



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Patricia P. Schnepf</i>		
Board/Commission Name: <i>Seattle-King County Advisory Council on Aging and Disability Services</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment	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>Mayor</i>	Term of Position: * <i>1/1/2023</i> to <i>12/31/2025</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: <i>Shoreline</i>	Zip Code: <i>98155</i>	Contact Phone No.: [REDACTED]
Background: <i>She has long been an advocate to eliminate age discrimination. Patricia has been exposed to her own discrimination in the workplace, healthcare, and activities even before she turned 65 years old. Age discrimination was, and somewhat still is, very strong within the workforce – she herself needed to seek the assistance of a third-party entity to obtain employment in Seattle when she moved there from Chicago. Chicago was not much better in this regard.</i> <i>She has also seen first-hand the disparities in hiring and treatment of other seniors, which were exacerbated by race and religious beliefs. Patricia did what she could alone to help. She truly believes her energies could be well put to use among experts within an organization whose focus and directions strongly include advocacy against ageism and the disparities in other areas that include healthcare, housing, food, and the like, along with a focus on equity and inclusion.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 2/23/2024	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.

Patricia P. Schnepf



ADMINISTRATIVE PROFESSIONAL / ARTIST

SKILLS HIGHLIGHTS

ADMINISTRATIVE – All aspects of administrative responsibilities and included, but was not limited to, correspondence, disseminating complex information, managing confidential material, meeting setup and coordination, research and reports, scheduling for individual senior executives and multiple executives. Maintaining and creating budgets and financial reports.

PRESENTATIONS, MANUALS, PUBLICATIONS, CORRESPONDENCE – Ongoing (currently mainly art related) – Research, compile, create live and written presentations, general publications, marketing and promotional pieces/new business promotion, live presentations. Prior experience involved creating how-to manuals.

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, Access (light), PowerPoint, Photoshop*, Lightroom*, Publisher, Photoshop, Salesforce, WordPress (moderate) some html/xml, website design (light), databases, forms design, SharePoint, People Soft, Visio, Adobe Acrobat Professional (light)

SPECIALIZED*

Art/ Photography/Photographic Art (Digital) – various gallery, juried shows (live and on-line art sites), art fairs. Art in private collections. Selected artwork evolved into products. Commercial photography.

PROJECTS

Project and Events Coordinator/Management – diverse types of projects (non- IT). Specialty: organization; time management; budget; office administration; coordinating/organizing; moving; and research.

• TUTORING

Computer Essentials: Internet, E-mail, Word Excel, and Internet Security. Specialty: Teaching computer skills at various levels to seniors including seniors with English as a second language; easy-to-use new software manuals; helped to enable beginner-level seniors (including seniors with disabilities) to advance to creating their own blogs and using various sites to upload their photos; and provided help-desk-type assistance.

CUSTOMER SERVICE/RECEPTION

Customer Service/Client/Patron Relations – included providing information, handling phone inquiries & resolving problems when necessary along with various administrative tasks.

EXPERIENCE

Semi-Retired

2022 – Current

Working on various independent projects along with pursuing my art. Because of some medical issues, I exhibit predominantly online and enter various international competitions. I have been invited to exhibit a few of my images in Spain in 2024.

EXPERIENCE (Continued)**Seattle Parks and Recreation****Lifelong Recreation – NE Division**

Recreation Attendant/Program Assistant

March 2017 - Current

In January 2017 I returned to Lifelong Recreation – NE Division for a special data entry/report generating project (part-time). Along with the responsibilities of the special project, I was involved with customer service, program registrations, data entry, research, and administrative tasks and continued on with them performing various related tasks. Most activities of Lifelong Recreation involved collaborating with seniors on a regular basis. On occasion, worked the front desk at various community centers involved in the usual recreation attendant activities including handling money. I was part of a mass layoff during COVID but was able to return. My current hours have dwindled because of location needs. At one point I did work two jobs (Lifelong Recreation and Sound Generations).

