#51

CF314210

City of Seattle
Notice of Appointment

Name: **Lakeisha Jackson**		❑ **Executive Appointment** ❑ **Reappointment** ☒ **Legislative Appointment** ❑ **Agency Appointment** ❑ **PDA Council** ❑ **PDA Constituency**
Residential Neighborhood: **Seattle, WA**	**98144**	**Contact Phone No.:** N/A
Appointed to: Seattle Women's Commission		**Date of Appointment:**
Authority (Ord., Res.): 118392		**Term of Office:** **From:** Confirmation **To:** 7/1/16

Background:

Lakeisha Jackson attended Lincoln High School where she was active in Future Business Leaders of America and Student Government. She attended Western Washington University (WWU) and was involved on campus as an executive officer for the Black Student Union, peer health educator for Prevention and Wellness Services, and a student staff member in Student Outreach Services and disAbility Resources for Students. In March 2007, Lakeisha graduated from WWU with a Bachelor of Arts in Sociology and Communication. After graduating, she worked at College Success Foundation (CSF) for 5.5 years, where she supported college students and alumni through their professional discernment through event and program coordination and workshop facilitation. In fall 2012, she began her graduate studies at Seattle University (SU). While at SU, Lakeisha also worked as Coordinator of Off-Campus Student Life. In June 2014, she completed her Master of Arts in Student Development Administration. Lakeisha stays involved in the Seattle community by volunteering with CSF, Rainier Scholars, and the Seattle Urban League of Young Professionals. She also does freelance consulting with universities and non-profits as a storytelling workshop specialist. Lakeisha is currently seeking her next professional opportunity.

Authorizing Signature: Bruce A. Harrell	**Name and Title of Officer Making Appointment:** Councilmember Bruce Harrell Seattle City Council

Revised 4/14

LAKEISHA JACKSON

QUALIFICATIONS

- Dedication and mission-driven passion to work on equality and equity issues impacting women, children, people of color, and other underrepresented populations.
- Educational and professional experience with diverse populations including students, community members, business professionals, and event volunteers via public speaking, face-to-face contact, email, and telephone correspondence.
- Strong transferable skills including customer service, interpersonal, leadership, teamwork, and oral and written communication, negotiating, and data analysis and interpretation.
- Specialized training in issues impacting underrepresented populations at the individual, community, institutional, and systemic levels.

EDUCATION

- Master of Arts, Student Development Administration, Seattle University — June 2014
  Graduate Project: Mentoring Experiences of Women of Color within Student Affairs
  E-Portfolio: http://lakeishajackson.weebly.com/

- Bachelor of Arts, Sociology and Communication, Western Washington University — March 2007
  Study Abroad: Ghana, West Africa

PROFESSIONAL EXPERIENCE

Self-Employed — Seattle, WA
Storytelling Workshop Specialist — February 2014 – Present

- Consult with universities and non-profit organizations to facilitate workshops on technology skills, community building, trust establishment, writing skills, public speaking, team building, leadership development and developing self-efficacy.
- Customize each workshop and the content for the client/organization.
- Conduct pre-event meetings/phone conferences with the client to establish event schedule, agenda, document/handout finalization, and other items pertinent to the success of the event.
- Collaborative meetings with other professionals to prepare and review strategies to make the workshop as effective possible for all participants.

Seattle University — Seattle, WA
Coordinator, Off-Campus Student Life — August 2012 – June 2014

- Engaged in relationship development and resource management with property managers from over 50 sites who provide off-campus housing to students.
- Collaborated with Seattle University staff across campus to coordinate and evaluate programs that support the development of off-campus students.
- Coordinated annual events to build community for off-campus students; over 400 students attended off-campus student events during my tenure.
- Recruited and trained an Off-Campus Students Advisory Board of 10-12 members and facilitated monthly Board meetings during the academic year.
- Served as a university conduct officer and adjudicated 40-50 cases per academic quarter involving alleged university policy violations.
- Managed administrative function for the student conduct process and facilitated 3-5 workshops per academic term on integrity development and how to be a good neighbor off-campus.

City University of Seattle — Seattle, WA
Graduate Intern, International Education Division — March – August 2013

- Coordinated logistics for 41 college students from Mexico for a summertime study abroad program in Prague, Czech Republic at the Vysoka Skola Financni a Spravni (VSFS) English translation: University of Finance and Administration.
- Cultivated relationships with six staff members at partner universities in Czech Republic and Mexico.

- Chaperoned students to three business presentations and eight historical tours during study aboard program in Prague.

