




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Shelani Vanniasinkam</i>		
Board/Commission Name: <i>Seattle Park District Community Oversight Committee</i>		Position Title: <i>Commission Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: <i>7/31/2019</i>	Term of Position: * <i>4/1/2018</i> to <i>3/31/2021</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>District 7</i>	Zip Code: <i>98121</i>	Contact Phone No.: [REDACTED]
Background: Emigrated from Sri Lanka with her family at the age of 14 and settled in Chandler, AZ. Shelani, went on to receive a B.S in Political Science from Northern Arizona University (NAU) and a Masters in Global Studies from Brandeis University. Her Master's degree focused on Gender violence in Kashmir. Shelani, has worked in various social services roles throughout the years. At Sound Generations (formerly Senior Services), she served as the staff representative for the Refugee Forum of King County and was a member of the Staff Committee for Equity and Inclusion. In addition, during her tenure at Boeing, Shelani was the Diversity Focal and Secretary of the Diversity and Inclusion Council. Currently, she enjoys volunteering at ACRS as an ESL Teaching Assistant and doing pro-bono work with KIND (Kids in Need of Defense) as part of her position with Amazon's Legal Organization.		
Authorizing Signature (original signature): 		Appointing Signatory: <i>Jenny Durkan</i> <i>Mayor</i>

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 CITY OF SEATTLE
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 CITY CLERK

*Term begin and end date is fixed and tied to the position and not the appointment date.

Experience

AMAZON.COM, INC., Seattle, WA

05/2017-Present

Legal Assistant (Project Manager)

- Draft, review, and negotiate legal documents such as Non-Disclosure Agreements (NDAs), Temporary Office Agreements, Economic Development Agreements and Work Orders
- Articulate vendor proposed changes to Amazon forms and impact to Amazon's risk profile to the relevant stakeholders
- Manage, train, and provide oversight of multiple outside counsel firms on billing and budgeting guidelines
- Train stakeholders on optimal presentation strategies NDAs that minimize negotiation and cycle times
- Create new programs for internal Legal teams and stakeholders providing access to fallbacks guides on the leasing process for building space
- Draft and create communication approval requests for various deals that require Legal team and stakeholder leadership approval
- Maintain various databases with current information on contracted construction companies and vendors

THE BOEING COMPANY (BOEING), Seattle, WA

8/2015 – 05/2017

Procurement Agent

- Negotiated pricing and contract terms and conditions and contracted for shims, fillers, electrical standards, and supplier proprietary parts
- Engaged stakeholders to ensure that program, customer, product and in-service strategies were integrated into source selection, negotiation and contracting strategies
- Prepares and executes negotiated contractual documents and binding agreements
- Mitigated risks and issues; initiated supplier improvement activities and provided results for integration into contracting strategies
- Optimized execution of the supply chain, balancing inventory, supply orders and schedule demand
- Managed supplier and subcontractor performance and managed relationship to ensure delivery, quality, financial stability and in-service performance

SOUND GENERATIONS (formerly SENIOR SERVICES), Seattle, WA

2/2014 – 8/2015

Advocate

- Source partner organizations for housing, food, long-term care, and support services
- Guide clients through Medicaid application process, screen against qualifiers, and educate on available assistive programs options
- Place service orders to partner organization on behalf of clients; review scope of service with clients and assist in the completion of service request and agreement
- Provide education, advocacy, options counseling and referrals to connect vulnerable adults with resources in the community (telephone and in-person)
- Conduct follow-up assistance for caseload of 100 clients (focus on vulnerable and isolated individuals)

NATIONAL STROKE ASSOCIATION, Denver, CO

4/2013 – 2/2014

Customer Relations & Accounting Coordinator

- Oversaw daily office management (supplies, equipment, and technical services procurement, vendor relationships, social media presence)
- Improved efficiency of purchase order fulfillment by streamlining operational processes
- Managed organization database (Salesforce) to record monetary donations, generate campaign specific donation reports, and create and process invoices
- Trained and managed the volunteer staffed call center
- Trained employees in Salesforce database usage
- Developed organization resource guide to assist volunteers connect stroke survivors to critical support services

SOUND GENERATIONS (formerly SENIOR SERVICES), Seattle, WA

11/2010 – 11/2012

Volunteer Transportation Coordinator

- Managed a pool of 200 volunteers for transportation services in King County targeting low income seniors with disabilities
- Trained volunteers on how to recognize signs of neglect and abuse, and the proper channels for reporting
- Developed and implemented community outreach plans involving presentations of available transportation services
- Built strong relationships with partner organizations targeting services for vulnerable populations