Senior Services (now called “Sound Generations”)

Administrative Assistant

March 2015 – 2021

Ballard Northwest Senior Center (part of Sound Generations umbrella)

Administrative Assistant

2021 – 2022

Sound Generations – (part-time/benefited) involved data entry, research, various administrative tasks, and answering customer inquiries for the Health and Wellness/Project Enhance/Enhance Fitness program. In the early days of hire was shared the position with a full-time person at the main desk handling incoming visitors (including seniors with various physical and mental disabilities) for the organizations various programs and various administrative and accounting projects/tasks using my software and administrative skills. Also assisted residential tenants living in private senior apartments within the building but separate from Sound Generations. From January 2016 to October 2016, I was the on-call receptionist along with my responsibilities for Health and Wellness/Enhance Fitness. Because of steep funding cuts, the part-time Reception/Administrative Assistant position was eliminated. However, I then became a “casual” employee as an Administrative Assistant and eventually a regular employee working twenty hours a week for the Assistant Director and Manager of Operations in the Health and Wellness program with regular Administrative Assistant responsibilities and various projects. I eventually left Sound Generations and took a position at the Ballard Northwest Senior Center.

Ballard Northwest Senior Center – This position was as their Administrative Assistant with similar responsibilities and the addition of supervision of the volunteers and assistance with various projects. I left in January 2022.

Seattle Parks and Recreation**Lifelong Recreation - NE Division**

Program Assistant

March 2012 – June 2015

I started my Seattle work history with Lifelong Recreation – I arrived in Seattle in June 2011 from Chicago, IL. This was a part-time position acquired through a special program via a third-party entity. I registered clients for classes; was responsible for cash handling; research; information dissemination; (written and verbal); client relations; administrative responsibilities learning and using new client-based software; assisted and managed special projects; assisted in marketing efforts and web updates; created fliers; and created and maintain logs. Additional activities included organizing/coordinating/managing monthly dance for NE clients and tutoring seniors to use computers and/or to update their computer skills. I worked independently and within the team environment.

Art Related Projects

January 2008 – Current

Patricia Schnepf Fine Art Photography

These are ongoing projects which involve preparation and participation in various juried art exhibitions; grant recipient; creating and marketing of products evolving from fine art photography; and commercial photography projects and interacting with various clients. I regularly use my administrative skills for essential administrative activities which are an integral part of this venture. These activities include scheduling, the use of Word and Excel aside from art-based software, record keeping, and bookkeeping. Projects were non-conflict of interest and concurrent with various regular employment activities.

**Small Business Owner, Tutor, Election Judge
January 2008 – June 2011 (Chicago, IL)**

In conjunction with my artistic ventures, I was a: small business owner – vintage/almost vintage items plus clothing and accessories; and a volunteer for three years at the Renaissance Court Senior Center located in the Chicago Cultural Center tutoring seniors to use a computer or update their skills and provided phone/help-desk style assistance and various written tutorials. Along with another tutor lead e-mail workshops/seminars for seniors. During those three years I also served as an Election Judge for the mayoral and local Chicago elections and helped form and lead an art-for-seniors program at a local senior residence.

**Administrative/Executive Assistant, Project Management, Customer and Client Relations, Recruiting
Prior to January 2008**

My experience is eclectic and spans across the scope of various industries including finance/accounting, academia, manufacturing, utilities (nuclear engineering), international not-for profit, IT, service, broadcasting, film, law (IP, general, elder law, immigration), and customer/client/patron relations; and employment providing project and meeting/event coordination/ research/customer and client relations – national and international/ interviewing/recruiting, and administrative expertise to senior executives, and others, using my computer, research, organizational, time-management, scheduling, and administrative skills as outline under Skills Highlights above.

EDUCATION

Latin American Institute – Diplomatic History and French
NYU – Film: Lighting
MicroHard – Project Management
ART RELATED
ONGOING INDEPENDENT STUDIES
BUSINESS DEVELOPMENT PROGRAMS
MARKETING AND BUSINESS MANAGEMENT SEMINARS

GROUPS/ORGANIZATIONS

Chicago: Member of Palette & Chisel
Seattle: Seattle Adobe Photoshop Users Group / Shoreline-Lake Forest Park Arts Council (2015)

CERTIFICATIONS

Project Management (Certificate received from learning institution – because of time constraints, did not take the State exam. At the time, the exam was being given, began working as an assistant to a retiring professor at the University of Chicago and responsibilities did not allow time off for the exam. (I was a member of PMI as a proprietor of a small business.)

HIPPA/Medicare Compliance

