




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Emma Adkins</i>		
Board/Commission Name: <i>Seattle Disability Commission</i>		Position Title: <i>Get Engaged Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other:	Term of Position: * 9/1/2023 to 8/31/2024 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: <i>Columbia City</i>	Zip Code: <i>98118</i>	Contact Phone No.: [REDACTED]
Background: <i>Emma is currently enrolled in the Professional Master of Business Administration/Business Analytics program at Seattle University. Emma also works full-time as the program coordinator for the Doctor of Nursing Practice program at S.U. where she gets to support and advocate for aspiring nurse practitioners. She is looking forward to contributing to vital conversations around accessibility and citizen needs with her background in interdisciplinary studies and data analytics. Emma has lived in various Seattle neighborhoods for the past five years, but currently resides in Columbia City.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 8/14/2023	Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>	

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

Emma Adkins *(she/her)*

SUMMARY

Organized, analytical, and detailed oriented individual with over five years of professional work experience. Currently working towards a master's degree in business administration with a focus in business analytics and project management. Long-term goals include the advocacy and support of individuals and families affected by type 1 diabetes and other chronic health conditions.

EXPERIENCE

Doctor of Nursing Practice Program – Seattle University, Seattle, WA

Graduate Program Coordinator – Jul. 2022 – Present

- Provide administrative, personal, and professional support to about 400 students
- Plan and execute over six annual school-wide events for Doctor of Nursing Practice student orientations, graduation ceremonies, and welcome to the profession events
- Compile and analyze graduate program data for reports and coordinate submission of complex reports to state, regional, and national agencies

Information Technology Services – Seattle University, Seattle, WA

Student Lead & IT Support Agent – Sept. 2021 – Jun. 2022

- Managed more than 25 university-wide projects and events while supervising a team of fifteen student employees
- Effectively managed over 150 technology-equipped community spaces and adhered to proper incident and response documentation
- Promoted to Student Lead position within six months of employment

Housing & Residence Life – Seattle University, Seattle, WA

Information & Database Assistant – Sept. 2020 – Sept. 2021

- Utilized *Starvez* database to provide virtual assistance to students and families via Seattle U's Housing Portal along with supervision of over 5,000 student accounts and time-sensitive requests
- Promoted to this position within one month of employment at prior position in department

Resident Assistant – May 2019 – Sept. 2020

- Executed and promoted programming to promote diversity, equity, and inclusion on campus
- Adhered to student privacy laws and regulations while receiving consistent training to understand university policies, procedures, and expectations

Baze Chiropractic, PLLC – Renton, WA

Customer Service Specialist – Sept. 2018 – Jun. 2020

- Utilized a medical interface system to track patient care plans, payments, insurance claims/benefits, and maintain organization in a medium-sized business setting
- Trained co-owners and employees on newly implemented billing software system

EDUCATION

Seattle University – Seattle, WA

Master of Business Administration, Bus. Analytics & Project Management - Jan. 2023 – Jun. 2025

- Coursework in accounting, finance, team building/leadership, marketing, analytics, and project management
- 4.0 GPA

Bachelor of Arts in Interdisciplinary Liberal Studies, minor in Data Science

- Coursework in healthcare ethics, global healthcare, data science, data visualization, mathematics, leadership, programming, and relational database systems
- 3.7 GPA

COMMUNITY WORK

The Diabetes Link – Boston, MA

NextGen Fellow Cohort B – Apr. 2023 – Present

- Cohort B focuses on clinical care, education, and patient advocacy. Each fellow is paired with a mentor working in the diabetes sector to establish relationships, encourage collaboration, and enhance knowledge and understanding of issues in diabetes-related patient care
- The Diabetes Link is a non-profit organization that supports young adults living with type 1 diabetes by providing peer support, education, and leadership opportunities for those interested in jump starting their careers in healthcare advocacy

Vice President & Treasurer of Seattle University Chapter – Jan. 2020 – Jun. 2022

- Build community on campus by providing a safe space for college students living with and supporting those living with type 1 diabetes
- Event planning, community engagement, and collaboration with the Juvenile Diabetes Research Foundation, UW Nurses Conference, and more

SKILLS

Advanced in: Microsoft & Google Productivity Services, software systems including Colleague Higher Education management system, StarRez for Housing & Residence Life, Jira Service Desk software, TPS & Platinum medical billing systems

Experienced with: Adobe Photoshop, Adobe Premiere Pro, R Studio, SQL Database Management System, Python programming language

Working proficiency in: Spanish language

Certified/Knowledgeable in: FERPA & HIPAA privacy regulations

ACCOLADES

Alpha Sigma Iota Honor Society Member – Interdisciplinary Liberal Studies, Seattle University

Desk Assistant of the Year (2021) – Housing & Residence Life, Seattle University

Seattle Disability Commission

July 2023

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 (specify): Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	VACANT	5/01/21	4/30/23	1	Mayor
			2.	Member	VACANT	5/01/21	4/30/23	1	City Council
			3.	Member	VACANT	5/01/21	4/30/23	1	Mayor
			4.	Member	VACANT	5/01/21	4/30/23	1	City Council
			5.	Member	VACANT	11/1/21	10/31/23	1	Mayor
			6.	Member	VACANT	11/1/21	10/31/23	1	City Council
			7.	Member	VACANT	11/1/21	10/31/23	1	Mayor
			8.	Member	VACANT	11/1/21	10/31/23	1	Commission
4	F		9.	Member	Kristina M. Sawyckyj	5/01/22	4/30/24	3	City Council
			10.	Member	VACANT	5/01/22	4/30/24	1	Mayor
6	F	6	11.	Member	Devon Breithart	5/01/22	4/30/24	1	City Council
6	M	3	12.	Member	Silas T. James	5/01/22	4/30/24	1	Mayor
			13.	Member	VACANT	11/1/22	10/31/24	1	City Council
			14.	Member	VACANT	11/1/22	10/31/24	1	Mayor
	F	5	15.	Member	Taylor Woods	11/1/22	10/31/24	2	City Council
6	F	2	16.	Get Engaged	Emma Adkins	9/1/23	8/31/24	1	Mayor
1	F	4	17.	Member	Jessica Lo	5/01/22	4/30/24	1	City Council
			18.	Member	VACANT	11/1/22	10/31/24	1	Mayor
6	F	7	19.	Member	Shelby Dey	5/01/22	4/30/24	1	Commission
	F	3	20.	Member	Dawn Dailey	11/1/22	10/31/24	2	Commission
6	F	1	21.	Member	Kaitlin Skilton	11/1/22	10/31/24	2	Commission

SELF-IDENTIFIED DIVERSITY CHART

	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
Mayor	1	1								2			
Council		4			1			1		2			
Other		3								2			
Total	1	8			1			1		6			

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.