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CF312235

City of Seattle Notice of Appointment

Name: Devon Alisa Abdallah, Ph.D.		<input checked="" type="checkbox"/> Executive Reappointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: North Seattle	Zip Code: 98115	Contact Phone No.: 206-684-4500
Appointed to: Seattle Immigrant and Refugee Advisory Board		Date of Appointment: March 19, 2012
Authority (Ord., Res.): Ordinance 118392		Term of Office: From: Confirmation To: 01/31/2014
Comments: Devon Alisa Abdallah, PhD, is a Pacific Northwest native of Lebanese descent on her father's side and a fourth generation Arab American. A community activist, Devon is a founding member and past secretary of the Arab American Community Coalition, a civil rights organization founded after September 11th, a past board member of the Japanese American Citizens League Seattle Chapter, an active member of the JAACL's Civil Rights Committee, and a past Advisory Board Member of the Iraqi Community Center. For the City of Seattle, Devon is a Co-Chair on the Immigrant & Refugee Advisory Board and a member of the Race and Social Justice Community Roundtable. She is also a former Community Organizer (2002-2003) for the American Civil Liberties Union (ACLU) of Washington having worked primarily on civil rights issues related to the aftermath of September 11th. Devon has spoken on numerous panels, workshops and forums on civil rights and the Arab community since September 11th. Devon enjoys research, is a published author, and holds a masters degree from the London School of Economics as well as a PhD in Organizational Psychology from Alliant International University, California School of Organizational Studies. Her true passion is experiencing life through traveling and has traveled and lived throughout the world. Most recently, Devon visited Lebanon and her father's family's village - Serhel. She was the first Abdallah to visit in 3 generations.		
Authorizing Signature: 		Name and Title of Officer Making Appointment: Mayor Michael McGinn

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 CITY OF SEATTLE
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 CITY CLERK


Devon Alisa Abdallah, Ph.D.

SUMMARY OF QUALIFICATIONS

Highly organized, detailed focused & enthusiastic **Senior Project Manager** who has worked successfully to manage & implement projects, including research projects, in various capacities

- Successfully developed culturally competent programs
- Prepare & give presentations on a variety of topics
- Coordinate & deliver trainings & workshops
- Successfully hire, train & manage staff
- Effectively written final reports, brochures, articles, amongst other items
- Developed & managed large project budgets
- Managed experimental lab sessions, longitudinal research projects

SKILL PROFICIENCIES

- | | | |
|------------------------|----------------------------|---------------------------------|
| • Management | • Grantwriting | • PC & MAC proficient |
| • Training | • Development | • Microsoft Office proficient - |
| • Organization | • Writing & Editing | - Word, Excel, PowerPoint, |
| • Project Management | • Research Skills -- | Publisher & Access |
| • Budget Development & | Interviewing, Survey | • SPSS, Atalistic, Ci3, Illume, |
| Management | Development, Surveying, | Discovery & @Task |
| • Communication | Focus Groups, & | proficient |
| • Presentation | Quantitative & Qualitative | • Curriculum development |
| • Team Building | Data Analysis | |

WORK EXPERIENCE

January 2010 – Present, Project Manager, University of Washington, Alcohol and Drug Abuse Institute, Seattle

Manage a 5 year research project – Project WIN (Women's Interaction Negotiation) -- housed in the Alcohol and Drug Abuse Institute. A \$2.5 million grant funded by the National Institutes of Health's National Institute on Alcohol Abuse and Alcoholism, Project WIN investigates alcohol's physiological and expectancy effects on women's cognitive appraisals associated with condom negotiation, sexual risk taking and sexual pressure. Subjects complete online weekly assessments over the course of one year with a subset completing an experimental lab session. Findings have implications for designing prevention interventions for women, especially related to alcohol's role as a risk factor in contracting HIV.

Accomplishments:

- Manage a staff of four employees.
- Recruit, hire and train new employees.
- Evaluated staff annually and new experimenters quarterly.
- Work with the data manager to manage the longitudinal and experimental data.
- Manage work and subject schedules quarterly.
- Manage survey and research management system programming.
- Maintain high levels of confidentiality and compliance with Human Subjects protocols.
- Manage Human Subjects applications and modifications.
- Manage and organize lab and office to run productively and efficiently.
- Manage participant recruitment and retention.
- Manage the \$2.5 million dollar budget.

