

# APPOINTMENT REVIEW FORM



**Angela D. Alsobrooks**  
County Executive

**DATE:** September 9, 2024  
**TO:** Rhonda L. Weaver  
County Attorney  
**THRU:** Joseph C. Ruddy  
Deputy County Attorney  
**FROM:** Miriam L. Brewer, Appointments Liaison  
**RE:** Commission for Women – 3 Reappointments

**Date Sent to County Attorney:** September 9, 2024

**Appointments to be sent to Council on:** September 20, 2024

**Review:** [ X ] Transmittal Letter  
[NA] Appointee Data Form  
[NA] Financial Disclosure Form  
[ X ] Other: Bio and Resume

---

I have reviewed the attached appointment package and find it to be legally sufficient.

DATE: September 20, 2024

Terry L. Bell  
**Associate County Attorney**  
**Office of Law**

DATE: 09/20/2024

Joseph Ruddy  
**Deputy County Attorney**  
**Office of Law**

DATE: \_\_\_\_\_

\_\_\_\_\_  
**County Attorney**  
**Office of Law**



Angela D. Alsobrooks  
County Executive

# PRINCE GEORGE'S COUNTY GOVERNMENT

## OFFICE OF THE COUNTY EXECUTIVE

September 27, 2024

The Honorable Jolene Ivey  
Chair  
Prince George's County Council  
1301 McCormick Drive, 2<sup>nd</sup> Floor  
Largo, Maryland 20774

Dear Chair Ivey:

It is my pleasure to submit to you and the County Council the reappointments of Ms. Deidre N. Jackson, Ms. Amira M. O'Neal, and Ms. Ioana Stoica to the Prince George's County Commission for Women. These women possess extensive professional backgrounds, diverse expertise, and have an avid interest in issues facing women in our County.

Ms. Deidre N. Jackson, a resident of Upper Marlboro, is a Firm Administrator with a national law firm and is the current Chair of the Commission. Ms. Jackson is a member of the Junior League of Prince George's County and served a dual role as the president of the Iota Gamma Omega Chapter of Alpha Kappa Alpha Sorority, Inc., and its 501(c)(3), The Ivy Community Charities of Prince George's County, Inc. She received her Bachelor of Science degree in Criminal Justice from St. John's University, her Master of Science degree in Business Leadership from Georgetown University and is pursuing a Doctor of Strategic Leadership degree at Liberty University.

Ms. Amira M. O'Neal, a resident of Bowie, is a life-long Prince Georgian with strong communication and organizational skills. She is a Teens in Theater Volunteer and Student Ambassador, Woodson High School Academic Tutor and is in the Helping Hands Ministry at Kettering Baptist Church. Ms. O'Neal graduated from Bowie High School and had dual enrollment at Prince George's Community College. She is a biology major at Howard University with goal of entering the medical field. Ms. O'Neal serves as the Secretary of the commission.

Ms. Ioana Stoica, a resident of Laurel, is the Maryland Community Organizer with the Jews United for Justice and had served as a District Captain. She previously served as a Public Policy Advocate with Job Opportunities Task Force after retiring from the District of Columbia Public Schools as the Mathematics Department Chair and Advanced Placement (AP) Committee Chair at McKinley Technology High School. Ms. Stoica earned two Bachelor of Science degrees and a Master of Arts degree from the University of Maryland, College Park.

The Honorable Jolene Ivey  
September 27, 2024  
Page 2

Pursuant to Sections 2-130 and 2-112.06.01 of the Prince George's County Code and Sections 322, 402 and 504 of the Charter, I am reappointing the following individuals to the Commission for Women:  
The Honorable Jolene Ivey  
September 20, 2024  
Page 2

Deidre N. Jackson  
[Redacted]

Reappointment  
Term Expiration: May 1, 2027

Amira M. O'Neal  
[Redacted]


Reappointment  
Term Expiration: May 1, 2027

Ioana Stoica  
[Redacted]

Reappointment  
Term Expiration: May 1, 2027

Attached for the County Council's consideration is the resume for each of the appointees. Your favorable consideration of these appointments is appreciated. If I may provide you with any additional information, please contact me or Miriam L. Brewer, Appointments Liaison, on (301) 952-4136.

