

C.F. 313731

**City of Seattle  
Notice of Appointment**

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CITY OF SEATTLE  
2014 APR 10 AM 11:08  
CITY CLERK

<b>Name: Michele Ramirez</b>		<input checked="" type="checkbox"/> <b>Executive Reappointment</b> <input type="checkbox"/> <b>Legislative Appointment</b> <input type="checkbox"/> <b>Agency Appointment</b> <input type="checkbox"/> <b>PDA Council</b> <input type="checkbox"/> <b>PDA Constituency</b>
<b>Residential Neighborhood:</b> University District	<b>Zip Code:</b> 98105	<b>Contact Phone No.:</b>  (850)206-8655
<b>Appointed to:</b> Seattle Immigrant and Refugee Commission		<b>Date of Appointment:</b> 4/7/2014
<b>Authority (Ord., Res.):</b>  Ordinance 118392		<b>Term of Office:</b> <b>From: Confirmation</b> <b>To: 4/30/2016</b>
<p><b>Comments:</b>  Michele Ramirez is currently a Master's student studying Nonprofit Management and Global Affairs at the Northeastern University Seattle campus. She grew up in Pensacola, Florida, where she lived with her close-knit family. After graduating high school in 2008, she moved to Gainesville, Florida to attend college at the University of Florida as a Bright Futures Scholar. She graduated with honors in 2012 with a Bachelor of Arts degree in Political Science, Environmental Studies, and Sustainability Studies. Upon graduation, she accepted an AmeriCorps position in Seattle, WA with a nonprofit organization called City Year. During her time with AmeriCorps, she completed a year of service teaching and mentoring at-risk youth in high-need schools in South Seattle.</p> <p>Michele now works for the YMCA and the Seattle Mayor's Office as an Attendance Campaign Coordinator on a project that aims to increase attendance in Seattle Public Schools. Seattle's rich culture and diverse community has greatly influenced Michele. While continuing her education in Nonprofit Management, she is working on her thesis, which explores the effects of childhood immigration on identity. She hopes to one day run a nonprofit organization that provides services to immigrant families in the Seattle area.</p>		
<b>Authorizing Signature:</b>  		<b>Name and Title of Officer Making Appointment:</b> Mayor Edward Murray

Michele Ramirez



Date: January 31, 14

Office of Immigrant & Refugee Affairs  
P.O. Box 94745  
Seattle, WA  
98124-4745

Dear Office of Immigrant & Refugee Affairs:

Hello, my name is Michele Ramirez and I am writing to express my intent for a position on the board of Immigrant & Refugee Affairs for the City of Seattle. Coming from a family of immigrants that came to America from Cuba, I have a personal understanding and appreciation for what it takes to leave all your possessions behind and start over in a new country. Because of the brave decisions my family members made, I have been blessed with growing up in a country with endless opportunity for growth and success. After moving to Seattle from Florida, I spent a year serving as an AmeriCorps member in low-income and high-need schools. The majority of the students I mentored, tutored, and built lasting relationships with came from immigrant families or recently immigrated here themselves. Their stories of leaving their former homes were often tragic, and their adjustment to American life did not come without its own struggles. Through time I learned of the incredible resilience and perseverance these students possessed. I believe they deserve another person in government standing up for their rights.

I understand the contributions of immigrants and refugees in Seattle, and I have a strong commitment to this community. I am currently seeking a Masters degree in Nonprofit Management with a Global Affairs concentration so that I can potentially dedicate my career to giving back to this population of individuals. I can offer your board the hard work, compassion, and engagement I believe it takes to make change in our society. I look forward to hearing back from you and would be honored for a chance to validate your faith in me.

Sincerely,

Michele Ramirez

# Michele E. Ramirez

## WORK EXPERIENCE

**YMCA, Seattle, WA- Attendance Campaign Coordinator**

Sept 2013- Present

- Working in coordination with the City of Seattle Mayor's Office to run the *Be Here Get There* Attendance Campaign- a program designed to increase attendance in Seattle Public Schools.
- Coordinating with a number of stakeholders on the program including: the YMCA, the Mayor's Office, 56 participating Elementary Schools in King County, and multiple Middle and High School Truancy Directors.
- Monthly personal visits to each of the 56 Elementary schools to deliver attendance incentives and receive feedback from school staff.
- Co-developed and implemented an Attendance data system for Highland Park Elementary in order to track student absences for the school's education levy.
- Crafted several new attendance initiatives and relayed ideas and strategies between King County Schools.

**City Year Seattle King County, WA - AmeriCorps Member Highland Park Elementary**

Aug 2012- June 2013

- Served as a full time AmeriCorps member tutoring and mentoring in a high-need urban elementary school addressing the drop out crisis through targeted intervention focused on improving attendance, behavior, and course performance in math and English Language Arts.
- Managed a caseload of 15 students with academic and behavior problems.
- Produced and executed after-school curriculum for over 30 students, 3 days a week.
- English Language Arts (ELA) Coordinator for Highland Park Elementary School.
- Served over 1,700 hours of community service in the Seattle/King County communities.
- Received and led detailed trainings on numerous topics including leadership, diversity, in-kindness, building relationships, organization & planning, computer applications, skill building, etc.

**Office of Sustainability, University of Florida, Gainesville, FL - Internship**

Jan 2010 - May 2012

- Instrumental in the creation and development of the Sustainability Hut- UF's campus outreach project to promote an eco-friendly lifestyle to students, faculty, sporting events, and the Gainesville community.
- Organized and planned Hut schedule, events, activities, website, and volunteers.
- Conducted and led bi-annual trainings to instate new volunteers and interns to the project
- Participated in the implementation of multiple sustainability related campus events - Earth Day, Campus Farmers Market, RecycleMania, Eco-Challenge, UF Sporting Event's Green Games, etc.

