



Date of Council Meeting: May 12, 2015

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Appointment to the Economic Development Commission

**Staff Contact:** Lee Ann Green, Clerk of Council

**Council Action Requested:** Consideration of Vice Mayor Burk's nomination of Monifa Hamilton for appointment to the Economic Development Commission:

**Staff Recommendation:** Not Applicable

**Commission Recommendation:** Not Applicable

**Fiscal Analysis:** Section 2-197 of the Town Code provides for annual compensation of \$1,200 for Economic Development Commission members. Funds are available within the current Fiscal Year 2015 general fund budget and the recently adopted Fiscal Year 2016 general fund budget.

**Background:** The terms of office for Commissioners correspond to the term of the council member who nominated them. As per Section 2-221(c) of the Town Code, members of the Economic Development Commission may be town residents, town property owners, town business owners, or anyone employed within the town. Ms. Hamilton is a resident of the town.

**Attachments:** (1) **Resume/Letter of Interest**  
(2) **Appointment Resolution**

# Monifa Hamilton

117 Maximillian Cour•Leesburg, Virginia, 20175 • Phone: (703) 725-1366  
E-Mail: mo879@mac.com

May 1, 2015

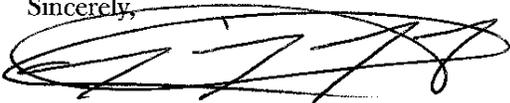
Dear Vice Mayor Kelly Burke:

I am writing this letter to request consideration for an appointment to the Economic Development Commission. I recently forwarded a resume, which is comprised of both my educational and practical expertise in the field of business, leadership, and communications. However, I would like to also add the following reason(s) why I have made this request for consideration:

1. ***Passion to Serve!*** Community service is one of my passions. I desire to help my community through service to become a better place to live, prosper, and grow. As a member of the Economic Development Commission, I will have an opportunity to work as a valuable team member and serve my community at a greater level. By working with our local businesses, generating ideas to help create jobs and future opportunities for investments. As a District 29 Governor for Toastmasters International, I worked with various corporations and organizations throughout Loudoun County and Northern Virginia to help them develop a leadership and communications program for their employees. By helping my District in one year become successful. We were ranked #1 in the U.S. for growth and #11 in the world. I would like to extend my leadership skills to the Economic Development Commission to fulfill their vision and goals to help make where I live a great opportunity for local businesses.
2. ***Leaders are Learners!*** As you can see in my resume, I have an extended portfolio of education. What is not directly evident is that I traveled to Prague, Greece, and Singapore for my classes at The George Washington University and Seton Hall University. This opportunity has allowed me to learn about various multi-cultural businesses and organizations. For example, Singapore with its thriving economic development is also thriving in its culture. In Prague, I had an opportunity to visit various businesses and learn how they have evolved to meet the growing needs of their population. This has provided excellent insight regarding economic growth and development. I am looking forward to the opportunity to work with the Economic Development Commission to utilize my abilities and communication skills and extend assistance to our businesses and future development.
3. ***Desire to Make a Difference!*** In 2002, I was a State Trooper in Loudoun County and lived in Ashburn. When I moved to the Town of Leesburg in 2004, I knew I found the place to call home. Every year, I participated in various activities such as; local parades, Special Olympics, Colonial Fridays, Leesburg Garden Festival, and so much more! Excited to be a part of such a great place to live. I have a strong desire to help fulfill the vision for the Economic Development Commission!

I respectfully request your consideration for an appointment to the Economic Development Commission. I would like to help make a positive difference in my community!

Sincerely,



Monifa "Mo" Hamilton, DTM



Brief Bio  
Monifa "Mo" Hamilton

A native of Long Island, New York, Monifa has pursued her passion for learning through advanced education and experiential learning. She graduated from Hampton University with a BA in Sociology in 1994. In May 2009, she graduated from The George Washington University, with a Graduate Certificate for Leadership in Organizations. She also completed her Masters of Arts in Strategic Communications and Leadership, from Seton Hall University in March 2011.

Her practical leadership experience spans over a 19-year law enforcement career. Monifa began her career with the Virginia State Police, where she has served as a Virginia State Trooper and worked on the Governor's Protective Detail. Today, she anticipates her retirement in Federal Law Enforcement, where she currently serves as a Postal Inspector, with the U.S. Postal Inspection Service.

