




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Koumudi Phadake</i>		
Board/Commission Name: <i>Seattle Human Rights Commission</i>		Position Title: <i>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 checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 7/23/2024 to 7/22/2026 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Queen Anne</i>	Zip Code: <i>98109</i>	Contact Phone No.:
Background: <i>Koumudi Phadake identifies as an Indian-American woman and has resided in the Greater Seattle area for over 10 years. Her academic pursuits at the University of Washington helped her develop a strong EDI&B (equity, diversity, inclusion, and belonging) philosophy that has defined her commitment to the growth and livability of Seattle residents and workers.</i> <i>An advocate for the working class, Koumudi supported unionizing and picketing efforts through work with MLK Labor and the Washington State Labor Council. The experience emboldened her to develop a foundational understanding of internal human resource operations, to help achieve her goal of creating diverse and equitable workplaces that put the people first. Koumudi also has lived experience, which has only served to deepen her advocacy of housing first and harm reduction policies. Her career ambitions and experience consequently brought her to Mary's Place, where she currently provides data-driven human resource support to employees serving families experiencing homelessness.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 08/15/24		Appointing Signatory: <i>CM Cathy Moore</i> <i>Seattle City Council</i>

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

KOUMUDI PHADAKE

EXPERIENCE

HUMAN RESOURCES ADMINISTRATOR

Mary's Place – Seattle, WA

Sept. 2023 - Present

- HR Operations: Created a SharePoint integrated system for tracking employee changes & separations. Responded to Incident Reports, L&I, and ESD letters/claims.
- Leave Administration: Managed Bereavement, Domestic Violence, Unpaid Time Off, FMLA and PFML leaves.
- Learning & Development: Partnered with the L&D Manager and Equity team in implementing employee training programs and initiatives.
- Talent Acquisition: Performed recruitment for front-line shelter roles. Oversaw Adverse Action cases.

HR COORDINATOR & ADMINISTRATIVE ASSISTANT

Meydenbauer Center – Bellevue, WA

Aug. 2022 – Sept. 2023

- Talent Acquisition & Onboarding: Facilitated the recruitment process by posting jobs, sourcing, screening, and scheduling candidates. Conducted background checks. Onboarded new hires.
- Employee Engagement: Coordinated employee recognition initiatives and programs as leader of the Employee Culture Committee.
- HRIS: Maintained employee records; generated reports for leadership and internal review.
- Awarded Rookie of the Year (2023).

FRONT DESK ASSISTANT

Northeastern University – Seattle, WA

Aug. 2021 – Aug. 2022

- Database and Records Management: Maintained student communications and records including COVID-19 paperwork, processing international student employee's I-9 verifications.
- Executive & Administrative Support: New International Student Orientation days, faculty/staff/student classes, events, and meetings.

INTERN

Washington State Labor Council – Seattle, WA

June 2021 – Aug. 2021

- Education: Learned about social and economic justice in the labor movement through organizing campaigns with SEUI 6, IATSE 15, and MLK Labor Council.
- Action: Mobilized personnel at Harborview Medical Center, unionized security workers at T-Mobile Park and Climate Pledge Arena. Supported and staffed the Aug. 2021 informational picket of 4000 nurses and healthcare workers in SEUI Healthcare 1199NW.
- Outreach: Door-to-door canvassing, phone/text banking, and political fieldwork.

CIRCULATION STUDENT ASSISTANT

University of Washington Libraries – Seattle, WA

April 2019 – Dec. 2021

- Circulation Operations: Check-in/out, patron assistance, fines management, shelving, & hold retrieval.
- Archive Digitization: I participated in this project from 04/2020 to 09/2021, verifying accuracy, clarity and completeness in digital volumes stored on JSTOR.

SKILLS AND ABILITIES

- Microsoft Office 365; Google Suite
- Adobe Creative Cloud; Canva
- Leave Management
- HRIS: Paycom, Paylocity
- Second Chance Hiring; Adverse Action
- Employee Onboarding
- Talent Acquisition

EDUCATION & CERTIFICATIONS

Mental Health First Aid
Issued by the National Council for Mental Wellbeing

UNIVERSITY OF WASHINGTON – Seattle, WA
Sociology & Data Science coursework
Activities: Student Ambassador, Foundation of International Understanding Through Students (FIUTS)

Seattle Human Rights Commission

August 2024

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

100%

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/23	7/22/25	1	City Council
	F		2.	Member	Vacant	7/23/23	7/22/25	1	Mayor
	F		3.	Member	Vacant	7/23/23	7/22/25	1	City Council
			4.	Member	Vacant	7/23/23	7/22/25	1	Mayor
	M		5.	Member	Vacant	7/23/23	7/22/25	1	City Council
	M		6.	Member	Emeka Alozie	1/23/24	1/22/26	1	Mayor
			7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
			8.	Member	Chelsea Stevenson	1/23/24	1/22/26	1	Commission
	F		9.	Member	Rachelle C. Olden	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	Radhika Joshi	7/23/24	7/22/26	1	Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckyj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
			15.	Member	Christina R. Diego	1/23/24	1/22/26	1	Mayor
	F		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	F		17.	Member	Vacant	7/23/22	7/22/24	1	City Council
	F		18.	Member	Tricia Diamond	1/23/24	1/22/26	3	Mayor
			19.	Member	Vacant	7/23/22	7/22/24	1	Commission
			20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
			21.	Member	Vacant	7/23/22	7/22/24	1	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	6											
Council	1	4											
Comm	1	1											
Total	3	11											

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

Residential Council District number 1 through 7 or N/A -Diversity info is self-identified and

**RD voluntary.

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