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CF 313842

**City of Seattle
Notice of Appointment**

Name: <i>Ninona Boujrada</i>		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <i>Beacon Hill</i>	Zip Code: <i>98108</i>	Contact Phone No.: <i>N/A</i>
Appointed to: <i>Pedestrian Advisory Board</i>		Date of Appointment: <i>5/30/2014</i>
Authority (Ord., Res.): <i>Res. 29532</i>		Term of Office: From: <i>6/10/2014</i> To: <i>6/10/2016</i>
Background: <p><i>Ninona is currently a project associate at the Seattle Indian Health Board. Her work assesses and identifies gaps and needs in policies and systems that support wellness programs for active lifestyles. She advocates for PSE changes at the community and legislative level as a member of the Built Environment work group on the Healthy King County Coalition. Ninona is an avid walker, runner and outdoor enthusiast within the Seattle area. She has Bachelor of Arts in Law, Societies and Justice from UW.</i></p>		
Authorizing Signature: 		Name and Title of Officer Making Appointments: Mayor Edward B. Murray



Ninona Boujrada

Professional Summary

Dependable individual bringing management experience and a willingness to take on added responsibility to effectively meet tight deadlines. A team player that is enthusiastic and meets project objectives through organization and strong problem solving skills.

Skills

- Effective Leader
- Exceptional Interpersonal Interaction
- Excellent Written Communication
- Client Account Management
- Product Development
- Organized

Experience

Project Associate

9/2013 to Present

Seattle Indian Health Board – Seattle, WA, 98114

- Develop and Implement a systemic process for identifying gaps/needs in policies and systems that support or hinder worksite wellness programs.
- Conduct and complete a community assessment and policy scan of worksites designated by the project for interventions.
- Work closely with the Project Lead in analyzing data that informs project deliverables based on an analysis of policies and systems associated with weight-loss, healthy and affordable food options, and physical activity.
- Maintain computer data files, records, complex databases and or computer tracking systems for project documentation and data collection.
- Check Data for completeness and accuracy; provide data reports and identify data quality issues.
- Analyze and evaluate data and prepare analytical and narrative reports detailing findings and conclusions.

Co-Owner

8/2011 to Present

Villa Jerada-Seattle, WA, 98108

- Started a wholesale distribution business that currently distributes food products to 78 high-end restaurants and specialty stores in Seattle as well as in markets across the nation.
- Strengthened the companies business by establishing administrative systems that integrated Microsoft and QuickBooks programs to operate the company more efficiently.
- Review operational records and file accordingly to ensure correct accounting practices.
- Produce monthly reports to assess sales against expenses and determine short term and long-term growth objectives.
- Created, branded and launched products under the Villa Jerada name that resulted in diversification of market impact and increased profits substantially.
- Increased sales to six figures in the second calendar year and met that growth halfway through the third calendar year by landing and facilitating an account that placed our products in 250 stores nationwide.

Project Assistant

3/2013 to 8/2013

Seattle Indian Health Board-Seattle, WA, 98114

- Initiated rollout for Reach Grant that began Policy, System and Environmental (PSE) research to reduce diabetes and obesity in the Native American Community.
- Led PSE scans, measurements and reports for the Seattle Area, Seattle School District, Schools and Community Organizations.
- Strengthened SHB community ties by partnering successfully with school departments and community organizations to determine PSE assets and needs.
- Interfaced and communicated effectively with staff to inform them of the projects progress.
- Exceeded job objectives by learning quickly, working independently, solving problems, and using networks of resource when complications arose to ensure meeting the projects goals.