Monifa is also best known for her leadership and communications skills. She has become a sought after speaker and expert in the field of leadership and communications. While maintaining a busy schedule, Monifa continues to find opportunities to volunteer within her community. She has served as a District 29 Governor with Toastmasters International and was responsible for overseeing the leadership and educational programs of 2,500 members in Northern Virginia. She has participated as a Community Judge for several Youth Leadership Programs, a Mentor to young women in the Girl Scouts, and as an active member within her Church.

Committed to continual learning and growth, she is currently enrolled as a Graduate student at The Johns Hopkins University, studying Non-profit Management. As a former Radio DJ and Executive Producer, she desires to continue her interests in radio and television and remaining active within her community and nonprofit volunteer work.

# MONIFA A. HAMILTON

44715 Prentice Drive #275  
Dulles, VA 20101

Phone: 703.725.1366  
Email: mo879@mac.com

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## POSTAL INVESTIGATIONS / LAW ENFORCEMENT PROFESSIONAL

Exemplary law enforcement professional specializing in criminal investigations and security. A dedicated proactive leader with expertise in identifying and analyzing situations to determine sound solutions. Solid knowledge of State and Federal laws, policies and procedures governing the US Postal Service. Ability to collaborate with peers and management on problem and issue resolutions. Thrives in a fast paced environment and works well under stressful situations. Recognized for honesty, loyalty and integrity.

### AREAS OF EXPERTISE

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- Communications
  - Leadership Training
  - Facilitator
  - Report Writing
  - Investigations
  - Court/Legal Testimonies
  - Team Collaboration
  - Mentoring/Coaching
  - Penal Codes/Laws/Regulations
  - Security Protocol
  - Covert Surveillance
  - Interviews/Interrogations

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### KEY SKILLS ASSESSMENT

**INVESTIGATIVE ANALYSIS** – Analyzed over 200 federal criminal and civil laws pertaining to the safety and security of the US Postal Service. Effective in working complex and high profile cases that were multi-jurisdictional, and involved multiple suspects and victims.

**COLLABORATIVE COMMUNICATION** – Effective in working with cross-functional teams to communicate both in writing and verbally on processes, procedures and investigations. Highly skilled in giving presentations to large groups of people and organizations.

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### PROFESSIONAL EXPERIENCE

#### U.S. POSTAL INSPECTION SERVICE, WASHINGTON, DC

2004 – PRESENT

##### POSTAL INSPECTOR

Analyze and enforce over 200 federal criminal and civil laws related to the safeguarding of the US mail system. Ensure the security of the US postal service mail system and the adherence to established policies and procedures.

- Investigate incidences of Identity Theft, Mail Theft, Revenue Fraud, Prohibited Mailings, Money Laundering, Mail Fraud, Bank Fraud, Capital Murder, and Workplace Violence cases.
- Provide courtroom testimony for grand jury, preliminary hearings and Federal and State court proceedings.
- Participated in Operation Falcon, a National Task Force with the U.S. Marshall Service and served on several task forces with the U.S. Secret Service and High Intensity Drug Trafficking Areas (HIDTA).
- Responsible for the implementation and communications of the USPS Talent Management Initiative.
- Honored as the first Postal Inspector to provide technical surveillance (TSS) assistance for criminal and civil investigations for the Washington Division, encompassing Washington, DC, Maryland and Northern Virginia.

#### VIRGINIA STATE POLICE, RICHMOND, VA

1996 – 2004

##### VIRGINIA STATE TROOPER

State trooper tasked with criminal and civil code enforcement for the Commonwealth of Virginia. Collaborated with other law enforcement and criminal justice agencies to provide high quality statewide service to its citizens and visitors.

- Conducted criminal and civil investigations and made criminal arrests as needed.
- Testified in court for criminal and civil cases.
- Provided instructional training as an Advanced Defensive Tactics Instructor.

#### VIRGINIA STATE POLICE, RICHMOND, VA

1999 – 2002

##### EXECUTIVE PROTECTION OFFICER

Officer charged with ensuring the security of government officials.

- Provided protection services to the Governor and First Family of Virginia.
- Traveled abroad with the Governor on trade missions.
- Responded to DC sniper shootings and September 11, 2001 terrorist attacks at the Pentagon.
- Certified in tactical and executive protection training.