March 2008 – May 2009, Senior Project Manager, DatStat, Seattle

Managed multiple projects in a fast-paced constantly changing software company. Managed smaller "one-time" surveys to complex engineering research management systems and online dashboards. Assisted Scientific Research-Academic customers on large-scale research projects to reach their research goals from consulting on survey best practices to gathering engineering requirements for research management systems. Consulted on research best practices including design, development and implementation of research, such as recruitment, data collection, and project flow.

Accomplishments:

- Provided support and served as a resource to customers in research best practices and project management strategies.
- Determined costs and developed budgets.
- Ensured all project requirements and/or objectives were properly documented.
- Programmed and conducted quality assurance on complicated online surveys.
- Consulted customers on online survey and research best practices.
- Documented functional requirements for complex engineering projects.
- Managed outside vendors.
- Mentored junior project manager in project management strategies and best practices.

June 2006 – March 2008, Project Manager, University of Washington, Alcohol and Drug Abuse Institute, Seattle

Managed a 5 year research project – Project WIN (Women's Interaction Negotiation) – housed in the Alcohol and Drug Abuse Institute. A \$2 million grant funded by the National Institutes of Health's National Institute on Alcohol Abuse and Alcoholism, Project WIN investigates alcohol's physiological and expectancy effects on women's cognitive appraisals associated with condom negotiation and sexual risk taking. Findings have implications for designing prevention interventions for women, especially related to alcohol's role as a risk factor in contracting HIV.

Accomplishments:

- Managed a staff of ten employees.
- Recruited, hired and trained new experimenters.
- Evaluated staff annually and new experimenters quarterly.
- Managed work and subject schedules quarterly.
- Maintained high levels of confidentiality and compliance with Human Subjects Division protocols.
- Managed Human Subjects modifications.
- Managed and organized lab and office to run productively and efficiently.
- Managed data collection including analyzing descriptive statistics and qualitative data.
- Managed the \$2 million dollar budget.
- Conducted literature searches.
- Developed budgets for large federal research proposals.
- Coordinated the qualitative research.
- Assisted in writing large federal research proposals.

September 2005 – June 2006, Research Project Interviewer in Charge of Special Projects, Fred Hutchinson Cancer Research Center, Seattle

Represented the Suntalk study, funded by the National Cancer Institute, in their attempt to better understand melanoma cancer prevention and family dynamics. Coordinated the qualitative research component of the Suntalk Study. Coordinated and launched the Suntalk Web Survey system – a new web-based survey to facilitate interviewing and data tracking.

Accomplishments:

- Established scheduling system for Suntalk interviews.
- Conducted quality assurance on completed surveys.
- Trained interviewers on Web Survey procedures and other Suntalk procedures.
- Managed work schedule for 25 interviewers.
- Tracked interviewer productivity.
- Worked with Data Coordinators on establishing and maintaining Suntalk Web Survey system.
- Worked with 5 Principal Investigators across the United States
- Conducted literature searches.
- Assisted in developing in-depth interview questions on melanoma and families.
- Wrote the Quarterly Updates as part of the intervention tool to educate melanoma survivors and their family members on different aspects of melanoma and family communication.
- Researched and wrote questions for the interviews as part of the qualitative research component.

July 2004 – July 2005, Project Coordinator, Arab American Community Coalition, Seattle

Assisted in the initial 3 focus groups with Arab American communities in the Greater Seattle area to determine the subjects of interest and to further research. Assisted in the training of interviewers.

Accomplishments:

- Created a needs assessment survey for the Arab American community focusing on demographics, political involvement, social and community services, health, youth and civil liberties
- Aided in the creation of the Access database.
- Managed and analyzed the data.
- Contributed a significant portion to the final written report.

March 2003 - March 2004, Community Organizer, American Civil Liberties Union of Washington, Seattle

Outreached, provided support and advice to organizations and individuals in responding to civil liberties issues since September 11th. Advocated on behalf of communities affected by legislation and government actions. Actively worked with Homeland Security to familiarize self with new immigration procedures and voice concerns regarding new regulations. Created educational materials regarding civil liberties and outreach flyers.

