



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Alyssa B Smith</i>		
<b>Board/Commission Name:</b> <i>Seattle School Traffic Safety Committee</i>		<b>Position Title:</b> <i>Parents</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>	<b>Term of Office:</b> <i>2/26/16 2/25/19</i>	
<b>Residential Neighborhood:</b> <i>Whittier Heights</i>	<b>Zip Code:</b> <i>98117</i>	<b>Contact Phone No.:</b> 
<b>Legislated Authority:</b> <i>Ordinance #124168</i>		
<b>Background:</b> <i>Mrs. Smith is a parent to two Seattle Public School students and understands the challenges many families face as they try to get their kids to school safely each day. Alyssa uses active transportation to get around Seattle and has worked at her children's school, Whittier Elementary School, to increase bicycle parking capacity, promote Bike to School Month, and improve access for students walking and biking to the school.</i>  <i>Alyssa also has extensive experience in administration, community outreach, and project management. Her skills at bringing people together toward a common goal and advocating for projects for the greater good will be assets on our committee.</i>  <i>As a parent to a deaf and hard-of-hearing child with mobility challenges, Alyssa will bring a unique perspective to the Seattle School Traffic Safety Committee.</i>		
<b>Date of Appointment:</b> <i>2/9/16</i>	<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>Edward B. Murray</i> Mayor of Seattle

CITY CLERK  
 2016 MAR - 2 PM 2:26  
 CITY OF SEATTLE

# Alyssa B. Smith

## SUMMARY

I am an enthusiastic and organized administrative coordinator with more than 12 years of experience in administration and seven years of experience in community outreach and project management. I strive to make active transportation an enjoyable option for myself and others.

## QUALIFICATIONS

Microsoft Office Suite, respectful communication skills, dedication to customer service and teamwork. I use alternative and active transportation regularly.

## SKILLS

### Administrative and Business Process Support:

- Maintained, enhanced and expanded WHI's publications (Access) and ancillary study (Oracle) databases.
- Performed timely reporting of progress to stakeholder, whether they were community members, fiscal sponsors, municipal employees, principal investigators, project directors or NIH officers.
- Organized, ordered and monitored nearly a million dollars in clinical center print orders for 41 clinical centers.
- Provided excellent front line customer service in person, via phone and via email. Strove to anticipate and resolve client's challenges.

### Project Management:

- Partnered with Seattle Public Schools, Seattle Department of Transportation (SDOT) and Cascade Bicycle Club to grow local elementary school's traffic safety program and install additional bike racks.
- Organized community meetings and helped disseminate information about park development project among neighbors.
- Procured materials, negotiated with vendors and property owners, tracked expenses and donations, managed fiscal agent and funding agent relationships and provided timely status reports.

### Fundraising/Grant Writing:

- Awarded Neighborhood Parks and Street grant from SDOT to complete community driven design for planting strip in front of park. Construction estimated to be complete by end of 2015.
- Received a Safe Routes to School Mini-grant from SDOT to improve local elementary school's traffic safety program and install bike racks.
- Awarded Department of Neighborhoods Small and Simple grant to finish Kirke Park's trellis in 2012. Raised \$12000 as well as volunteer matching labor to build Kirke Park's trellis in less than eight months.

### Community Building:

- Oversaw, coached and recruited volunteers to build community and complete projects at work parties, fundraisers and events.
- Planned and assisted with community input meetings and celebration events related to successful project completion on limited budgets.
- Obtained donations and support from community business to augment celebrations and reward volunteers.

## EXPERIENCE

**Parent Advisor, Seattle Childrens Hospital, 10/2015–Present.**

**Lead Volunteer, Kirke Park, Seattle Parks and Recreation, 02/2008–Present.**

**Program Administrative Asst, IV, Fred Hutchinson Cancer Research Center, Seattle, WA, 01/2003-12/2007.**

\*Received a FHCRC Innovation Cup Award for reducing costs by \$6000/year.\*

**Program Asst, II, Fred Hutchinson Cancer Research Center, Seattle, WA, 03/2002-01/2003.**

**Customer Service Representative, BlueNile, 01/2000-02/2001.**

**Customer Service Representative, REI, Seattle, WA, 01/199-01/2000.**

\*Received fraud prevention award. Scheduled department staff\*

**Outerwear Sales Representative, REI, Seattle, WA, 10/1997-01/1999.**

**Account Assistant, Acordia/Pettit-Morry Co., Seattle, WA, 09/1995-05/1997.**

**Sailing Instructor, Seattle Parks and Recreation, Seattle, WA, 03/1993-10/1997.**

## EDUCATION

*Bellevue Community College, 2001 – 2002: Technical Writing Certification, Technical and Scientific Communication*  
*University of Washington, 1991 – 1995: Bachelor of Arts (B.A.), Political Science*

## PROFESSIONAL REFERENCES

*Melissa Schweitzer, Principal, Whittier Elementary, Seattle Public Schools – [REDACTED]*  
*Doris Nodtvedt, Project Manager, WHI Coordinating Center, FHCRC – [REDACTED]*  
*Ashley Rhead, Associate Transportation Planner, City of Seattle Department of Transportation – [REDACTED]*

## Seattle School Traffic Safety Committee

11 members: Per Ordinance 124168, all subject to City Council confirmation, 3-year terms

- 1 Appointed by Chief of Police
- 1 Appointed by SDOT Director
- 2 Appointed by Superintendent of Public Schools
- 1 Appointed by Metro Transit GM
- 6 Appointed by Mayor

D* G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
	1	SPD Representative	Rich O'Neill	2/23/15		1	Chief of Police
	2	SDOT Representative	Ashley Rhead			1	SDOT Director
	3	SPS Representative	Richard Staudt	10/6/14		1	Superintendent of Public Schools
	4	SPS Representative	Yvonne Carpenter	10/6/14		1	Superintendent of Public Schools
	5	Parents;	Alyssa B. Smith	2/26/16	2/25/19	1	Mayor
	6	Metro	Sandra Dodge - pending			1	Metro Transit General Manager
	7	At-large	An Huyn	4/1/14	4/1/17	1	Mayor
	8	At-large	Shanti Breznau	4/1/16	4/1/19	1	Mayor
	9	At-large	Cathy Tuttle	4/20/15	3/31/18	1	Mayor
	10	Ped safety	Jen Cole	2/17/15	3/31/17	1	Mayor
	11	Bike safety	Shannon Koller	8/3/15	3/31/18	1	Mayor

### \*Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native American	(5) Other**	(6) Caucasian
Mayor		6	0		1				1	5
Council										
Other Bodies	2	3								3
<b>Total</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>

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