



MURIEL BOWSER
MAYOR

June 29, 2023

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 203 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.03), I am pleased to nominate the following person:

Ms. Daanish Jones
45th Place, SE
Washington, DC 20019
(Ward 7)

for appointment as a consumer member of the Board of Medicine, replacing Terrence Straub, to serve the remainder of an unexpired term ending August 5, 2025.

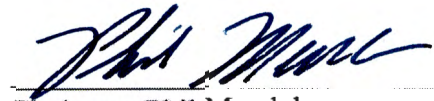
Enclosed you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

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,

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

Muriel Bowser
Mayor



Chairman Phil Mendelson
at the request of the Mayor

1
2
3
4
5
6 A PROPOSED RESOLUTION
7

8
9 IN THE COUNCIL OF THE DISTRICT OF COLUMBIA
10
11

12
13
14 To confirm the appointment of Ms. Daanish Jones to the Board of Medicine.
15

16 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this
17 resolution may be cited as the "Board of Medicine Daanish Jones Confirmation Resolution of
18 2023".
19

20 Sec. 2. The Council of the District of Columbia confirms the appointment of:
21

22 Ms. Daanish Jones
23 45th Place, SE
24 Washington, DC 20019
25 (Ward 7)
26

27 as a consumer member of the Board of Medicine, pursuant to section 203 of the District of
28 Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99;
29 D.C. Official Code § 3-1202.03), replacing Terrence Straub, to serve the remainder of an
30 unexpired term ending August 5, 2025.

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

33 Sec. 4. This resolution shall take effect immediately.

DAANISH JONES

PROJECT COORDINATOR | EXECUTIVE ADMINISTRATIVE PROFESSIONAL | SPEAKER

Conscientious professional with significant expertise in the mortgage industry including superior support for senior executives. Driven by a high degree of integrity along with strong project management experience to support senior leaders. Served as trusted executive assistant for CEO and President and his direct reports. Consistently recognized for working independently to improve the organization's corporate initiatives and culture. Excellent people and team skills supported by strategic communications and outreach to communities to help advance the company's social responsibility.

PROFESSIONAL EXPERIENCE

STAND TOGETHER FOUNDATION – Arlington, VA

08/22 – Present

Executive Administrative Assistant

- Provide calendar management
- Manage meeting preparation and participation
- Serve as key member of the Executive Leadership team as administrative support
- Identify areas to increase efficiency and innovate to improve administrative processes
- Own and contribute to team and organizational projects and operational improvements as needed

MS DAANISH LLC & EPIC ELITES FOUNDATION – Washington, DC

04/2019 - Present

Owner & Founder

- Manage all day to day operations of Ms Daanish as well as the Epic Elites Foundation
- Mentor to teen girls, sharing my proven techniques to successfully dress for the interview process, how to interview for school and work, and how to be confident and successful even starting out.
- Epic Elites Foundation is focused on bringing light, celebration, and recognition to unsung heroes, grass roots leader, and environmentalist leveraging powerful story telling through media.

FANNIE MAE - Washington, D.C.

04/2016 – 02/2019

Executive Assistant to Executive Vice President, General Counsel and Corporate Secretary

- Developed a new process to provide sole administrative support to EVP, General Counsel, and Corporate Secretary, resulting in a system that saved time and money.
- Played key role on Legal's front office leadership team by serving as a strategic partner to firm's General Counsel by liaising with various internal and external customers across business lines
- Developed and determined appropriate materials for executive-level meetings such as agendas, PowerPoint presentations, charts, and handouts. Worked with senior management and industry experts to obtain and organize briefing materials for meetings/conferences
- Prepared, drafted and edited confidential correspondence for senior-level executive signature as well as review correspondence for clarity, spelling and accuracy for internal and external meetings
- Acted as master scheduler – organized, coordinated and arranged meeting/conference logistics, domestic and international travel and created detailed itineraries. Processed expense reports and disbursement requests in a timely manner
- Established highly confidential filing system and database for GC files and received mail
- Promoted a hardworking, collaborative environment with excellent team building skills; fostered enthusiasm with a focus on achieving company goals
- Served as a liaison for homeowners who call in with issues concerning their mortgage loan, providing them with information that will help them attain a resolution

