



MURIEL BOWSER
MAYOR

May 22, 2024

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 202 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.02), I am pleased to nominate the following individual:

Ms. India James
Taylor Street, NE
Washington, DC 20017
(Ward 5)

for reappointment as a consumer member who is not licensed as a dietitian or nutritionist of the Board of Dietetics and Nutrition, for a term to end March 12, 2026.


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 that reads "Muriel Bowser".

Muriel Bowser
Mayor


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 India James to the Board of Dietetics and Nutrition.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the “Board of Dietetics and Nutrition India James Confirmation Resolution of 2024”.

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

Ms. India James
Taylor Street, NE
Washington, DC 20017
(Ward 5)

as a consumer member who is not licensed as a dietitian or nutritionist of the Board of Dietetics and Nutrition, established by section 202 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.02), for a term to end March 12, 2026.

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.

I n d y J a m e s

Professional Profile

Offering 15+ years of comprehensive management of programs and advisory experience in challenging multi-tasking educational environments; experienced in education training and facilitation. Successful in engaging key leadership, management, and clients while creating collaborative relationships. Articulate presenter with proven ability in leading teams and identifying strengths in order to effectively plan a focused course of action.

EDUCATION and TRAINING

**Graduate School USA
Instructor /Facilitator**

**03/2023 - Current
Washington, DC**

- Provide training using Zoom online platform, creating lesson plans geared to professional adults with topics ranging from customer service, communications, technical to leadership skills development.
- Develop course material to ensure teaching objectives and goals are met relative to subject matter.
- Conduct literature research to enhance course materials and learning objectives.
- Employ hands on learning materials as well as digital, e.g. TEDTalks, Harvard Review, PodCasts, YouTube Learning.
- Review students' responses to challenge questions for mastery of course materials.

**Assistant Manager/Office Manager
Epiq Global Systems-Washington,DC**

**3/2022 – 2/2024
Washington, DC**

- Manage daily operations and office services for law firm ensuring accuracy and completion of all outgoing legal documentation as well as office functionality.
- Supervise 5 team members that provide seamless technical support, conference and meeting coordination, front desk monitoring/coverage and mail/package preparation.
- Work with team members to create a collaborative work community and operations when engaging with internal customers and project goals.

**District of Columbia (DC) Board of Elections
Election Worker Trainer (Contractor)**

**02/2016-12/2020
Washington, DC**

- Created a working training manual/reference guide for election workers on election night.
- Developed training materials to address a variety of learning styles and adult participants as potential election workers for Primary and General Elections.
- Created performance assessment material to determine participants' level of understanding and track overall task improvements.
- Designed training modules based on feedback, assessments and hands on exercises.

I n d y J a m e s

- Monitored and recorded training data to better assess and modify training modules.
- Used practical exercises to conduct hands on-mock demonstrations to Board members.
- Created and used various training methods, e.g. classroom, videos and computer-based applications to train workers/participants.

Graduate School USA

05/2015-02/2016

Program Training Specialist

Washington, DC

DC DOES Workforce Development (Contractor)

- Conducted literature research and instruction relative to specific training area to identify and create skill specific training materials.
- Administered needs assessment tools to define performance gap of actual versus expected for participants in the developmental training program.
- Created professional development materials for adults in preparation for integration back into the workforce using live classrooms as well as using Blackboard and Collaborate online applications.
- Provided facilitation using modules geared to adult participants with topics ranging from customer service, communications to leadership skill development and technical.
- Assisted with the establishment of goals, objectives, services, activities, and assessment measures in accordance with contract training requirements.
- Tracked after placement of participants to measure effectiveness of programs and reassess training materials.

Strayer University

03/2011-04/2015

Adjunct Professor/Academic Advisor

Washington, DC

- Taught adult learners in Strayer University's School of Business courses ranging from Principles of Management to Human Resources and Organizational Behavior.
- Provided academic counseling to new undergraduate students to ensure they were on target for scholastic goals and senior year.
- Provided training to Strayer's new advisors to ensure successful development of student-professor relationship as well as effective classroom management utilizing the learning management system (LMS) of Blackboard and Collaborate.
- Supervised new Academic Advisors and Adjunct Professors to ensure program objectives and goals were met according to campus best practices.

Trinity Washington University

02/2006 - 09/2011

Adjunct Professor

Washington, DC

- Successfully taught adult learners in Trinity's School of Professional Studies in the undergraduate and graduate courses ranging from Management, Communications to Organizational Behavior.
- Prepared curriculum for new courses, selected required textbooks and materials as well as developed content for Professional Development courses.
- Assisted Trinity's MBA Director in developing new curriculum for MBA program which would allow more tailored yet competitive courses geared toward a diverse adult student body.

I n d y J a m e s



EDUCATION

Master of Business Administration	Trinity University of WDC	2004
Bachelor of Arts in Marketing and Communications	The American University, WDC	1995

TECHNICAL CAPABILITIES

Microsoft: Office Suite 2010-20 Word for Windows PowerPoint Excel for Windows Publisher
Internet Explorer Outlook Calendar Google Suite Google Calendar Adobe Lightroom Blackboard
BriteSpace(D2L) Slack Drive-thru Zoom Webex Microsoft Teams Asana Constant Contact



Executive Office of the Mayor – Mayor’s Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

India S. James



Ms. India S. James is a Corporate Facilitator providing training in leadership and management to Federal agencies within Washington, DC, as well as nationally. She also provides consulting services to future entrepreneurs where she assists with start-up and business plan development.

Ms. James has over 15 years’ experience as an educator and trainer who has taught organizational development courses to graduate level students at Trinity University, as well as provided training to DC’s Board of Elections and DC Department of Employment Services (DOES). In addition, Ms. James has over 16 years of corporate management experience including conducting project administration on a contract between AT&T, the U.S. Department of Defense, and Kazakhstan government to install telecom networks, leading a Diversity Council to promote cultural awareness in the workplace, and quality reassessment of management business practices which resulted in implementation of a new management evaluation policy.

Ms. James is originally from Detroit, Michigan but has lived in the Washington, DC area for more than 20 years.

A Ward 5 resident, Ms. James earned her Bachelor of Arts in Marketing and Communications from American University, a Master of Business Administration from the Trinity Washington University, and is pursuing her Doctorate Degree in Business Administration.



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



Office of the General Counsel to the Mayor

To: Tomas Talamante, Steve Walker
From: Betsy Cavendish
Date: May 9, 2024
Subject: Legal sufficiency review of Resolutions nominating India James as members of the Board of Dietetics and Nutrition

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 Erika Satterlee, 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 A. (Betsy) Cavendish