




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Heather Yang Hwalek		
Board/Commission Name: Seattle International Affairs Advisory Board		Position Title: Member
<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: <i>Fill in appointing authority</i>		Term of Position: * 5/1/2024 to 4/30/2026 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Council District 3	Zip Code:	Contact Phone No.: [REDACTED]
Background: Heather Yang Hwalek, Senior Program Officer, Global Policy & Advocacy, Gates Foundation Heather Yang Hwalek is a Senior Program Officer at the Bill & Melinda Gates Foundation. She supports the President for Global Policy & Advocacy through cross-cutting policy and advocacy work, overseeing and developing the grants and investments portfolio for the President's strategic reserve, and managing projects across the foundation, such as efforts to promote diversity, equity and inclusion. She previously held roles at the foundation in the Communications Division and the Office of the CEO's Strategic Planning & Engagement team. Before joining the foundation, Heather was a Foreign Service Officer with the U.S. Department of State. She served in the Office of the Secretary of State, at the U.S. Embassy in Tokyo, Japan, at the U.S. Consulate in Guangzhou, China, at the U.S. Embassy in Pretoria, South Africa, as well as additional roles in Washington, DC. Heather studied Anthropology at Columbia University (BA) and International Relations at Yale University (MA) and completed a semester at the Middle East Technical University in Ankara, Turkey.		
Authorizing Signature (original signature):  Date Signed (appointed): 4/1/2024s		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Bill & Melinda Gates Foundation (Seattle, WA) Senior Program Officer, Global Policy & Advocacy

June 2021 - Present

- Supporting the President in special projects for the leadership and management of the Global Policy & Advocacy Division including communications and Diversity, Equity & Inclusion;
- Managing the Office of the President's cross-cutting portfolio of grants and investments.

Bill & Melinda Gates Foundation (Seattle, WA) Program Officer, Office of the Chief Communications Officer

January 2021 - June 2021

- Supported the Chief Communications Officer and Communications Division Chief of Staff to accomplish special projects across division and foundation teams;
- Provided strategy development and guidance for the division's priorities and resource planning.

Bill & Melinda Gates Foundation (Seattle, WA) Program Officer, Strategic Planning & Engagement (SP&E)

March 2020 - January 2021

- Coordinated across the foundation and with external partners to prepare for and execute co-chair (Bill & Melinda) and CEO high-level advocacy engagements;
- Strategic planning and systems development for the foundation's COVID-19 emergency response;
- Supported long-term strategy projects for the Global Health and Communications Divisions.

Office of the Secretary of State (Washington, DC) Executive Secretariat Staff

June 2018 - August 2019

- Competitive selection to staff the Secretary of State, reporting to the Chief of Staff;
- As lead advance officer, directed teams of up to 100 staff in logistical support, led negotiations directly with foreign government officials and other partners, and managed programmatic details for the Secretary and other senior leadership;
- Coordinated, edited, and drafted briefing materials for the Secretary and other senior State Department leadership.

U.S. Embassy (Tokyo, Japan) Political-Military Affairs Officer

September 2015 - May 2018

- Collaborated with more than 10 national governments, over a dozen sub-national Japanese ministries, and several U.S. government agencies to develop and exercise complex contingency plans for a civilian evacuation of the Korean Peninsula;
- Supported U.S. policy-making through research and analysis on national and regional political and security developments;
- Supported the U.S.-Japan security relationship through outreach to national, prefectural, city, and community leaders across Japan;
- Successfully negotiated an amendment to the U.S.-Japan Status of Forces treaty by serving as the U.S. team's subject-matter expert on Japanese politics, law, and public opinion;
- Completed 10 months of professional training including in Japanese language and culture.

U.S. Consulate General (Guangzhou, China) Vice Consul

January 2013 - July 2015

- Using knowledge of Chinese language, society, economics, and politics, adjudicated more than 40,000 business, tourist, and student visa interviews for travelers to the United States;
- Seconded to the Public Affairs Section, reaching thousands of Chinese citizens through presentations on U.S. society, managing cultural programs and grants, and developing and executing media communications plans;
- Completed 10 months of professional training including in Chinese language and culture.

U.S. Embassy (Pretoria, South Africa) Fellow/Political Officer

May 2011 - September 2011

- Conducted outreach and engagement with South African officials, NGOs, labor leaders, and academics as well as with the diplomatic corps to advocate for U.S. policy objectives, including support for UN Security Council resolutions and human rights improvements;
- Researched and drafted written analysis on South Africa's foreign and domestic policy.