- Input/tracked in the SharePoint database, legal filings, customer/vendor complaints, congressional letters, solicitation surveys, charitable requests, and consumer requests for foreclosure help to ensure that correspondence reaches the correct parties and is addressed in a timely manner
- Entered Freedom of Information Act requests to keep track of all requests received from Department of Treasury and external customers
- Proactively assembled a Master Annual Calendar of GC's key events, meetings, deadlines, and milestones
- Ensured attorney's bar memberships dues are paid timely and continuing legal education requirements are met in order to keep law license in good standing

Executive Assistant, Office of the Chief Executive Officer 12/2012- 04/2016

- Managed or coordinated projects, providing cost-effective approaches
- Used standards, templates, branding and correspondence guidance to skillfully format and edit letters and other documents from draft to client-ready stage
- Coordinated engagement-related or other administrative work, with high quality and timely delivery
- Acted as a knowledge resource in the use of Outlook calendar management
- Used strong working knowledge of relevant firm and service line quality, risk, and confidentiality policies and guidelines, notifying appropriate individuals should issues arise
- Reinforced the wider use of policies and guidelines
- Prioritized work by considering its risk, importance, urgency, and potential business, organizational, and client implications
- Audited expense reports for direct reports to ensure they met company guidelines for approval
- Served as a coach and mentor to others

Senior Administrative Assistant, Finance Division

10/2005- 12/2012

Support to five Vice Presidents and their 13 Directors

- Developed and maintain an individualized, efficient filing system for VPs
- Managed daily schedule of Officers; scheduled and prepared meeting agendas and materials
- Arranged all travel needs and provided detailed itinerary prior to the trip
- Created PowerPoint presentations, Word documents, and organization charts; proofread and edited documents
- Managed new employee on-boarding (submitted all necessary forms, space assignments, phones, computers, etc.)
- Screened and managed internal and external callers using probing questions to clarify all issues and routing appropriately
- Assisted with the development of the eBinder process for the department
- Entered in Tax K-1's for Tax & IRS purposes
- Participated in new systems testing and pilots
- Coordinated departmental volunteer efforts
- Assumed the responsibility of Offsite Storage Administrator for team, which entailed shipping over 300 boxes per year to our offsite storage facility
- Created and maintained a departmental Administrative Duties manual for temporary employees and provisional coverage purposes
- Served as Team Captain for the company's largest fundraising initiative, Help the Homeless, by creating flyers that were used company-wide; helped to raise over \$8,500 by hosting various departmental fundraising events.
- Boosted staff morale and improved teamwork by organizing staff outings and being accessible after hours for problem resolution

EDUCATION

Strayer University, Washington, DC, Computer Administration
 Morris Brown College, Atlanta, GA, Pre-Med
 Howard Dilworth Woodson, Washington, DC



Executive Office of the Mayor - Office of Talent and Appointments

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

Daanish Jones



Daanish Jones has been leading the charge in the administrative industry for over 20 years working with Fortune 500 executives. She currently serves as Executive Assistant and Events Coordinator at Stand Together Foundation. As a superhero in her industry, she has taken the role of Executive Assistant and built it into so much more. Her unique experience as an administrative professional allowed her the opportunity to see firsthand the magic unseen and unsung heroes facilitate. Through her Epic Elites Foundation, she leverages the power of media to tell stories about those often overlooked – the most essential among us – focusing on showcasing the undeniable impact and elevating the work of bold leaders. As a mentor to youth, her mission has been to educate teens on practical ways to dress professionally for the corporate workplace, as well as to fully equip them with the needed skills to successfully conduct school and job interviews with her Success Academy.

A Ward 7 resident and native Washingtonian, Ms. Jones attended Howard Dilworth Woodson, Morris Brown College, and Strayer University.



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



Office of the General Counsel to the Mayor

To: Tommy Wells, Steve Walker
From: Betsy Cavendish
Date: March 8, 2023
Subject: Legal sufficiency review of Resolutions nominating Dr. Aeva Gaymon-Doomes, Dr. Carolyn Gorman, Daanish Jones, Dr. Padmaja Pavuluri, and Dr. Asha Payne as members of the Board of Medicine

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 cursive script that reads 'Elizabeth A. Cavendish'. The signature is written in black ink on a light-colored background.

Elizabeth A. (Betsy) Cavendish