




# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> Ophelia Parker		
<b>Board/Commission Name:</b> Seattle Women's Commission		<b>Position Title:</b> Commission Member
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>		<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input type="checkbox"/> Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: Women's Commission	<b>Date Appointed:</b> <i>mm/dd/yy.</i>	<b>Term of Position: *</b> 7/2/2021 <b>to</b> 7/1/2023  <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> Central District	<b>Zip Code:</b>	<b>Contact Phone No.:</b>
<b>Background:</b> <p>My name is Ophelia Parker, I am of African American descent and have been a resident of both Capitol Hill (2017-2019) and the Central District (2019 -). I work full-time as a Legal Project Coordinator for Bristol- Myers Squibb's Cell Therapy team where I support a team of attorneys on projects related to Cell Therapy drugs, and issues around patient advocacy and efficacy. I am also currently enrolled at the University of Washington where I am studying for a certificate in Project Management while I prepare for a master's degree.</p> <p>Prior to BMS, I was an Executive Assistant at Amazon and have also held roles with Milbank, Tweed, Hadley &amp; McCloy, Showtime Networks' sports division, Politico, SAP, QVC, and the NYSE Euronext to name a few. I attended college at Drexel University in Philadelphia, and graduated in 2014, and before that I spent 4 years in the U.S. Navy where I directed helicopters. During my Naval service, I completed 2 deployments to the Mediterranean and Middle East and received a Navy-Marine Corps Achievement Medal for my service. In my spare time I love to travel with my partner, run half marathons all along the West Coast, I love to ski, spend time cheering for my favorite sports teams and hosting my friends for dinners, wine nights, and game nights.</p>		
<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> Darya Farivar co-chair, Seattle women's commission	

**Ophelia Parker | Seattle,** [REDACTED]

**Professional Experience:**

**United States Navy**, USS Bataan (LHD-5) *Aviation Boatswains Mate Handler, Administrative Assistant*  
Norfolk, VA July 2005 - September 2009

**Received Honors: Navy & Marine Corps Achievement Medal, Honorable Discharge**

**Bristol-Myers Squibb** Seattle, WA

*Project Coordinator- Cell Therapy, Legal* November 2019 – Present

- Communicates status of team project tasks and identifies paths forward for action items and deliverables
- Developed team metrics tracking system for deliverables and timelines
- Project manages bi-weekly Legal project team meetings and provides action item status reports
- Provides admin support to 5 attorneys in Bristol Myers' Cell Therapy Legal Department
- Provides cross- functional project support across multiple teams in Seattle, New Jersey, and Switzerland

**Special Projects:**

- Served as admin support for the Bristol-Myers internship recruiting team and completed tasks not limited to sourcing resumes, scheduling several rounds of interviews for over 100 candidates across the U.S., Canada, Europe, and Asia and worked with hiring managers to select final candidates and send offer letters
- Assisted recruiting teams in Seattle and New Jersey develop at home internship strategies for selected interns in 2020 program

**Amazon.com** *Executive Assistant – Amazon Ops HR & AWS Automated Reasoning Group*

Seattle, WA May 2017 – October 2019

- Effectively and proactively provided admin support for 2 principal engineers and 1 applied scientist
- Organized, prioritized, and appropriately handled time sensitive, confidential information and ensured action items required were addressed in a timely manner
- Project managed large scale team events such as all-hands, team outings, conferences, and university visits across the U.S. and Europe
- Tracked and drove key deliverables across the AWS Automated Reasoning, AWS Cryptography, and AWS Security groups

**Special Projects**

- Interviewed drivers for Amazon Logistics on behalf of Human Resources (Virginia, New York & Ohio)
- Provided Human Resource associate support to Amazon Logistics during peak season (California & New York)

**Viacom International** *Assistant Media Planner – TV Land Networks*

New York, NY December 2015 - May 2017

- Provided administrative support to the VP of Television Programming
- Submitted TV Land quarterly tracking and reporting of network analytics
- Managed 2 television scheduling logs per week and weekly commercial schedule and rotation for TV Land sponsors
- Coordinated meetings, general calendar maintenance, cross-department communications and travel details for TV Land programming, marketing, and communications departments

Oversaw TV Land Original Programming Weekly Premiere meetings for Younger, Gaffigan, Impastor, Nobodies, American Woman, and more

**Showtime Networks** *Temporary Marketing Coordinator – SHO Sports*

New York, NY February 2015 - October 2015

- Coordinated all logistics related to in-arena activation including managing inventory of department premium items, hiring of street teams, and supplying venues with graphics and video assets
- Processed all invoices, oversaw coding, routed for appropriate signatures, retained, and submitted copies to finance
- Maintained Showtime and Showtime Sports library of logos, images, and key art assets
- Fulfilled internal and external asset requests
- Coordinated all logistics for consumer sweepstakes and local radio promotions for SHO Sports events