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**EDUCATION & TRAINING**

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Graduate Certificate in Nonprofit Management, John Hopkins University, Baltimore, MD, 2014-2015  
Master of Arts, Strategic Communication and Leadership, Seton Hall University, South Orange, New Jersey, 2011  
Graduate Certificate in Leadership in Organizations, The George Washington University, Washington, DC, 2009  
Bachelor of Arts, Sociology, Hampton University, Hampton, VA, 1994

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**AWARDS & DISTINCTIONS**

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Distinguished District 29 Governor, August 2013  
Distinguished Toastmaster, Toastmasters International, 2009 & 2013  
Award of Excellence, Toastmasters International, August 2012  
Certificate of Appreciation, U.S. Postal Inspection Service, June 2010  
Recognition of Outstanding Achievement, U.S. Attorney's Office, Eastern District of Virginia, 2008  
Certificate of Appreciation, U.S. Postal Inspection Service, 2007  
Letter of Gratitude for service with Hurricanes Katrina, Rita and Wilma, U.S. Postal Inspection Service, 2006  
Certificate of Appreciation, U.S. Postal Inspection Service, 2006  
Award of Recognition, Virginia State Police, 2001

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**CERTIFICATIONS**

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Distinguished District 29 Governor Award, Toastmasters International, July 2012-June 2013  
Distinguished Toastmaster Award, Toastmasters International, April 2013  
Distinguished Toastmaster Award, Toastmasters International, July 2009  
Certified Financial Crimes Investigator, International Association of Financial Crimes Investigators (IAFCI), June 2009-Present  
CPR, AED, and First Aid Certification, U.S. Postal Inspection Service (USPIS), 2007-2012  
Certified Technical Investigator, National Association of Technical Investigators (NATIA), July 2008  
Covert Electronic Surveillance Certificate, Federal Law Enforcement Training Center (FLETC), March 2007  
Officer Survivor Instructor, (USPIS), October 2006-2009  
Real Time Radiography Instructor, (USPIS), June 2006-Present  
Federal Law Enforcement Officer Certification, (USPIS), May 2004  
Dignitary Protection Certification, Pennsylvania State Police, June 2001  
Law Enforcement Officer Certification, Commonwealth of Virginia, September 1997

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**AFFILIATIONS**

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Distinguished District 29 Governor, Toastmasters International, 2012-2013  
Board Member, Special Olympics of Loudoun County, 2012-2013  
Radio and Television Producer, Fairfax Public Access, 2011-2013  
District 29 Lt. Governor Education and Training, Toastmasters International, 2011-2012  
Member and Speaker, Women in Federal Law Enforcement (WIFLE), August 2011-Present  
Lt. Governor Marketing, Toastmasters District 27, 2010-2011  
Public Relations Officer, Toastmasters District 27, 2009-2010  
Substitute Professor for Criminal Justice Classes, Strayer University, 2009-2010  
Motivational Speaker, Girl Scouts of Washington, DC, 2009-Present  
Motivational Speaker/Youth Leadership, Stanford Brown College, July 2009  
Volunteer Community Judge, Youth Christian Speech and Debate Competition, 2008-Present  
Volunteer Judge, Region XI Council of Blacks In Government (BIG), 2008-Present  
Member, National Association of Technical Investigators (NATIA), 2008-2010  
Vice President of the Mid-Atlantic Chapter of (IAFCI), 2007-2009

PRESENTED May 12, 2015

RESOLUTION NO. 2015-

ADOPTED \_\_\_\_\_

A RESOLUTION: MAKING AN APPOINTMENT TO THE ECONOMIC  
DEVELOPMENT COMMISSION

WHEREAS, participation by public-spirited citizens on town boards, commissions and committees is vital to the success of town government and the democratic process; and

WHEREAS, boards, commissions and committees serve an indispensable role in providing recommendations concerning town policy and programs; and

WHEREAS, Council desires to appoint effective individuals to serve at its will and pleasure on these advisory boards; and

WHEREAS, a vacancy exists on the Economic Development Commission.

THEREFORE, RESOLVED that the Council of the Town of Leesburg in Virginia hereby appoints Monifa Hamilton to a term ending December 31, 2018.

PASSED this 12<sup>th</sup> day of May, 2015.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council