



MURIEL BOWSER
MAYOR

October 24, 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:

Pursuant to section 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and Ex-Offender Affairs Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C. Official Code § 24-1303), I am pleased to nominate the following person:

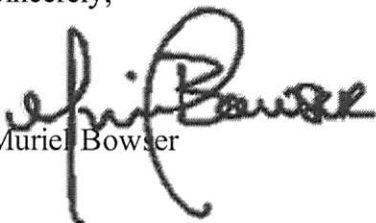
Natasha Dasher
3rd Street, SW
Washington, DC 20024
(Ward 6)

for reappointment as a public voting member of the Commission on Re-Entry and Returning Citizen Affairs, for a term to end August 4, 2025.

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,


Muriel Bowser



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the reappointment of Ms. Natasha Dasher to the Commission on Re-Entry and Returning Citizen Affairs.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Commission on Re-Entry and Returning Citizen Affairs Natasha Dasher Confirmation Resolution of 2022".

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

Natasha Dasher
3rd Street, SW
Washington, DC 20024
(Ward 6)

as a public voting member of the Commission on Re-Entry and Returning Citizen Affairs, established by section 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and Ex-Offender Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C. Official Code § 24-1303), for a term to end August 4, 2025.

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.

NATASHA M DASHER

CAREER OBJECTIVE

Seeking a challenging and responsible administrative position with an organization that utilizes my quantitative and analytical skills with progression being based on performance and personal merit.

WORK EXPERIENCE

04/2021 – Present Department of Energy, Office of the U/S for Infrastructure Washington, DC

Management Program Analyst

- Ensures that the organization strategic plan, mission, vision, and values, are communicated to the strategies, goals, objectives, work plans and work products and services.
- Works with the team in the selection and application of appropriate problem-solving methods and techniques, provides advice on work methods, practices, and procedures, and assists the team and/or individual members in identifying viable solutions.
- Directs planning and advisory duties encompassing a range of support service functions, including property and facility management, equipment procurement for bureau programs, the credit card program, travel, and miscellaneous office services.
- Provides advice on the interpretation and application of administrative directives and instructions to staff; analyzes operations for efficiency and cost-effectiveness. Tracks and monitors a general service budget.
- Represents client offices in negotiating sessions with technical contract personnel and private sector representatives in reference to obtaining goods and services.
- Plans and coordinates total support service requirements and monitors organizational mission and program changes to identify and assess changing requirements for support services. Initiates and implements administrative policies and procedures.

11/2016 – 4/2021 Redhorse Corporation Washington, DC

Executive Assistant IV

- Support the Deputy Assistant Secretary of Operations for the Department of Energy's Office of EERE and their personnel with the onboarding processes to include badging, clearance approvals, and acclimation into the office.
- Prepare, organize, and package informational materials needed for briefings, reports, and deliverables.
- Coordinate travel for the DAS-O and front office staff to conferences, operational missions and other domestic and international locations, as required.
- Support office staff daily wherever needed to include ordering paper, passing clearances, maintaining morale, and various other tasks necessary to ensure office is running smoothly.
- Maintain DAS-O schedule and calendar; assists in budgeting tasks such as tracking leave and department expenditures.
- Schedule and maintain calendars for conference rooms and/or coordinates meetings. Compiles, catalogs, and maintains information on materials and documents.
- Interface with requesters and direct them to location of specific items.
- Responsible for processing timesheets in ATAAPS for DAS-O direct supports, and Front Office Staff (42 total).
- Responsible for processing Foreign National Travel for EERE Front Office and DAS-O direct supports.
- Responsible for tracking of all Correspondence requiring EE1 and DAS-O review and signature.
- Complete all expense reports, as needed. Processes travel vouchers requests and other financial

requests, as needed. Monitors costs of tasks to detect cost overruns.

- Identify administrative, operational problems; analyze possible consequences and effects in development of proposed solutions ensure Senior EERE leadership working in close coordination, performing a variety of assignments and special projects dealing with major issues that may concern interrelated functions of the Department, and relationships with the Congress.