Sincerely,

  
Angela D. Alsobrooks  
County Executive

Attachments

cc: Members of the County Council  
Jennifer A. Jenkins, Council Administrator  
Donna J. Brown, Clerk of the Council  
Rhonda L. Weaver, County Attorney

## DEIDRE N. JACKSON

13821 Lord Fairfax Place, Upper Marlboro, MD 20772 \* 301.325.4746  
[deidrenjackson@gmail.com](mailto:deidrenjackson@gmail.com)

### PROFESSIONAL PROFILE

Extensive client relationship and strategic management experience within the legal industry with a proven record of accomplishment for successfully supporting law firm management and executives.

### PROFESSIONAL EXPERIENCE

2023 - Present                      Hobbs Straus Dean & Walker                      Washington, D.C.

Firm Administrator for a national firm with a focus on defending tribal interests before federal, state and tribal governments. Front facing position working directly with the managing partner and executive committee.

#### Administrative:

- Preparation of budgets and attorney workload reports
- Negotiate and manage contracts on space and firm services including leases and healthcare.

#### Operations

- Provide counsel and advice to leadership to ensure effective support in managing the office including organizational planning, training and development and non-attorney support staff relationship matters.
- Work with the comptroller to review budgets, receivables, and audits across all offices.
- Responsible for office support services and supervision of the facilities manager
- Work with the IT manager to ensure licenses, inventory, and technology are current and
- Organize and plan firmwide teambuilding activities.
- Work with the human resources manager on recruiting, payroll, attorney and partner distributions, and benefits.
- Supervise paralegals and support staff to ensure continuity of service across all offices.
- Responsible for marketing and recruitment efforts for all firm positions.

#### Diversity, Equity, Inclusion and Belonging:

- Research and execute training programs across the firm regarding DEI efforts.
- Serves on the DEI committees for external organizations including Association for Legal Administrators, Society for Human Resource Management, and the American Bar Association.

2015 – Present

Hausfeld, LLP

Washington, D.C.

Executive Legal Administrative Assistant within an internationally renowned firm with approximately 155 attorneys in 11 cities. High profile position providing senior level administrative support for the Global Chairman, Managing Partner, Chief Financial Officer, Chief Executive Officer, Director of Business Development and Marketing, Director of Administration, Human Resources Manager, partners, and associates.

Administrative:

- Maintains attorney calendars, time entry, travel logistics, expense processing and conference attendance requests.
- Draft, revise and proofread correspondence, documents, presentations and talking points for management committee and staff meetings.
- Preparation of budgets and prime attorney reports
- Proficient in Microsoft Office 365, Aderant/Elite, Best Authority, Chromeriver, iManage, Sharepoint, and Google Workspace

Operations

- Provide counsel and advice to leadership to ensure effective support in managing the office including organizational planning, training and development and non-attorney support staff relationship matters.
- Manage and track the continuing legal education requirements and Bar association memberships.
- Responsible for office support services
- Supports the management committee and director of administration in the planning and logistics for firm off site events, team building activities, and retreats.
- Collaborate with marketing to design and secure firmwide materials supporting community service and firm events.
- Facilitated representation of the firm's community of service initiatives.

Diversity, Equity, Inclusion and Belonging:

- Support the Diversity, Equity and Inclusion (DEI) committee by developing and coordinating DEI events.
- Charged with creating and updating data analytics metrics regarding recruitment and retention efforts and reporting to global management chair.
- Active member in firm sanctioned DEI Employee Resource Groups
- Facilitated programs including international speakers, firm wide book clubs, and DEI activities.
- First non-legal support staff and minority to facilitate an international DEI cultural competency program.

- Co-authored the “DEI Annual Heritage and Cultural Celebration Calendar” highlighting widely recognized awareness months and days to encourage active engagement in planning events that will foster inclusive work environments.
- Collaborate with firmwide employee resource groups to create and facilitate DEI programs.
- Serves on the DEI committees for external organizations including Association for Legal Administrators, Society for Human Resource Management, and the American Bar Association.
- Diversity Equity and Inclusion content presenter including information on the Mansfield Rule and creating pathways to leadership in a diverse and inclusive law firm culture.