Accomplishments:

- Worked with the Seattle Police Department, Department of Justice and FBI to minimize the effect of FBI interviews on Arab and Muslim communities. Arranged for free attorneys for individuals contacted by the FBI to protect individuals' rights
- Organized educational forums for students and school administrators on NSEERS (National Security Entry-Exit Registration System) and the program's regulations, arranged for free attorneys for the registration process and educated public officials on the negative impact of the program
- Developed a safety card, a wallet-sized card outlining what to do when approached by the FBI or when a victim of malicious harassment, which was translated into Arabic.
- Worked with individuals, organizations and elected officials to pass city and county defense of the Bill of Rights resolutions.

June 2001 – August 2002, Program Coordinator and Community Liaison, International Community Health Services, Seattle

As Program Coordinator for the Organ Donation and Transplantation Project for People of Color, assisted in planning and coordinating an education and public awareness campaign to increase awareness of organ donation and transplantation within the Asian Pacific American communities in the Greater Seattle area. As Community Liaison, assisted in a national research project funded by the Center for Disease Control and Prevention, REACH-Diabetes, which targeted 5 Asian Pacific Americans communities with diabetes in King County.

Accomplishments:

- Assisted in focus groups and structured interviews for the National Institutes of Health funded Organ Donation project.
- Obtained the support and endorsement of Washington State Governor Gary Locke, Washington State Representatives Velma Veloria and Sharon Tomiko Santos and Washington State Director of Office of Trade and Development Martha Choe for the public awareness campaign.
- Aided in hiring and training of surveyors for the initial research stages of the public awareness campaign and in hiring and training of Peer Educators on diabetes and facilitation skills.
- Launched a multicultural education campaign including multi-lingual posters and brochures for the public awareness campaign.
- Developed database to track and monitor REACH-Diabetes intervention participants.
- Managed four Peer Educators and a Program Evaluator.
- Monitored the campaign budget of \$50,000 and the REACH-Diabetes annual budget of \$137,000.

PUBLICATIONS

Author of "Welcome Home" short story in Nawar Shora's The Arab American Handbook: A Guide to the Arab, Arab American & Muslim Worlds, 2009.

Zawacki, T., Norris, J., Hessler, D. M., Morrison, D., Stoner, S. A., George, W. H., Davis, K. C., & **Abdallah, D. A.** (2009). Effects of relationship motivation, partner familiarity, and alcohol on women's risky sexual decision making. *Personality and Social Psychology Bulletin*, 35, 723-736.

Norris, J., Stoner, S. A., Hessler, D. M., Zawacki, T., Davis, K. C., George, W. H., Morrison, D. M., Parkhill, M. R., & **Abdallah, D. A.** (2009). Influences of sexual sensation seeking, alcohol consumption, and sexual arousal on women's behavioral intentions related to having unprotected sex. *Psychology of Addictive Behaviors*, 23, 14-22

Author of 'Community Needs Assessment' Survey and of the Community Needs Assessment Findings for the Arab Community in the City of Seattle, Department of Neighbourhoods Grant, 2004.

Coauthor of 'Iraqi Community Women Needs Assessment' Survey for the Iraqi Community Center, Seattle, WA, 2004.

Researched and wrote chapter "Multiracial Arab Americans" in Multiracial Child Resource Book: Living Complex Identities, published by MAVIN Foundation, 2003.

Author of 'Arab Americans', high school student reading supplement on communities affect by September 11th, Day of Remembrance School Program, 2002.

Researched and wrote doctoral dissertation, "The Decision Making Process Amongst Chinese (People's Republic of China) Management". The dissertation reviewed Chinese culture, Chinese organizational culture and the decision making process of Chinese manager while also studying Chinese managers in the United States use of American and Chinese management styles.

Researched and wrote Master's thesis, "Black Beans or Baked Beans: A Study of Chinese Organization in London, England". Focusing on Chinese organizations located in London, the dissertation explored Chinese organizational culture and the interaction between the Chinese employees and the European employees.

DOCTORAL COMMITTEE SERVICE

Dissertation Committee Member, doctoral dissertation titled "Creating Balance in the Lives of Professional Women Ages 25-35", Alliant International University – California School of Organizational Studies, San Francisco, September 2003 – April 2005.

EDUCATION and TRAINING

Ph.D. in Organizational Psychology, Alliant International University – California School of Organizational Psychology, San Francisco, 1998-2002.
M.S. in Social and Organisational Psychology, London School of Economics, London, 1996-1997s.
B.A. in Business Administration, University of Washington, Seattle, 1989-1994.
B.A. in Psychology, University of Washington, Seattle, 1989-1994.
Grant Writing Workshop, Nonprofit Assistance Center, February – April 2004.
Educational Seminar on Arab, Muslim and Sikh cultures, Department of Justice, 2004.

