




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Vivian Lee</i>		
Board/Commission Name: <i>Seattle Women's Commission</i>		Position Title: <i>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 type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Commission</i>	Date Appointed: <i>9/5/2018</i>	Term of Position: * <i>7/2/2018</i> to <i>7/1/2020</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>N/A</i>	Zip Code: <i>98004</i>	Contact Phone No.:
Background: <i>Vivian Lee graduated from Harvard University with a B.A. in Psychology in 2014. She is currently a Marketing Communications Manager at Microsoft, leading diversity & inclusion campaigns and initiatives tackling issues like the gender gap in STEM and gender equity in the workplace. She is an advocate for changing biases and perceptions to create better workplace environments and is focused on maximizing the private sectors' positive impact on society. As a passionate advocate for a variety of social justice issues, she also sits on the board of NARAL Pro-Choice WA.</i>		
Authorizing Signature (original signature): 	Appointing Signatory: <i>Councilmember Lisa Herbold</i> <i>Seattle City Council, on behalf of the commission</i>	

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

VIVIAN LEE

EDUCATION

Harvard University
B.A. Psychology 2014

Juilliard Pre-College
Certificate of Study Viola 2010

WORK EXPERIENCE

Microsoft Redmond, WA
Diversity & Inclusion Marketing Communications Manager August 2016 – Present

- Marketing campaign manager for diversity and inclusion initiatives to create social impact and drive brand value. Manage campaigns end-to-end from creative strategy to execution, collaborating across internal and external partners.
- Oversee Microsoft's award-winning International Women's Day campaigns, working across cross-functional teams to develop campaigns that spark dialogue about the gender gap in STEM across TV, web, social, and partnerships.
 - Awards: Cannes Glass Lion, New York Festivals – United Nations Department of Public Information (First Prize), Shorty Social Good Awards (Best Use of Live Streaming Video), YouTube International Women's Day 2018 Ads Leaderboard
- Manage the #MakeWhatsNext Patent Program which offers pro bono legal support for young female inventors to file for patents and helps usher in a generation of women in science.
- Co-founded "Millennial Consulting Group" which provides millennial insights for cross-company teams on a volunteer basis.
- Co-founded "Intersectionality Task Force" to bring create an intersectionality-based framework for all Marketing Consumer Business employee resource groups to use as a foundation for being inclusive of all employees.

Microsoft Redmond, WA
Product Marketing Manager - Xbox September 2015 – August 2016

- Responsible for games marketing on Xbox.com. Managed evergreen efforts and campaign launches on landing pages to ensure customer education and conversion through the purchase funnel via dynamic user experiences.

Microsoft Redmond, WA
Product Marketing Manager – Global Advertising September 2014 – September 2015

- Managed global implementation of all digital campaign assets across Surface, Lumia, Windows and PC to successfully land campaigns internationally in diverse global contexts.

VOLUNTEER EXPERIENCE

Seattle Women's Commission Seattle, WA
Commissioner August 2017 – Present

The Seattle Women's Commission advises the Mayor, City Council and city departments on issues that impact the women of Seattle. The commission identifies areas of concern and recommends policy and legislation, provides feedback and opinion on issues of city and state budget, and acts as a liaison between the women of Seattle and City government.

- Selected to serve one-year term through Seattle YMCA's Get Engaged program which places young professionals on Seattle's city boards and commissions.
- Community Health and Wellness Committee – 2017-2018 focus on the specific experiences and health concerns of homeless/housing insecure women in Seattle.

NARAL Pro-Choice WA
Executive Board Member

Seattle, WA
 May 2017 – Present

- Fundraising Committee (Chair) – Manage board fundraising plans, lead fundraising activities for major events.
- Diversity, Inclusion & Equity Committee – Create programming and training to ensure the board is applying a race and social justice lens to all of its work, actively focus on recruiting diverse talent to the executive board.
- Legislative Committee – Set annual legislative agenda, working with the Executive Director to identify key legislation to focus lobbying and canvassing efforts.
- Board Lobby Committee – Organize strategy and talking points for board lobby days with state officials in Olympia, WA.

ChickTech Seattle
Co-Chapter Deputy Director

Seattle, WA
 June 2016 – June 2017

Transitional Resources
Board Member

Seattle, WA
 September 2015 – September 2016

Seattle Women's Commission

August 2018

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

- 9 City Council-appointed
- 10 Mayor-appointed
- 2 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	Vacant	7/02/17	7/01/19	1	Mayor
			2.	Member	Vacant	7/02/18	7/01/20		Mayor
1	F	2	3.	Member	Rhonda Carter	7/02/17	7/01/19	1	Mayor
			4.	Member	Vacant	7/02/18	7/01/20		Mayor
	F		5.	Member	Angela Rae	7/02/17	7/01/19	1	Mayor
6	F	5	6.	Member	Erica J. Soelling	7/02/17	7/01/19	2	Mayor
6	F	3	7.	Member	Tara Cookson	7/02/15	7/01/18	1	Mayor
			8.	Member	Vacant	7/02/18	7/01/20		Commission
6	F	4	9.	Member	Zoe True	7/02/17	7/01/19	1	Mayor
9	F	7	10.	Member	Idabelle Fosse	7/02/15	7/01/18	2	City Council
1	F	3	11.	Member	K. Min Pease	7/02/17	7/01/19	1	City Council
2	F	N/A	12.	Member	Jamilah Williams	7/02/17	7/01/19	1	City Council
-	-	5	13.	Member	Xochitl Maykovich	7/02/16	7/01/18	2	City Council
2	F	1	14.	Member	Tana Yasu	7/02/16	7/01/18	2	City Council
8	F	5	15.	Member	Darya Farivar	7/02/17	7/01/19	1	City Council
2	F	3	16.	Member	Rokea Jones	7/02/17	7/01/19	2	City Council
5	F	7	17.	Member	Ruchika Tulshyan	7/02/16	7/01/18	2	City Council
2	F	2	18.	Member	Lakeisha Jackson	7/02/16	7/01/18	2	City Council
1	F		19.	Member	Vivian Lee	7/02/18	7/01/20	1	Commission
1	F	6	20.	Member	Priya D. Saxena	7/02/17	7/01/19	1	Commission
			21.	Get Engaged	Pending	9/01/17	8/31/18	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				1	0	0	0	3	0	0	0
Council	0	9			1	4	0	0	1	0	0	1	1
Comm	0	3			2	0	0	0	0	1	0	0	0
Total	0	19			3	5	0	0	1	4	0	1	1

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

Diversity information is self-identified and is voluntary.

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