2009- 2015	University of Phoenix	Phoenix, AZ
2013 - 2015	Ropes & Gray, LLP	Washington, D.C
2007 –2013	Weil, Gotshal & Manges, LLP	Washington, D.C
2006 –2007	Richards Kibbe & Orbe, LLP	Washington, D.C.
2000-2006	Reed Smith, LLP	Washington, D.C.

## EDUCATION

In Process	Liberty University	Lynchburg, VA
Doctor of Strategic Leadership (Candidate)		
Omega Nu Lambda Honor Society		
2007	Georgetown University	Washington, D.C.
Master of Science - Leadership		
1991	St. John’s University	Jamaica, NY
Bachelor of Science – Criminal Justice		

Highly capable, reliable, and enthusiastically motivated undergraduate scholar with a commitment to STEAM and a resolute interest in the medical/dental fields seeking to secure high-quality scholarships, internships, and employment opportunities.

## Education

- 2021-08 -  
Current
- Bachelor of Science: Biology Major/Chemistry Minor**  
*Howard University - Washington, DC*
- Dean's List 2022-Present
- 2019-06 -  
2021-01
- Dual Enrollment**  
*Prince George's Community College - Upper Marlboro, MD*
- Earned 15 college credits while attending high school.
- 2016-08 -  
2021-06
- Honors High School Diploma: SUMMIT AP Scholars Program**  
*Bowie High School - Bowie, MD*
- **Top 5% of Graduating Class**
  - GPA 4.3
  - Summit Scholar (6 AP and numerous Honors courses)
  - Passed all AP exams administered.
  - Earned 9 additional college credits

## Awards and Honors

- College Dean's List - 2022-Present
- Merit Scholarship - 2021
- Top 5% Award - 2021 Graduating Class
- National Honors Society, 2018-2021
- Eduserc Team Leader Award, 2019-2020
- High School Principal's Honor Roll, 2016-2021
- SUMMIT AP Scholar, 2016-2021

## Extracurricular Activities

- Pre-Dental Society Fundraising Chair, 2022-Present
- Howard University Ranking Chapel Wellness Collective, 2021-Present
- Teens in Theater Production Ambassador, 2019-Present
- Chamber Orchestra, Bowie High School, 2019-2021
- Student Government, Bowie High School, 2019-2021
- Eduserc Youth Professional Development Series, 2019-2020
- Lacrosse Manager, Bowie High School, 2018-2021
- Xclusive Step Team, 2017-2020

## Volunteer Services

- Teens in Theater Volunteer Trainer and Student Ambassador, 2019-Present
- Woodson High School Academic Tutor, 2017-Present
- MLK, Jr. Annual Community Drive, 2016-Present
- Helping Hands Ministry, Kettering Baptist Church, 2014-present
- Local Food, Coats, and Information Drives, 2014-Present

# Amira O'Neal

Biology Major/ Chemistry Minor

## Personal Contact

### Address

Bowie, MD 20716

### Phone

(240) 338-0494

### E-mail

Amira1031@gmail.com

## College Contact

### College Email:

amira.oneal@bison.howard.edu

## Skills

- Strong customer service skills
- Proficient dental staff assistance
- Efficient patient data gathering
- Data confidentiality measures
- Billing systems
- Equipment sterilization
- Interpersonal communications
- Deadline management
- Effective communication skills and written reports
- Filing and data archiving
- Office administration
- Collaborative teamwork skills
- Commendable work ethic

## Software

Competent use of both Windows and IOS Operating Systems  
Proficient with Microsoft Office Suite – Google Docs, MS Word, MS Excel, MS Teams, MS PowerPoint, MS Publisher



- Bowie High School Virtual Peer Tutoring, 2020-2021
- National Honor Society Peer Tutor and Community Volunteer, 2019-2020
- Star Ministries, First Baptist of Glenarden, 2017-2019

Skilled in Blackboard, Canvas, Notions, Zoom, Google Hangout; Instagram, Snapchat, and TikTok.

