




# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Kayleigh Mary Kleiva</i>		
<b>Board/Commission Name:</b> <i>Seattle Human Rights 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> <i>mm/dd/yy.</i>	<b>Term of Position: *</b> <i>1/23/2021</i> <b>to</b> <i>1/22/2023</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b>	<b>Zip Code:</b>	<b>Contact Phone No.:</b>
<b>Background:</b>  <i>Kayleigh Mary Kleiva</i> Short Bio  <p>Kayleigh Kleiva grew up in the Puget Sound region, earning a B.A. in the Comparative History of Ideas from the University of Washington in Seattle, and an M.A. in Human Rights from Central European University in Budapest, Hungary. Her undergraduate thesis focused on Middle Eastern Dom refugees, and her master's thesis focused on indigenous land rights and environmental racism in the Americas. While studying, she worked in the restaurant industry. Love of travel and teaching lead her to teach English in Korea and tutor ELL students in Seattle. As a nature lover, she has volunteered with environmental organizations throughout the region. She currently works as an Administrative Assistant at a law firm in Seattle, and cooks, dances, and bikes in her free time.</p>		
<b>Authorizing Signature (original signature):</b>  	<b>Appointing Signatory:</b> <i>Councilmember Tammy Morales</i> <i>Seattle City Council</i>	

## **Relevant Experience**

### **TEAM ASSISTANT • SEEDIP • 06/2021 – PRESENT**

- Support legal assistants and practitioners with patent filing process
- Maintain internal firm and external client databases
- Prepare, inspect, and file patent application documents

### **ADMINISTRATIVE ASSISTANT • PACIFICA LAW GROUP • 1/2020 – PRESENT**

- Assist management with office operations, supply and equipment inventories, and reception duties
- Develop and implement COVID-19 health and safety logistics
- Support accounting responsibilities with daily deposits and purchase tracking
- Assist legal staff with document processing

### **ENGLISH INSTRUCTOR • KANGNAM PRIDE INSTITUTE • 8/2018 – 9/2019**

- Planned and delivered English language lessons to K-6 grade ELL students
- Reviewed and collaborated on curriculum development
- Maintained grades and progress reports
- Created and coordinated open class events and parent-teacher conferences

### **ENGLISH INSTRUCTOR • UNCLE LION ENGLISH ACADEMY • 8/2017 – 8/2018**

- Developed lesson plans and exams for grade 3-10 ELL students
- Collaborated on curriculum and new instructor training
- Organized and co-led school wide class projects, as well as provided regular reports on student progress.

### **EVENT COORDINATOR • SEATTLE CENTRAL COLLEGE • 9/2012 – 6/2013**

- Planned, budgeted, and hosted international student events
- Assisted SCC's English Conversation Partner Program
- Collaborated with SCC Student Leadership in planning school wide events

### **BOOKKEEPER • PORT GAMBLE GENERAL STORE & CAFE • 3/2010–9/2010**

- Supported bookkeeping duties for retail and food service business
- Prepared daily deposits, reconciled cash registers and inventories, and verified employee work hours

### **CREW LEAD • NATURE CONSORTIUM • 9/2009 – 9/2013**

- Led and supported environmental restoration work parties
- Educated volunteers on work party logistics, environmental issues, and the organization's mission

## **Skills**

- Legal research, clerical and administrative aptitude
- Multi-software computer and digital literacy
- Flexible, dependable, and amiable
- Able to balance competing deadlines

## **Education**

**MASTER OF ARTS • HUMAN RIGHTS • CENTRAL EUROPEAN UNIVERSITY  
• FEBRUARY 2018**

**BACHELOR OF ARTS • COMPARATIVE HISTORY OF IDEAS • JUNE 2016 • UNIVERSITY OF WASHINGTON**

## **Publications**

2019 July SU:P Newsletter. Vol. 50. International Strategy Center. *On the Other Side of Another Wall*. <https://www.goisc.org/englishblog/2019/8/8/on-the-other-side-of-another-wall>.

2018 December. International Strategy Center. *Going to Meet History*. <https://www.goisc.org/englishblog/2018/12/28/going-to-meet-history?rq=going%20to%20meet%20history>

# Seattle Human Rights Commission

## July 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 (includes 1 Get-engaged Mayor position)
- 4 Other Appointing Authority-appointed: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	M	4	1.	Member	Aaron G. Oravillo	7/23/21	7/22/23	2	City Council
			2.	Member	Vacant	7/23/21	7/22/23		Mayor
2	M	7	3.	Member	Tyrone Grandison	7/23/21	7/22/23	2	City Council
	F		4.	Member	Roopali Dhingra	7/23/21	7/22/23	1	Mayor
	F		5.	Member	Guneeta Annie Chadha	7/23/21	7/22/23	1	City Council
	F		6.	Member	Amanda Richer	1/23/20	1/22/22	1	Mayor
	M		7.	Member	Allan Nyaribo	1/23/20	1/22/22	1	City Council
	F		8.	Member	Julia A. Ismael	1/23/20	1/22/22	1	Commission
	F		9.	Member	Rachel Kramer	7/23/20	7/22/22	1	Mayor
2	F	6	10.	Member	Jackie Turner	7/23/20	7/22/22	2	City Council
1	F	7	11.	Member	Erika Chen	7/23/20	7/22/22	2	Mayor
6	F	3	12.	Member	Elizabeth W. Pachaud	7/23/20	7/22/22	2	City Council
	F		13.	Member	Jackie Schultz	1/23/21	1/22/23	1	Mayor
	F		14.	Member	Kayleigh Mary Kleiva	1/23/21	1/22/23	1	City Council
6	F	7	15.	Member	Claire Guilmette	1/23/21	1/22/23	2	Mayor
6	M	3	16.	Get Engaged	Robel Mulugeta	9/1/20	8/31/21	1	Mayor
	F		17.	Member	Natasha A. Bennett	7/23/20	7/22/22	1	City Council
	M		18.	Member	Alexander Tang	1/23/20	1/22/22	1	Mayor
			19.	Member	Vacant	7/23/20	7/22/22		Commission
6	M	3	20.	Member	Brian Egger	1/23/20	1/22/22	2	Commission
6	F	3	21.	Member	Jessica C. Bhuiyan	7/23/20	7/22/22	2	Commission

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
<b>Mayor</b>	3	5											
<b>Council</b>	3	5											
<b>Comm</b>	1	2											
<b>Total</b>	7	12											

**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.*