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

- Routed all marketing materials and promotional tactics through legal, marketing, and external approvals
- Coordinated the Showtime Sports weekly sports status meeting and corresponding event/task tracker

**Milbank Tweed Hadley & McCloy LLP** *Temporary Business Development Coordinator*

New York, NY October 2014 - January 2015

- Updated web and print marketing content for publication on internal and external websites
- Collected and maintained confidential and sensitive data in firm CMS
- Assisted Business Development Managers in compiling research on existing and prospective clients
- Coordinated logistics for high profile client events and provided onsite support for Goldman Sachs, Credit Suisse, and Deutsche Bank
- Recorded client invoices and reconciled client budgets in the Leveraged Finance, Alternative Investments, and Trusts and Estates groups

**SAP Americas** *Media Relations Intern*

Newtown Square, PA November 2013 - May 2014

- Screened media outlets and SAP employees for media interview purposes
- Project managed and created 5 SAP North America Media Roundup newsletters
- Produced reports for over 100 editorial calendars to identify new business opportunities
- Supported SAP public relations and communications team across Retail, Technology, and Fashion
- Created and managed content for 3 SAP Newtown Square intern newsletters

**NYSE Euronext** *Global Communications and Marketing Veteran Associate*

New York City, NY June 2013 - August 2013

- Increased visibility for the NYSE Veteran Associate Program among local and national media by 50 percent
- Managed and secured 5 high profile interviews with HuffPost, Fox Business, Traders Magazine, El Diario, and ABC
- Led 10-15 press inquiries daily from national print and broadcast media (Bloomberg, CNN, ABC News, CNBC)
- Proactively pitched Veteran Associate Program to local and national media news outlets
- Prepared veterans for media interviews and other media related matters

**Skills:**

**Computer:** SharePoint, PeopleSoft, SQL, Tableau, Salesforce, Microsoft Office Suite (MS Projects, Teams, Excel, etc.), Final Cut/Final Cut Pro, SPSS, Basecamp, Drupal, MailChimp, Gorkana, Cision, LotusNotes, Vocus, Leadership Directories, ZoomInfo, LegalKey, NetDocs, ConcepSend, Ruby, Amazon AWS software

**Social Media:** Facebook, Twitter, WordPress, and BlogSpot, Instagram, Vimeo, and YouTube, TweetDeck, Tumblr, HootSuite

# Seattle Women's Commission

## June 2021

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, 2-year terms:

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
2			1.	Member	Marcia Wright-Soika	7/02/21	7/01/23	2	Mayor
4			2.	Member	Abriel Johnny	7/02/20	7/01/22	1	Mayor
2	F	2	3.	Member	Rhonda Carter	7/02/21	7/01/23	3	Mayor
1			4.	Member	Sangyoon Sophia Lee	7/02/20	7/01/22	1	Mayor
			5.	Member	<b>Vacant</b>	7/02/19	7/01/21	1	Mayor
6			6.	Member	Jennifer Gordon	7/02/21	7/01/23	2	Mayor
6			7.	Member	Rebecca Bryant	7/02/20	7/01/22	1	Mayor
1	F	7	8.	Member	Diya Khanna	7/02/20	7/01/22	2	Commission
6	F	4	9.	Member	Zoe True	7/02/21	7/01/23	3	Mayor
9			10.	Member	Kyla Evans	7/02/20	7/01/22	1	City Council
1	F	3	11.	Member	K. Min Pease	7/02/21	7/01/23	3	City Council
2	F	N/A	12.	Member	Jamilah Williams	7/02/21	7/01/23	3	City Council
2			13.	Member	Vinati Mamidala	7/02/20	7/01/22	1	City Council
2	F	1	14.	Member	Tana Yasu	7/02/20	7/01/22	2	City Council
8	F	5	15.	Member	Darya Farivar	7/0/21	7/01/23	3	City Council
6			16.	Member	Jema K. Turk	7/02/21	7/01/23	1	City Council
6			17.	Member	Rachel E. Morowitz	7/02/20	7/01/22	1	Commission
6			18.	Member	Morgan Cain	7/02/20	7/01/22	1	City Council
1	F	-	19.	Member	Whitney Nakamura	7/02/20	7/01/22	2	Commission
6			20.	Member	Ophelia Parker	7/02/21	7/01/23	1	Commission
1	F	3	21.	Get Engaged	Chelise Jacobson	9/01/20	8/31/21	1	Mayor

### SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor	0	8	0	0	0	0	0	0	0	0	0	0	0					
Council	0	8	0	0	0	0	0	0	0	0	0	0	0					
Comm	0	4	0	0	0	0	0	0	0	0	0	0	0					
<b>Total</b>	<b>0</b>	<b>20</b>		<b>00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					

Key: