

#8

City of Seattle
Notice of Appointment

Name: Justin Chan		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency	
Residential Neighborhood: West Wellington (Woodinville)	Zip Code: 98072	Contact Phone No.: (360) 852-3299	
Appointed to: Seattle Immigrant and Refugee Commission		Date of Appointment: 1/31/2013	
Authority (Ord., Res.): Ordinance 118392		Term of Office: From: Confirmation To: 01/31/2015	
Comments: Justin Chan, a first generation Taiwanese and a dedicated community leader, currently serves the entire Asian American and Pacific Islander (AAPI) community in the State of Washington as the Executive Assistant to the Washington State Commission on Asian Pacific American Affairs. Justin has been involved on various campaigns and has thorough experience in public policy, outreach, PR, graphic design and social media. Justin has worked with numerous immigrant and refugee communities throughout the State by helping to ensure their equitable participation in the fields of business, education and government services. His work with the Commission to provide legislative research, agency management and policy advice to the Office of the Governor, Legislature and state agencies, has been vital in ensuring the health, safety and welfare of all AAPIs in Washington. He is an active member in the Asian Pacific Islander Community Leadership Foundation (ACLF) and was part of the 2011 Community Leaders Program. He has also served on the vital procurement committees for the InterIm CDA and the Wingluke Museum. Justin graduated from the University of Washington with a Bachelor's degree in Political Science, specialized in Political Economics and a minor in Music. He served in the ASUW Senate and as President of the UW Chinese Student Association. In his free time, Justin enjoys watching and playing sports and spending time with his family and yellow Labrador Homer.			
Authorizing Signature: 		Name and Title of Officer Making Appointment: Mayor Michael McGinn	

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 CITY OF SEATTLE
 2013 FEB -1 PM 3:54
 CITY CLERK

JUSTIN CHAN

CORE COMPETENCIES

<i>Strategic Planning</i>	<i>Constituent Relations</i>	<i>Project Management</i>
<i>Performance Management</i>	<i>Public Policy</i>	<i>Leadership</i>
<i>Team Building</i>	<i>Integrity</i>	<i>Client/Customer Service</i>
<i>Mediation & Advocacy</i>	<i>Conflict Management</i>	<i>Organizational Development</i>
<i>Solution Oriented</i>	<i>Public Speaking</i>	<i>HR Policies & Procedures</i>

PROFESSIONAL EXPERIENCE

- Washington State Commission on Asian Pacific American Affairs** **Olympia, WA**
Executive Assistant 3/2011 – Present
- Professionally conducted office management, constituent casework services, website content publishing and project facilitation.
 - Generated documents including briefs, newsletters and press releases for quality, accuracy and compliance with policies, guidelines and the highest standards.
 - Represented the commission as a liaison to other state and federal agencies, community organizations, elected officials and members of the public and the media.
- Asian Pacific Islander Community Leadership Foundation Fellowship** **Olympia, WA**
2011 Fellow 1/2011 – 3/2011
- Analyzed policy, tracked legislation, attended committee hearings and produced bill reports.
 - Compiled and maintained databases and archives while implementing a myriad of agency projects.
- People for Patty Murray** **Seattle, WA**
New Media Intern 8/2010 – 12/2010
- Designed and utilized political rally signs, covers and social media tools.
 - Performed community outreach and tracked responses via social media.
- Washington State Democrats – WSDCC** **Seattle, WA**
Development/Event Intern 3/2010 – 7/2010
- Carried out office administration and maintenance of party donor database.
 - Designed invites, banners, rally signs and programs for state party events.
 - Corresponded with elected officials, party leaders and volunteers daily.
- Northwest Passage Consulting** **Seattle, WA**
Consulting Intern 2/2010 – 9/2010
- Constructed memos and reports on specific campaigns.
 - Researched extensively on voting trends, media coverage and legislative activity.
 - Designed flyers, advertisements and mail pieces for candidates.
- GeoPage Inc.** **Seattle, WA**
Internet Marketing and Social Media Intern; Project Manager Intern 8/2009 – 2/2010
- Produced reviews of Seattle venues on blogs as a marketing tool for company website.
 - Researched media contacts for potential clients in specific regions.
- Starlight Children's Foundation** **Redmond, WA**
Program Services Intern 8/2009 – 2/2010
- Planned large-scale events benefitting chronically ill children and their families.
 - Procured donations from major corporations while carrying out general administrative duties such as responding to correspondence and updating the donor database.

COMMUNITY AND LEADERSHIP EXPERIENCE

Organizing for America - Washington

Seattle, WA

Washington Asian Americans and Pacific Islanders for Obama Dashboard Leader 7/2012 – Present

- Produced weekly updates and managed an online platform of suggestions and resources that members need to organize and help build the campaign.

Institute for a Democratic Future

Seattle, WA

Fellow, Class of 2012

1/2012 – 6/2012

- Acquired knowledge of campaign design, effective messaging and communications, volunteer recruitment and budget management.
- Built interpersonal connections with elected officials, experts, business owners, lobbyists and nonprofit leaders from all over the State of Washington on progressive solutions.
- Engaged in the political process and policies on issues such as agriculture, homelessness, transportation, education, energy and the environment.

InterIm Community Development Association

Seattle, WA

2012 Dessert Dash Co-Chair

10/2011 – 3/2012

- Conducted outreach for the promotion, advocacy, and revitalization of the Seattle Chinatown/International District.
- Boosted dessert procurements to their highest recorded amount in gala history.

Wing Luke Museum of the Asian Pacific American Experience

Seattle, WA

2012 Auction Procurement Committee Member

10/2011 – 3/2012

- Drove non-art procurements to fund the Wing Luke Museum.
- Supported important public programs such as the nationally-recognized YouthCAN program.

Asian Pacific Islander Community Leadership Foundation

Seattle, WA

Community Leaders Program, Class of 2011

4/2011 – 10/2011

- Produced a report titled *Building a Creative Economy* focusing on revitalization strategies that foster a vibrant arts community in the Seattle Chinatown/International District.
- Strengthened inter-group collaboration through knowledge and understanding of diverse perspectives within the Asian American and Pacific Islander community.

Young Democrats of Washington

Seattle, WA

Information Technology Director

1/2011 – 4/2011

- Maintained website, email contacts and member online communication services.

Chinese Student Association at the University of Washington

Seattle, WA

President

9/2009 – 7/2010

- Briefed members weekly on upcoming events, operations and strategic goals.
- Established partnerships with other ethnic student clubs in order to foster greater interracial harmony.

EDUCATION & CERTIFICATION

UNIVERSITY OF WASHINGTON

Seattle, WA

Bachelor of Arts (BA) in Political Science Economy with Minor in Music

Sept. 2010

- Senator in the Associated Students of the University of Washington

CLARK COMMUNITY COLLEGE

Vancouver, WA

Running Start Program

June 2006

- Dean's List

Certificates:

Certificate of Public Policy from the University of Washington Tacoma

Languages:

Fluent in Chinese (Mandarin)

Immigrant and Refugee Commission

January, 2013

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	G	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	F	Vacant	Y					4	Council
1	F	Vacant	Y					10	Council
3	M	Vacant	Y					8	Council
1	F	Vacant	Y					14	Council
4	F	Vacant	Y					6	Council
1	F	Vacant	Y					12	Council
1	M	Justin Chan			1	1/31/13	1/31/15	3	Mayor
1	F	Maria E (Maru) Mora Villalpando	Y		1	1/31/13	1/31/15	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
4	F	Devon Alisa Abdallah, Ph.D			3	12/13/07	1/31/14	9	Mayor
4	F	Roxana Norouzi			1	1/31/13	1/31/15	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	M	W	W	M	W	M	W	M	W	M	W	M		
Subtotal	14		3		10		3		4		4		3		3		3		3	1	
Gender	Women	Men	W	M	W	M	W	M	M	W	W	M	W	M	W	M	W	M	W	M	
Mayor	5	3	1	0	3	2	2	1	1	1	1	2	2	0	1	1	0	0	0	0	0
Council	5	2	2	0	3	2	0	1	1	3	1	0	0	1	1	0	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	0	1