordinate all administrative, budgeting, and correspondence activities related to grants and contract services.
- \* Thoroughly parse and pay final invoices and produce final spending reports.
- \* Develop and manage a comprehensive plan for office move to dedicated space.

### **The Pew Charitable Trusts**

**Sep 2014-**

**June 2017**

#### ***Senior Administrative Assistant***

- \* Drafting correspondence; develop and track procurement contracts, proofread and edit team documents for punctuation, grammar, and clarity.
- \* Schedule conference calls and meetings, assemble and disseminate relevant background materials in a timely manner; schedule adequate pre-meeting preparation and travel time; ensure that relevant staff and partners participate and conduct meeting follow-up as necessary.
- \* Prepare staff and third-party travel reimbursements, track service provider invoices, and corporate card reconciliations for processing by payment services.
- \* Organize logistics internal and off-site meetings; coordinate external event production with the conference center and prepare reports for legal review for all events including government officials.





Executive Office of the Mayor - Office of Talent and Appointments

John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

**Kesha Fitzhugh**



In Kesha Fitzhugh's most recent position, she served as the Senior Administrative Assistant for the Pew Charitable Trusts. Initially recruited to support the efforts of the Election Initiatives, she quickly navigated the organization, broadening her support to a number of projects across the Government Performance portfolio. In recognition of superior core competencies and stellar achievements, she was awarded the Achievement of Consistent Excellence (ACE) Award, in addition to receiving promotion accolades for outstanding performance, placing her in the top 4% of the organization. Her stand-out position was her appointment with the Managing Partner/CNN Contributor of Brunswick Group. There, she was a key player in coordinating the volunteer and pre-registration efforts at the HuffPo Inaugural Ball held at the Newseum, as well as the White House Correspondents Garden Brunch, both held in 2009.

Ms. Fitzhugh has volunteered as a mentor and spoken word facilitator for The HOUSE (Power Moves) in Washington, DC, supporting youth with a host of social and economic disadvantages. An Alum of Public Allies Service Corps, she is excited to continue supporting the efforts in the non-profit work force and fulfill aspirations as a change leader.

A Ward 8 resident, Ms. Fitzhugh holds a Bachelor of Science degree in Business Administration and a Master of Business in Business/Public Administration from Columbia Southern University.



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

**To:** Bryan Hum, Steve Walker

**From:** Betsy Cavendish

**Date:** August 3, 2022

**Subject:** Legal sufficiency review of Resolutions nominating Claire Blumenson, David Domenici, Kesha Fitzhugh, Dr. Felecia Hayward, and L. Danielle Robinette as nongovernmental voting members; Yuliana Bruister, Megan Dho, William Hacker, Laura Harding, Theresa Kemp, Adina Levi, Amy Lopez, Sarah Navarro, Barbara Paulson, Angela Spinella, and Nicole Ukaegbu as governmental voting members; and LaShunda Hill as Director of the Students in the Care of D.C. Coordinating Committee

---

**This is to Certify** that this office has reviewed the above-referenced resolutions and found them to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Vanessa Careiro, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

---

Elizabeth Cavendish