PROFESSIONAL PRESENTATIONS

Panel Member, "Government Surveillance: National Security vs. Civil Liberties" Middle Eastern Legal Association of Washington & American Civil Liberties Union of Washington, February 2010.
Panel Member, "Why Does the Past Matter? How the Lessons of the Past Inform the Present" at the Seattle University School of Law, Fred T. Korematsu Center for Law & Equality Conference "Looking Back, Reaching Forward", April 2009.
Guest Lecturer, Ron Chew's Class on Community-based Museum Model Class, Museology Graduate Program at University of Washington, May 2008.
Panel Member, "Stereotyping and Civil Liberties and the Arab American experience since September 11th" at a local high school, Wing Luke Asian Museum "Day of Remembrance" Curriculum, February 2008.
Panel Member, "Race & Social Justice", Downtown Seattle YMCA, November 2007.
Speaker, "Teaching about Civil Liberties since 9/11", American Civil Liberties Union of Washington, August 2006.
Recorded Video Interview, "Civil Liberties and the Arab American experience since September 11th", Seattle Public School DVD funded by Civil Liberties Public Education Fund, Japanese American Citizens League – Pacific Northwest Chapter, July 2006.
Panel Member, "Stereotyping and Civil Liberties and the Arab American experience since September 11th", Wing Luke Asian Museum "Day of Remembrance" Curriculum, February 2006.
Live Television Interview, "Targeting of Immigrants and Refugees since September 11th and Malkandi Family" on "Social Justice Television", January 2006.
Recorded Radio Interview, "Targeting of Immigrants and Refugees since September 11th and Malkandi Family" on "Mind Over Matters", KEXP Radio, January 2006.
Speaker, "Stereotyping and Civil Liberties and the Arab American experience since September 11th", Newport High School, Arab American Community Coalition Speaker's Bureau, November 2005.
Panel Member, "Day of Remembrance", the Arab American experience since September 11th, Japanese American Citizens League – Seattle Chapter, February 2005.
Panel Member, 2 day talk, "Stereotyping and Civil Liberties and the Arab American experience since September 11th" at a local high school, Wing Luke Asian Museum "Day of Remembrance" Curriculum, February 2005.
Recorded Television Interview, "FBI Targeting Arab and Muslim Communities" on "Speaking of Freedom" American Civil Liberties Union of Washington, October 2004.
Panel Member, "Civil Liberties and the Arab American experience since September 11th" Teacher Training, Japanese American Citizens League – Pacific Northwest Chapter, 2004.
Workshop Leader, "Civil Liberties amongst Arab and Muslim Communities since 9/11", American Civil Liberties Union of Washington's Student Conference, March 2004.
Speaker, "Stereotyping and Civil Liberties and the Arab American experience since September 11th", Chief Seattle High School, American Civil Liberties Union of Washington Speaker's Bureau, 2004.
Panel Member, "How to Community Organize" 2003.
Speaker, "Civil Liberties and the Arab American experience since September 11th", Northwest School, American Civil Liberties Union of Washington Speaker's Bureau, October 2003.
Facilitator, "Racial Profiling Roundtable: The Asian American Experience", May 2003.
Panel Member, "Multiracial Arab Americans", MAVIN Foundation National Conference on the Mixed Race Experience, April 2003.
Speaker, "Civil Liberties and the Arab American experience since September 11th", Japanese American Citizens League – Seattle Chapter, 2003.

