




# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Shelani Vanniasinkam</i>		
<b>Board/Commission Name:</b> <i>Immigrant and Refugee Commission</i>		<b>Position Title:</b> <i>Member</i>
<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 checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	<b>Date Appointed:</b> 10/5/2018	<b>Term of Position: *</b> <del>2/1/2018</del> 8/1/2017 to <del>1/31/2020</del> 7/31/2019  <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> <i>District 7</i>	<b>Zip Code:</b> 98121	<b>Contact Phone No.:</b> 
<b>Background:</b> <p>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 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.</p>		
<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>M. Lorena González</i> <i>Councilmember, Position 9</i>	

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



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## 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

# Immigrant and Refugee Commission

15 Members: Pursuant to *Ordinances 12822 and 120345 and SMC 3.14.545*, [all] members subject to City Council confirmation, [14 [ have 2-year terms, (1) Get Engage Member has 1 year term:

- 7 City Council-appointed
- 8 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F	6	1.	Member	Maya Babla Appiah	2/1/17	1/31/19	1	Council
1	F	6	2.	Member	Jessica Yu	2/1/17	1/31/19	1	Council
2	F	1	3.	Member	Medhanit A. Abebe	2/1/17	1/31/19	1	Mayor
3	F	1	4.	Member	Jeniffer Calleja	2/1/17	1/31/19	2	Mayor
1	F	7	5.	Member	Shelani Vanniasinkam	8/1/17	7/31/19	1	Council
3	M	5	6.	Member	Luis Ortega	8/1/17	7/31/19	2	Mayor
3	F	3	7.	Member	Marilena Morales	8/1/17	7/31/19	2	Mayor
8	F	4	8.	Member	Naheed Aaftaab	2/1/18	1/31/20	1	Council
3	F	5	9.	Member	Maria Zepeda Flores	2/1/18	1/31/20	1	Council
2	F	2	10.	Member	Farhiya Mohamed	2/1/18	1/31/20	2	Mayor
5	M	3	11.	Member	Eric Holzapfel	2/1/18	1/31/20	1	Mayor
3	F	5	12.	Member	Vanesa Gutierrez	8/1/18	1/31/20	1	Council
1	F	7	13.	Member	Riddhi Mukhopadhyay	8/1/18	7/31/20	2	Mayor
9	F	2	14.	Member	Ankita Patel	8/1/18	1/31/20	1	Council
1	M	2	15.	Get Engaged Member	Johnson Nguyen	9/1/18	8/31/19	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 (Specification Optional)	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor	3	5			2	2	4											
Council	0	7			3		2									1		1
Other																		
<b>Total</b>	<b>3</b>	<b>12</b>			<b>5</b>	<b>2</b>	<b>6</b>									<b>1</b>		<b>1</b>

## Key:

- \*D List the corresponding *Diversity Chart* number (1 through 9)
- \*\*G List *gender*, M = Male, F= Female, T= Transgender, U= Unknown
- RD Residential Council District number 1 through 7 or N/A