Bureau of South and Central Asian Affairs (Washington, DC) Desk Officer

August 2012 - January 2013; May 2010 - September 2010

- Developed U.S. policy toward Tajikistan and Turkmenistan, focusing on human rights, economic development, and legal reforms;
- Researched and drafted policy memos, analysis, and other briefing materials for State Department leadership.

Yale University (New Haven, CT) Teaching Fellow

2010 - 2012

- Selected as a Teaching Fellow for Ambassador John Negroponte's course on U.S. Foreign Policy and for undergraduate courses in Medical Anthropology and Political Science.

Bureau of African Affairs (Washington, DC) Intern

May 2008 - September 2008

- Developed U.S. interagency policy toward Sudan, focusing on post-civil war conflict reconciliation, human rights, and economic development;
- Researched and drafted policy memos, analysis, and other briefing materials for State Department leadership.

Laiyang Normal School (Shandong, China) Spoken English Teacher

August 2005 - July 2006

- As the school's first foreign teacher, developed and executed a Spoken English curriculum for more than 400 students across two grades and four specialties;
- Conducted immersive study in Chinese language (spoken and written), society, and culture within a small, rural community.

Awards

Four-time **Meritorious Honor Award** recipient from the U.S. Department of State (2014, 2015, 2017, 2018)

Thomas R. Pickering Foreign Affairs Fellowship recipient (2008-2012)

Cotlow Fellowship in Cultural Anthropology research recipient (2007)

Education

Yale University (New Haven, CT) - MA Candidate, International Relations, 2012

Columbia University (New York, NY) - BA, Anthropology, 2010

Middle East Technical University (Ankara, Turkey) - Study Abroad, 2007

Languages

English (Native), **Mandarin Chinese** (Fluent), **French** (Proficient), **Japanese** (Proficient), **Turkish** (Beginner)

Community

Council on Foreign Relations - Term Member

Daarna - Board Member

Seattle World Affairs Council - Chair of the Alumni Steering Committee, Moderator

Elizabeth Warren for President - Advance Staff

Asian American Foreign Affairs Association - Executive Board External Relations Chair

Pickering & Rangel Fellows Alumni Association - Executive Board Communications Chair

Seattle International Affairs Advisory Board

30 Members: Pursuant to *Seattle Municipal Code 3.14.470*, 12 members subject to City Council confirmation, 2-year terms:

- 1 City Council-appointed
- 11 Mayor-appointed
- 4 Other Appointing Authority-appointed (specify): SMC

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Seattle-Surabaya	June Cutler	5/1/24	04/30/26	1	SMC
	F		2.	Seattle-Limbe	LueRachelle Brim Atkins	5/1/24	04/30/26	1	SMC
6	F	4	3.	OIR, City of Seattle	Stacey Jehlik	5/1/24	04/30/26	2	SMC
	M	N/A	4.	Greater Seattle Partners	Josh Davis	5/1/24	04/30/26	1	SMC
	F	4	5.	Seattle City Council	Maritza Rivera	5/1/24	N/A	1	Council President
6	M	3	6.	UW, Jackson School	Monique A. Thormann	5/1/24	04/30/26	1	Mayor
6	M	7	7.	Visit Seattle	Liz Johnson	5/1/24	04/30/26	1	Mayor
	F	1	8.	UW, FIUTS	Era Schrepfer	5/1/24	04/30/26	1	Mayor
6	M	6	9.	Consular Association of Washington	Mark M. Gantar	5/1/24	04/30/26	1	Mayor
	M	1	10.	Amazon	Michael A. Harold	5/1/24	04/30/26	1	Mayor
6	F	N/A	11.	World Affairs Council	Jacqueline McLaren Miller	5/1/24	04/30/26	2	Mayor
	F	3	12.	Gates Foundation	Heather Yang Hwalek	5/1/24	04/30/26	1	Mayor
6	M	6	13.	Rotary International	David B. Woodward	5/1/24	04/30/26	2	Mayor
6	F	3	14.	Port of Seattle	Karin Zaugg Black	5/1/24	04/30/26	2	Mayor
1	F	N/A	15.	Small Business Development Center	Ellie He	5/1/24	04/30/26	1	Mayor
6	M	5	16.	Seattle Public Schools	Noah Zeichner	5/1/24	04/30/26	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	6	5			1					8								
Council	0	1																
Other	1	3																
Total	7	9			1					8								

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
- **G List *gender*, M = Male, F= Female, T= Transgender, U= Unknown