College Success Foundation — Issaquah, WA
Program Associate, College & Alumni Services — April 2007 – August 2012

- Managed professional development opportunities open to over 2,000 college students and alumni through the Center for Career Success in partnership with the Puget Sound Business Opportunities for Leadership Diversity Initiative.
- Provided management and leadership to a 16-member Alumni Board by supporting their leadership roles, public speaking engagements, and attendance at quarterly meetings and an annual retreat.
- Coordinated event logistics with vendors, companies, universities and community partners.
- Collected data for report matrices on program and event benchmarks including for the Stuart Foundation grant, which led to $450,000 in funding to launch the Center for Career Success.
- Planned and facilitated monthly workshops to support professional skill building through narrative writing, public speaking and self-advocacy development for college students and alumni.
- Recruited and coordinated the attendance of 150 college students and alumni to attend CSF's 10th Anniversary Celebration in November 2010.

Fred Meyer - Corporate Office — Portland, OR
Human Resources Intern — June – September 2006

- Directed, produced, and edited a 10-minute professional recruiting video for the summer internship program using Globecaster digital editing software in on-site television studio.
- Co-facilitated diversity workshops for over 30 Store Directors and 50 department managers.
- Completed 12 business development training courses, including Business Writing and Turnover Reduction.
- Developed spreadsheets, charts and graphs for the Inclusive Business Culture Training class showing the course's effectiveness on Fred Meyer Stores teams.
- Developed and maintained 25 "Meet the Interns" profiles on the Fred Meyer internal website.

Western Washington University — Bellingham, WA
Front Desk Student Staff/Student Advisor — March 2005 – March 2007

- Worked in the Student Outreach Services and the disAbility Resources for Students offices serving over 400 traditionally underrepresented students and students with disabilities.
- Performed general administrative duties: greeted students and staff, managed calendars of two directors and six academic support coordinators (ASC), scheduled advising appointments for students, handled student file maintenance, provided computer assistance to students, coordinated a multi-line telephone system and operated all office equipment.
- Coordinated and emceed special events with ASCs, such as the annual Women of Color Empowerment Dinner, the annual Multicultural Achievement Program Reception and various other scholarship program receptions which had an average of 250-300 attendees per event.

TEACHING & ADVISING EXPERIENCE

Department of Liberal Studies, Seattle University — Seattle, WA
Course Assistant — March – June 2014

- Assisted in facilitation of course lectures, managed online site, and led small group dialogue.
- Met with course instructor weekly to prepare and review lesson plan for Liberal Studies 480: Deconstructing Hate in the U.S. and Aboard.

Department of Student Affairs Administration, Western Washington University — Bellingham, WA
Teaching Assistant/Intern — September – December 2006

- Assisted course instructor with lesson planning and classroom management for Student Affairs Administration 400: Achiever Intern/First Year Experience course.

- Provided extensive support services to 35 college freshmen, including general academic advising, social guidance, tutoring and references to on-campus resources.
- Developed lesson plans around identity development, self-efficiency and actualization for students to gain self-identity on the campus.

SEATTLE UNIVERSITY LEADERSHIP & PROFESSIONAL INVOLVEMENT

- Member, University Advancement Vice President Search Committee — February – June 2014
- President, Seattle University Student Development Association — June 2013 – June 2014
- First-Year Liaison, Seattle University Student Development Association — October 2013-June 2014
- Student Representative, Student Development Administration Advisory Board — June 2013 – June 2014
- Member, Student Development Programming Council — September 2012 – June 2013

PUBLIC SPEAKING & FACILITATION EXPERIENCE

- Presenter, Career Panel, College Access Now — July 2014
- Presenter, Professional Development Panel, College Access Now — May 2014
- Presenter, Graduate Research Conference, Seattle University — May 2014
- Independent Consultant, Digital Storytelling Workshop, Northeastern University — February 2014
- Emcee, Dr. Martin Luther King Jr. Celebration, Seattle University — January 2014
- Presenter, Mentoring Experiences of Women of Color, Seattle University — December 2013
- Presenter, Student Conduct & Integrity Development, Seattle University — October 2013
- Panel Facilitator, Graduate Education Success, University of Washington — October 2013
- Presenter, College Access and Success, Seattle University — July 2013
- Presenter, Graduate Students and On-Campus Engagement, Seattle University — June 2013
- Facilitator, Leadership Blitz, Seattle University — May 2013 – March 2014
- Presenter, Spirituality and Meaning-Making Training, Seattle University Youth Initiative — March 2013
- Facilitator, Good Neighbors Presentation, Seattle University — November 2012 – Present
- Presenter, The Parent Academy: Bridging the Gap, Head Start — November 2012
- Facilitator, Integrity Development Workshop, Seattle University — November 2012 – Present
- Presenter, From College to Career, College Success Foundation — July 2012
- Facilitator, Storytelling Workshops, College Success Foundation — November 2008 – May 2012
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- Emcee, Women of Color Empowerment Dinner, Western Washington University — March 2007