**City of Newberry Planning Administration, Newberry, FL - Internship**

May 2011 - Aug 2011

- Assistant to City Planner
- Analyzed City Planning issues specific to environmental concerns.
- Researched city comprehensive planning involving other small town case studies.
- Participated in town hall meetings to discuss city concerns involving environmental issues.

**Camp Timber Tops, Greeley, PA - Recreation & Environmental Education Counselor**

June 2010 - Aug 2010

- Guidance, mentor, caretaker of 6<sup>th</sup> grade campers
- Environmental education teacher for camp (campers ages 6-16)

## EDUCATION

**Northeastern University, College of Professional Studies, Seattle, WA - Current Student**

- Masters of Nonprofit Management
- Concentration: Global Affairs

**University of Florida, Gainesville, FL, Bachelor of Arts, Political Science, 2012**

- Double minor: Environmental Studies; Sustainability Studies
- GPA: 3.64, cum Laude
- Florida Bright Futures Scholar

**Pine Forest High School, Pensacola, FL, 2008**

- Graduated with honors; Junior/Senior Class President
- GPA: 4.97, Magna cum Laude

**INVOLVEMENT**

**Gators for A Sustainable Campus – Member**

Aug 2009- May 2012

- Organized RecycleMania at UF – 10 week national recycling competition
- Planned “Reduce, Reuse, Recycle, RETHINK” - Clothing and food drive for local community

**St. Francis Homeless Shelter – Volunteer**

Jan 2010 – May 2010

- Cooked and served food; handled administrative needs for front office

**Thomas Hawkins Campaign – Volunteer**

Spring 2011

- Assisted in the Gainesville, FL City Commission Campaign – *Canvasser*

**Exceptional People (UF course EX3312)- Teaching Assistant**

Aug 2010 – May 2011

- Persons with disabilities and people from other diverse groups and the services they need from school and society for success. Consideration of the abilities, causes and educational implications.
- Material covered includes: ADA regulations, visual and hearing impairments, deaf culture, and learning disabilities
- Responsible for grading class assignments, organizing volunteer paperwork, teaching ASL, etc.

**National Society of Collegiate Scholars – Member**

Fall 2008 – Present

- Honor society inviting high-achieving students; members must rank in the top 20% of their class.

**ACCOMPLISHMENTS**

- UF Eco-Innovation Business Pitch Competition- First Place Winner and UF GatorNest endorsement.
- UF Office of Sustainability Award for the development and implementation of intern outreach programs.

**SKILLS**

- Microsoft Excel, Word, Outlook, and PowerPoint
- Leadership, Communication, Planning, Organization, and Problem-solving
- Highly effective in building relationships and a sense of community.
- **Languages:** Advanced level American Sign Language; beginner proficiency in Spanish.

# Immigrant and Refugee Commission

January 2014

15 Members: Who are confirmed by City Council and serve a term of two years. **3 term maximum.**

- 8 appointed by Mayor
- 7 appointed by City Council

D		Member	I/R	Y	Term #	First Appointed	Term Ends	Position #	Appointing Body
1	M	Shree Ram Dahal	Y		2	7/11/11	1/31/15	2	Council
2	M	Simon S-M Khin	Y		1	3/28/13	1/31/15	4	Council
1	F	Mindy Au	Y		1	4/30/2014	4/30/2016	10	Council
3	F	Mariya Kochubey	Y		1	3/28/13	1/31/15	8	Council
1	F	Veasna Hoy	Y		1	4/30/2014	4/30/2016	14	Council
4	F	Kianoush Naficy	Y		1	4/30/2014	4/30/2016	6	Council
1	F	Dori Cahn	Y		1	3/28/13	1/31/15	12	Council
1	F	Michele Ramirez	Y		1	4/30/2014	4/30/2016	3	Mayor
1	F	Susana Mercado Alvarado	Y		1	4/30/2014	4/30/2016	11	Mayor
2	F	Tsegaba Woldehaimanot	Y	Y	2	5/13/11	1/31/15	1	Mayor
1	F	Jennifer Calleja	Y		1	1/31/13	1/31/15	5	Mayor
1	F	Farhiya Mohamed	Y		1	12/17/13	1/31/16	9	Mayor
4	F	Roxana Norouzi			1	1/31/13	1/31/15	7	Mayor
2	F	Riddhi Mukhopadehyay	Y		1	4/30/2014	4/30/2016	15	Mayor
2	M	Michael Neguse	Y		3	12/22/10	1/31/15	13	Mayor

### *Diversity\*before vacancies*

Appointed by:	Total		Youth		*I/R		US Born Minority		(1) API		(2) African		(3) Latin@		(4) Mid-East		(5) Other		(6) E European		Vacancies
	W	M	W	M	W	M	W	M	M	W	W	M	W	M	W	M	W	M	W	M	
Subtotal	14		3		10		3		4		4		3		3		3		3		1
Mayor	7	1	1	0	7	1	2	1	0	1	2	1	3	0	1	0	0	0	0	0	0
Council	5	2	0	0	3	2	0	1	1	3	1	0	0	1	1	0	0	0	0	0	0
Total	12	3	3	0	4	6	2	1	1	3	2	2	1	2	2	1	0	0	0	0	0