SERVICE TO THE COMMUNITY

City of Seattle's Race and Social Justice Initiative Community Roundtable Member, July 2009 – Present
City of Seattle's Immigrant & Refugee Committee Member, Co-Chair, January 2008 – Present.
Founding member, Board of Directors, Past Secretary, Past Outreach Committee Lead and Case Manager of the Arab American Community Coalition, a non-profit, civil rights organization established to aid Arab Americans in the Greater Seattle area, September 2001 - Present.
Founding member of Muslim, Sikh, and Arab Advisory Council to the Seattle Police Department, September 2001 – Present.
Hate to Hope Coalition Steering Committee, 2006 – 2007.
Board of Directors, Japanese American Citizens League – Seattle Chapter, January 2005 – 2007.
Member, Japanese American Citizens League – Seattle Chapter Civil Rights Committee, 2003 – 2007.
Climb for Clean Air, American Lung Association of Washington, July 2005 and July 2006.
Mentor for a Senior Project, International School, January – June 2005.
Board of Directors, Iraqi Community Center, September 2003 – February 2004.
World Affairs Council - Seattle Intern, October 2003 - January 2004.
Consultant on the Community Consulting Project for Seattle Shakespeare Company, January – July 2002.
Planning Committee, "Teachers' Workshop – Iraqi Refugees in Our Schools", Arab American Community Coalition, October 2011.
Planning Committee, "Community Benefit Dinner", Wing Luke Asian Museum, October 2007.
Planning Committee, "You Have Rights", April 2007.
Planning Committee, "Racism and the Immigration Debate", October 2006.
Planning Committee, "Celebrate Lebanon: Relief for the Present, Build for the Future" Fundraiser, September 2006.
Planning Committee, "Seattle City Council Candidates Forum on Racial Profiling and Housing", October 2005.
Planning Committee, "Women Writers from the Arab World", May 2005.
Planning Committee, "Northwest Forum on Asian-American Images in Media: Film", October 2004.
Planning Committee, "Iraqi Community Center Fundraiser", April 2004.
Planning Committee, "Affirmative Action Community Forum. Breaking Myths, Moving Forward", November 2003.
Planning Committee, "Racial Profiling Roundtable: The Asian American Experience", May 2003.
Planning Committee, "Civil Liberties Violated: 1942 & Today", May 2003.
Steering Committee and Community Advisor, "Beyond Talk: Redrawing Race in Seattle", Wing Luke Asian Museum's Art Exhibition, 2002.
Community Advisory Committee Member, "Justice for ALL: The Aftermath of September 11 A Public Hearing", 2002.
Planning Committee, "Raising Our Voices: South Asian Americans Address Hate Crimes" video screening & community panel discussion, July 2002.
Planning Committee, "Candle Light Vigil for Victims of Hate Crimes: Remembering Vincent Chin & S. Balbir Singh Sodhi", June 2002.
Planning Committee, "Asian Pacific American Legislative Day" Washington State Legislation, February 2002.
Community Advisory Committee Member, "Wing Luke Asian Museum Responds to 9-11", 2001.
Planning Committee, Organization of Chinese Americans' National Convention, 2000.

Immigrant and Refugee Advisory Board

January 2012

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		1		1/31/13	2	Council
2	F	Andrea Caupain	Y	Y	2	12/13/07	1/31/13	4	Council
1	F	Cherry Cayabyab	Y	Y	1	11/20/09	1/31/12	10	Council
3	M	Jesus Y. Rodriguez	Y		2	12/13/07	1/31/12	8	Council
1	F	Bincy Jacob	Y		1		1/31/12	14	Council
4	F	Yasemin San	Y		1	9/29/09	1/31/12	6	Council
1	F	Pradeepta Upadhyay	Y		1		1/31/13	12	Council
3	F	Lesley Irizarry-Hougan			1	3/13/09	1/31/13	3	Mayor
3	M	Magdaleno A. Rose-Avila	Y		1	3/13/09	1/31/13	11	Mayor
2	F	Tsegaba Woldehaimanot	Y	Y	1		1/31/13	1	Mayor
3	F	Paulina Lopez Bermudez(VACANT)	Y		2	12/13/07	1/31/13	5	Mayor
4	F	Devon Alisa Abdallah, Ph.D			3	12/13/07	1/31/14	9	Mayor
4	M	Ashraf Alazadi	Y	Y	1		1/31/13	7	Mayor
2	M	Mohamed Sheikh Hassan	Y		2	12/22/10	1/31/14	15	Mayor
2	M	Michael Neguse	Y		2	12/22/10	1/31/14	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	W	M	W	M	W	M	W	M			
Subtotal	14																			1
Gender	Women	Men	W	M	W	M	W	M	M	W	M	W	M	W	M	W	M	W	M	
Mayor	3	4	1	0	1	4	2	0	0	0	1	2	1	1	1	1	0	0	0	0
Council	5	2	2	0	3	2	0	1	1	3	1	0	0	1	1	0	0	0	0	1
Total	8	6	3	0	4	6	2	1	1	3	2	2	1	2	2	1	0	0	0	1