Intern**3/2013 to 5/2013**

Seattle Indian Health Board – Seattle, WA, 98114

- Performed a research project on ADA policy that included assessing, measuring and making recommendation for organizational compliance.
- Executed planning stages of the project to ensure project completion in the 3 months allotted.
- Research comprised of studying requirements included in Title I & Title III of the ADA Act.
- Performed preliminary and comprehensive scans of the facilities to assess organizational compliance against ADA rules.
- Prepared a cost evaluation on goods and work needed to ensure organizational compliance and included that budget with the finished report.
- Presented a report that detailed methodology for organizational assessment as well as addressed barriers that deterred the organization from compliance.
- Proposed a calendar for timed solutions to remedy non-compliance issues.

Household Manager**9/2007 to 12/2014**

2 Households-Seattle, WA, 98122

- Oversaw daily activities of 2 busy households while clients were home or traveling.
- Maintained family's schedule and organized events using Microsoft Outlook.
- Answered phone calls, coordinated with household contractors, filed papers and worked on ad hoc projects.
- Arranged domestic travel plans and took employers to and from the airport when needed.

Volunteer Positions**Project Lead****10/2013 to Present**

University Beyond Bars

- Tasked with measuring and assessing UBB's current financial procedures and internal controls.
- Completed planning stages of project by dividing the project into four phases.
- Gathered information pertaining to financial procedures and internal controls.
- Created questionnaires tailored to UBB's organizational size that probed into practices of the board, internal controls, accounting and the organizations operations.
- Measured policies and procedures that pertained to financials, accounting, operations, budget planning, fund diversification, and presented the score for all areas to the board.
- Analyzed those measurements and prepared a report that detailed the organizations risk and made recommendations for reducing it.
- Wrote policies and procedures for the organization to mitigate that risk.
- This last task is being executed in three phases where the areas with the greatest risk of cash inflows and outflows are being dealt with first. The next two phases of writing policies and procedures will include segments for UBB's accounting and operations.

Seattle Public School Wellness Task Force**1/2014 to 6/2015**

Physical Education / Physical Activity & Health Literacy Committee

- Charged over the next several months with reviewing district policies and procedures as it relates to physical education/physical activity and health.

Education**Bachelor of Arts Degree****Major: Law, Societies and Justice Minor: Human Rights****2013**

University of Washington-Seattle, WA

Grade Point: 3.68

Associates of Arts**2011**

Seattle Central Community College-Seattle, WA

Grade Point: 3.8

Seattle Pedestrian Advisory Board

11 members: Per *Resolution 29532*, all subject to City Council confirmation, 2-year terms

- 5 Appointed by City Council
- 6 Appointed by Mayor
- 1 Appointed by YMCA Get Engaged program

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	F	1	Lydia Heard	3-4-14	3-4-16	2 nd		City Council
6	M	2	Devor Barton	3-26-13	4-1-15	2 nd		City Council
6	F	3	Anna Hook Spooner	3-26-13	4-1-15	1 st		City Council
5	M	4	Jacob Stuiksma	3-26-13	4-1-15	2 nd		City Council
1	F	5	Jennifer Olegario	3-26-13	4-1-15	1 st		City Council
6	M	6	Jeffrey Linn	3-4-14	3-4-16	1 st		Mayor
6	F	7	Dottie Faris	3-26-13	4-1-15	1 st		Mayor
6	M	8	David Goldberg	3-4-14	3-4-16	2 nd		Mayor
5	F	9	Ninona Boujrada	6-10-14	6-10-16	1 st		Mayor
6	F	10	Joanne Donohue	3-26-13	4-1-15	1 st		Mayor
3	F	11	Lorena Kaplan	3-4-14	3-4-16	2 nd		Mayor
6	F	12	Lily Berticevich	7-15-13	9-1-14	1 st		Get Engaged - Mayor

*Diversity

	(1)	(2)	(3)	(4)	(5)	(6)				
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latin@	Native-American	Other**	Caucasian
Mayor	2	4		2			1		Native Am /Hispanic	4
Council	2	3		1	1				Visual impaired	4
Other Bodies		1								1
Total	4	8	0	2	1	0	1	0	2	9

**Other includes diversity in any of the following: race, gender and/or ability