08/2014 – 09/2016

Choice Settlement Group, LLC

Upper Marlboro, MD

Executive Assistant

- Prepare correspondence, reports, spreadsheets and legal documents
- Screened incoming calls, relay detailed messages and respond independently when possible
- Scheduled and maintain closing calendars
- Scheduled internal and external meetings
- Coordinated domestic travel including hotel and meeting logistics
- Assisted with the preparation, production and organization of documents, correspondence, spreadsheets, and reports
- Maintained electronic and paper filing systems
- Coded and processed invoices; prepared and follow-up on check requests
- Prepared Power Point presentations
- Maintained and ordered kitchen and office supplies
- Pick-up & distribute time sensitive mail
- Worked with vendors on office maintenance and management issues

06/2007 – 06/2009

Satterfield & Pontikes Construction, Inc.

Houston, TX

Executive Assistant

- Provided support to the Executive Vice President, Vice President, and the Federal Business Unit reporting directly to the EVP
- Arranged domestic and international travel
- Meeting and conference coordination; prepared conference materials as requested.
- Prioritized incoming mail and correspondence
- Composed, prepared and proofread written and electronic documents
- Assisted in developing professional-looking and accurate presentations and reports using MS office software
- Accurately prepared expense reports
- Handled telephone calls and transcribed accurate messages; recognize and organized for relative importance and monitor that follow-up action was taken place
- Maintained and operated office equipment and ordered office supplies
- Interfaced with other senior level executives and/or external contacts to solve problems, gather information and coordinate flow of information
- Acted as information source on departmental administrative issues
- Trained others and provided back-up support to the President
- Monitored and coordinated departmental budget responsibilities

04/2004 – 06/2006

American Council of Life Insurers

Washington, DC

Executive Assistant & Web Coordinator

- Provided direct administrative support to the Executive Vice President, Senior Vice President and three attorneys of the Federal Taxation and Retirement Security division
- Prepared and proof read legal documents and legislation
- Received and screened calls
- Scheduled external and internal meetings

- Served as direct contact with member company representatives for concerns, status of issues, meetings and web related questions
- Coordinated domestic and international travel
- Prepared expense reimbursements and accounting request
- Managed numerous meetings relevant to congressional federal taxes and retirement security from arranging venues, menu selections, catering services, attendance listings, and security measures

02/2000 – 07/2003

The Clark Construction Group

Bethesda, MD

Field Office Manager

- Provided services to Clark personnel on jobsites
- Administered of employment and EEO policies
- Payroll submission
- Purchasing for regional offices
- Verification of materials received on the jobsite
- Setup and maintained petty cash accounts
- Performed quarterly jobsite operational reviews to assure compliance with Clark policies and procedures
- Maintained the records management of Clark's official papers and archives
- Prepared and negotiate contracts with new vendors
- Supervised administrative staff
- Processed certified payroll (project to project basis)

EDUCATION

1992 – 1996

Delaware State University

Dover, DE

- Business Administration

COMPUTER EXPERIENCE & CERTIFICATIONS

MS Word (advanced), MS Excel (advanced), and MS PowerPoint (advanced), MS Project, MS Publisher, MS Outlook, GroupWise, SharePoint, ConcurGov, eDocs, ATAPPS, ETMS, Adobe InDesign, DProfiler, RS Means, CostWorks, AutoCAD, Viewpoint, ID Edwards/AS400, Primavera/Expedition, Prolog, QuickBooks, PeopleSoft (HR), Jobber, MS Access, Goldmine, Timberline, Westlaw, Master Builder, Concur Travel Management, Adobe In Design, Adobe Acrobat, Adobe Reader, Adobe Photoshop, Dreamweaver 3.0, and Fireworks, iMis, Sitebuilder, and CMS Editor Web Publisher, and Certified CPR.



Executive Office of the Mayor - Office of Talent and Appointments

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

Natasha Dasher



Natasha Dasher is a U.S. Department of Energy Management Program Analyst and a current member of the Commission on Re-Entry and Returning Citizen Affairs.

Ms. Dasher is a native Washingtonian and returning citizen who has over 20 years of experience growing businesses. Ms. Dasher has also served as Executive Assistant for numerous organizations. In these roles, Ms. Dasher has diagnosed and resolved operational problems, delivered exceptional customer service, and served as liaison to internal and external clients.

In addition, Ms. Dasher is a community advocate who has supported her community through mentorship on business development and operational strategy.

A Ward 6 resident, Ms. Dasher received a degree in Business Administration from Delaware State 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: October 4, 2022

Subject: Legal sufficiency review of Resolutions nominating Natasha Dasher, Dominic Henry, Clarence Johnson, and John Matthews as public voting members of the Commission on Re-Entry and Returning Citizen Affairs

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