VOLUNTEER & COMMUNITY INVOLVEMENT

- Case Competition Judge, Young Executives of Color, University of Washington — May 2014
- Member, NASPA — March 2013 – Present
- Career Success Coach, Rainier Scholars — December 2012 – Present
- Registration Volunteer, Career Services Internship Fair, Seattle University — October 2012
- Member, Seattle Urban League Young Professionals — November 2011 – Present
- Mentor, College Success Foundation — May 2007 – Present

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- Recipient, Spirit of the College of Education Award, Seattle University — June 2014
- Recipient, Nancy Gerou Award for Outstanding Graduate Assistant, Seattle University — May 2014
- Recipient, NASPA Region V National Conference Scholarship — March 2014
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- Recipient, Multicultural Achievement Program Scholarship, Western Washington Univ. — 2003-2005

Seattle Women's Commission

December 2014

21 Commission members: Per S.M.C. 3.14.920, confirmed by City Council, **2-year** terms*

- 9 Appointed by Mayor
- 9 Appointed by City Council
- 2 Appointed by the Commission, confirmed by City Council
- 1 member *Get Engaged: City Boards and Commissions* program: Appointed by Mayor, confirmed by City Council –1-year term-appointed in September

D*	G	Position #	Name	Appointed	Term Ends	Term #	Position	Appointed By
4	F	1	Roslyn Kagy	09/29/14	07/01/16	2nd	Member	Mayor
2		2	**Teresa Springer**		07/01/16	1st	Co-Chair	Mayor
6	F	3	Jaron Reed	09/30/13	07/01/15	1st	Member	Mayor
1		4	**Sarah Domondon**		07/01/15	1st	Member	Mayor
2	F	5	Tracey Whitten	09/29/14	07/01/15	1st	Member	Mayor
6	F	6	Clarissa Lord Brundage	09/29/14	07/01/15	1st	Member	Mayor
2	F	7	Jennifer Cobb	09/29/14	07/01/15	1st	Member	Mayor
6	F	8	Morgan Beach	09/29/14	07/01/16	1st	Member	Mayor
1	F	9	Lylianna Allala	09/29/14	07/01/16	1st	Member	Mayor
6	F	10	Wendy Gillihan	8/4/14	07/01/15	2nd	Member	City Council
1	F	11	Maha Jahshan	8/4/14	07/01/15	2nd	Member	City Council
6	F	12	Alison Mondi	8/4/14	07/01/15	2nd	Member	City Council
2	F	13	Phyllis Lewis	09/29/14	07/01/16	2nd	Member	City Council
2	F	14	Mergitu Argo	8/4/14	07/01/16	3rd	Member	City Council
3	F	15	Elsa Batres-Boni	09/30/13	07/01/15	1st	Member	City Council
6	F	16	Liz Kellogg	09/30/13	07/01/15	1st	Co-Chair	City Council
3	F	17	Mercedes Elizalde	8/4/14	07/01/16	1st	Co-Chair	City Council
2		18	**Lakeisha Jackson**		07/01/16	1st	Member	City Council
6	F	19	Michele Frix	8/4/14	07/01/16	2nd	Co-Chair	Commission
6		20	**Nicki Olivier**		07/01/15	1st	Member	Commission
2	F	21	Brianna C. Holmes		09/30/15		Get Engaged	Mayor

	Men	Women	Vacant	Minority	(1) Asian/American	(2) African/ American	(3) Latino	(4) Native/ American	(5) Other	(6) Caucasian
Mayor	0	9	0	6	2	3	0	1	0	3
Council	0	9	0	6	1	3	2	0	0	3
Commission	0	1	0	0	0	0	0	0	0	1
Get Engaged	0	1	0	1	0	1	0	0	0	1
Total	**0**	**21**	**0**	**13**	**3**	**7**	**2**	**1**	**0**	**8**

*The Get Engaged youth program Commissioner serves a single term of one year.
**Commissioners whose first appointments are for a term of less than twelve months are eligible to serve for two additional two/year terms.