## Work History

2022-06 -  
Current

### Dental Intern

*North Capital Dental, Enrique Matabar, DDS*

- Ensure patients receive best dental care possible; Communicates efficiently with patients, office staff, and doctors; Assist with patient registration and check-in; Help manage front office; Update patient health records; Support dentists with procedures such as fillings, crowns, extractions, root canals; Expand understanding of Dental terminology and anatomy; Prepared treatment rooms for patients by following prescribed protocols and procedures; Protected patients and employees by adhering to infection control policies and protocols; Consult with other dental professionals to deliver best practices.

2020-09 -  
Current

### Personal Assistant and Sales Representative

*Who Will Know, LLC*

- Deliver exceptional customer service; Problem-solve; Track and update inventory; Support vending events; Process payments and calculate daily receipts; Oversaw personal and professional calendars and coordinated appointments for future events; Responded to emails and other correspondence to facilitate communication and enhance business processes; Maintained appropriate filing of personal and professional documentation; Displayed absolute discretion at handling confidential information; Maintained and organized all shared drives, documents and spreadsheets in Google Workspace; Answered phone calls and addressed customer questions and concerns to promote satisfaction and continued business; Comply with on-demand needs and requests of supervisor.

2019-06 -  
2019-08

### Summer Learning Student Leader

*Verizon Innovative*

- Assisted Verizon Innovative Learning Instructors with preparing classrooms for experiential learning activities and projects; Assisted participants with completing in-class projects, identified and facilitated team-building activities, and provided oversight during transitions and lunch; Specifically, taught and modeled IT Coding for program participants at Prince George's Community College; Gained strong leadership skills by managing projects from start to finish; Developed strong communication and organizational skills through working on group projects; Learned and adapted quickly to new technology and software applications; Demonstrated respect, friendliness and willingness to help wherever needed.

## Languages

English - Primary Language  
Spanish - Advanced

## Interests

- Traveling
- Reading for Leisure
- Cooking
- Floral Arranging
- Artistic Expression
- Experiencing New Restaurants
- Exploring Museums and Cultural Events
- Skating
- Dancing
- Acting, Writing, Producing
- Watching Sports
- Church and Community Engagement



## Professional Profile

Passionate and highly effective teacher with 20 years of experience in K-12 and adult education. Experienced and dedicated volunteer advocate, community leader, and organizer.

## Education & Training

**COMMUNITY ORGANIZING FELLOW** | 2020  
*Rising Organizers, Washington DC*

**DON'T KVETCH, ORGANIZE FELLOW** | 2020  
*JOIN for Justice, Washington DC*

**MA EQUIVALENCY: EDUCATION POLICY & LEADERSHIP** | 2010  
*University of Maryland, College Park*

**BS: MATHEMATICS** | 2004  
*University of Maryland, College Park*

**BS: ELECTRICAL ENGINEERING** | 2003  
*University of Maryland, College Park*

- » Presidential Scholar
- » General Honors
- » Departmental Honors
- » Cum Laude
- » Undergraduate Research & Teaching Assistant

## Skills

NGP VAN/VoteBuilder, Nation Builder, EveryAction, Open VPB, Slack, Wordpress, SPSS, SAS/STAT

## Publications and Grants

Ioana has had her work published in the EBSCO Research Starters Reference Database. Her research has been presented at the Critical Questions in Educations Conference and at the Society for Phenomenology in the Human Sciences International Conference. She has also been awarded grants from Fund for Teachers and from the DC Commission on the Arts and Humanities.

## Experience in Education

**McKinley Technology High School, Washington DC**  
Mathematics & Physics Teacher, Mathematics Department Chair, Advanced Placement (AP) Committee Chair | 2010 – 2022

- » Developed curricula, planned, and taught AP Calculus (AB & BC), Honors & Regular Precalculus, Honors & Regular Algebra II, and Physics I to students in grades 10 through 12
- » Received consistent “Highly Effective” ratings on the District’s rigorous IMPACT evaluation; raised student AP scores from 0% in 2010 to over 45% passing rate
- » Fostered relationships with students, families, and school support staff including counselors, in order to support students’ full academic and emotional wellbeing and development
- » Led the AP Committee, including AP teachers and administrators, in the development and implementation of programs to increase AP program participation and exam scores; initiatives included AP Academies, Saturday review sessions, AP and college fairs, AP awards ceremonies, and teacher professional development sessions
- » Mentored Mathematics Department faculty, led regular meetings, and set department goals and objectives in collaboration with teachers and administrators from 2016-2021
- » Represented the Mathematics Department faculty on the Academic Leadership Committee, which recommends, develops, and assesses school-wide initiatives
- » Participated in and coordinated various school-wide committees and programs, such as co-planning International Week festivities and Homecoming events