BRANDEIS UNIVERSITY, Waltham, MA

1/2010 – 5/2010

Teaching Fellow

- Mentored and challenged student's critical thinking, lead discussion sections, and graded coursework
- Collaborated with Professor on course design and content

HANJIN SHIPPING, Chandler, AZ

9/2009 – 3/2010

Account Payable Representative

- Managed AP database and financial reporting
- Audited and processed large volume of invoices for payment, and reconciled invoices against open waybills
- Collaborated with external stakeholders to address payment issues

Education

BRANDEIS UNIVERSITY, Waltham, MA

5/2010

Master of Arts, Global Studies

- Coursework: Policy Research & Analysis, Economics, Behavioral Economics, Organizational Management & Leadership, Strategic Planning, Organizational Change Management, Social Justice & Social Policy
- Thesis: Gender Violence in Kashmir

NORTHERN ARIZONA UNIVERSITY, Flagstaff, AZ

5/2008

Bachelor of Science, Major: Political Science, Minor: English & Asian Studies

- Coursework: Writing, Political Theory, Communications
- 2008 Northern Arizona University Golden Axe Award Winner
- Chi Alpha Epsilon Honors Society

Affiliations

ASIAN COUNSELING AND REFERRAL SERVICE, Seattle, WA

01/2016 – Present

ESL Teaching Assistant

- Assist students build a strong English foundation

AMAZON.COM, INC., Seattle, WA

6/2017 – Present

Pro-Bono Legal Team Member

- Work on asylum case in partnership with Kids in Needs of Defense (KIND)
- Assist with legal clinic at Cocoon House
- Review potential cases for Innocence Project

BOEING (BCA) SUPPLIER MANAGEMENT EXECUTIVE DIVERSITY COUNCIL, Renton, WA

07/2016 – 08/2017

Council Member

- Work with council members to provide training, tools and resources to enhance diversity in the Boeing Commercial Aviation (BCA) workforce

BOEING MATERIAL SERVICES DIVERSITY AND INCLUSION COUNCIL, Renton, WA

10/2015 – 08/2017

Supplier Management CAS-MS Diversity Focal

- Work with leadership to assist in the review of all activities and events sponsored by the Council

Seattle Park District Community Oversight Committee

15 Members: Pursuant to *Resolution 31759*, all members subject to City Council confirmation, 3-year terms:

- 7 City Council-appointed
- 8 Mayor-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	M	3	1.	Board of Park Commissioners	Tom Byers	4/1/18	3/31/21	1	Mayor
6	F	5	2.	Board of Park Commissioners	Jessica A. Farmer	4/1/18	3/31/21	2	Mayor
6	F	1	3.	Board of Park Commissioners	Kelly McCaffrey	4/1/19	3/31/22	2	Mayor
1	M	3	4.	Board of Park Commissioners	Marlon Dylan Herrera	4/1/18	3/31/21	1	Mayor
			5.	Commissioner	Vacant	4/1/17	3/31/20	2	Mayor
1	F	2	6.	Commissioner	Deepa Sivarajan	4/1/18	3/31/21	1	Mayor
6	F	7	7.	Commissioner	Patt Copeland	4/1/17	3/31/20	2	Mayor
NA	NA	NA	8.	Commissioner	Shelani Vanniasinkam	4/1/18	3/31/21	1	Mayor
6	M	1	9.	City Council District #1	Mathew McBride	4/1/18	3/31/20	1	City Council
NA	NA	NA	10.	City Council District #2	Vacant	NA	3/31/19	NA	City Council
6	M	3	11.	City Council District #3	Marc Daudon	4/14/16	4/13/19	2	City Council
6	F	4	12.	City Council District #4	Dewey Potter	4/1/18	3/31/21	2	City Council
			13.	City Council District #5	Sean Watts	4/1/17	3/31/20	1	City Council
6	M	6	14.	City Council District # 6	Garet Munger	4/14/16	4/13/19	1	City Council
6	M	7	15.	City Council District #7	Steve Gillespie	4/14/16	4/13/19	2	City Council

SELF-IDENTIFIED DIVERSITY CHART				(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	4			2					4			
Council	5	1								5			1
Other													
Total	7	5			2					9			1

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
 - **G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
 - RD Residential Council District number 1 through 7 or N/A
- Diversity information is self-identified and is voluntary.*