**District of Columbia Public Schools (DCPS) Central Office**  
Curriculum Developer, District Course Chair, Presidential Award Finalist | 2014-2021

- » Developed curricula and electronic content modules for Pre-Calculus and AP Calculus for the District
- » Planned and led professional development sessions for teachers across DCPS in AP Calculus, Pre-Calculus, and Algebra II
- » Selected as finalist for the Presidential Awards for Excellence in Mathematics and Science Teaching in 2019

**University of Maryland, College Park**  
Undergraduate Research Program Coordinator | 2007-2010

- » Maintained database of opportunities and facilitated placement for undergraduate students into research positions
- » Collected and analyzed data on undergraduate research at the University
- » Educated students about opportunities through regular Open Houses and other outreach events
- » Developed, organized, and facilitated Maryland Summer Scholars, a research experience for undergraduates, including a series of seminars with faculty and visiting lecturers
- » Organized all logistics of Maryland Undergraduate Research Day

## Experience in Community Organizing & Advocacy

### Job Opportunities Task Force

#### Public Policy Advocate | 2022 – Present

- » Research and craft policy solutions to ongoing barriers to employment
- » Build partnerships with workforce development agencies, community development agencies, and elected officials
- » Draft testimony and attend bill hearings, committee meetings, and other legislative events to promote JOTF's workforce development agenda

### Oseh Shalom Synagogue

#### Social Justice Committee Core Team Lead | 2020 – Present

- » Co-founded the synagogue's Social Justice Committee
- » Facilitate partnerships and represent Oseh Shalom in coalitions in order to advance Maryland legislation around immigration, paid family leave, and criminal justice reform
- » Organize, develop, and lead training sessions on immigration and racial justice issues

### Bend the Arc Maryland

#### Core Leader & Founding Member | 2019 – Present

- » Co-founded the local Maryland chapter of Bend the Arc
- » Organized get-out-the-vote phone and text banking for the 2020 election
- » Develop and facilitate trainings on immigration justice and police reform initiatives, on lobbying tactics, and on writing testimony
- » Organize and lead lobby meetings with local Maryland legislators as well as US Congresspeople
- » Collaborate with organizations including CASA, Maryland Against Ice Detention, and others, in developing campaign strategies and building community support for local legislation including Dignity Not Detention, and for national campaigns such as Defund Hate and We Are Home
- » Plan and implement recruitment strategies including community meetings, letter writing campaigns, trainings, and social events to increase chapter's membership and volunteer base

### Pro-Choice Maryland

#### Board Member, Secretary, Treasurer | 2019 – Present

- » Maintain accurate financial records and develop budget recommendations in role of Treasurer starting in 2022
- » Fundraise and develop fundraising strategies in coordination with other Board members and organization staff
- » Support and evaluate the Executive Director
- » Develop strategic organizational plan in collaboration with other Board Members
- » Supported Board administrative tasks and maintained notes and other documents in role of Secretary from 2019-2021
- » Led organization through disaffiliation process from national organization (NARAL Pro-Choice)

### Jews United for Justice

#### Core Team Member & District Team Captain | 2018 – Present

- » Organize pre-session legislator meetings, help organize JUFJ's Statewide Kickoff and Annapolis Action Night, and communicate with local Maryland legislators throughout and after session
- » Recruit volunteers through one-on-one conversations and phone calls
- » Educate community about JUFJ's campaigns and priorities
- » Write testimony, recruit participants for rallies, and otherwise support JUFJ Maryland legislative priorities including the Time to Care Act and Women's Pre-Release Facility
- » Collaborate with other organizational leaders in determining legislative priorities and developing policies and strategies for implementation