



FILED
CITY OF SEATTLE
2017 FEB 28 AM 10: 57

City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Annie Tran			CITY CLERK		
Board/Commission Name: Seattle Transit Advisory Board			Position Title: Get Engaged Member		
<input checked="" type="checkbox"/> Appointment <i>OR</i> <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		Term of Office: 9/1/16 to 8/31/17			
Residential Neighborhood: Capitol Hill	Zip Code: 98102	Contact Phone No.: N/A			
Legislated Authority: Res. 31572					
Background: Annie Tran has over 5 years of experience in communications, marketing and public outreach for local governments and non-profits. She received her MPA at UW's Evans School in 2014. During that time, she served on UW's Transportation Board, where she tackled issues ranging from how the University would structure its transit fees to how vehicles at the UW were purchased and managed. In 2015, while working as a public relations specialist at SPU, Annie co-chaired SPU's Asian Pacific Islander Affinity Group. Annie's previous board experience and her knowledge of transit issues make her an excellent candidate for the Get Engaged seat on the Seattle Transit Advisory Board. Annie is filling the remainder of a vacated term.					
Date of Appointment: 2/16/17	Authorizing Signature (original signature): 			Appointing Signatory: Edward B. Murray Mayor of Seattle	

Annie Tran

SUMMARY Self-directed, collaborative and goal-oriented individual with over five years of exceptional skills in communications, marketing and public outreach for local governments and non-profits. Forward-thinking organizational and project management skills. Strong passion for working with diverse populations and encouraging civic engagement.

EXPERIENCE **SENIOR PUBLIC RELATIONS SPECIALIST • SEATTLE ETHICS AND ELECTIONS COMMISSION • JUNE 2016**

- Strategically design a communication plan to ensure underserved communities are represented
- Implement a communication plan for launching the democracy voucher program

POLICY ANALYST/SOCIAL MEDIA SPECIALIST • Seattle Public Utilities • Feb 2015 – Aug 2015

- Created social media and web messaging for the Seattle compost requirement and water conservation tips during the 2015 water shortage
- Managed media requests and content for Seattle Public Utilities' communication outlets
- Identified policy priorities for Seattle's council districts regarding utility concerns
- Coordinated with internal groups and distributed weekly messages reinforcing internal policies
- Assisted with strategic business planning logistics and pre-and-post analysis
- Provided administrative support for the King Conservation District grant to distribute \$400,000 in community projects

ADMINISTRATIVE AND COMMUNICATIONS MANAGER • Fremont Arts Council • Oct 2014 – Feb 2015

- Managed communication outlets including the website, social media, emails, phone for the Fremont Arts Council Board
- Organized event logistics for major annual fundraising events

PUBLIC RELATIONS SPECIALIST • Seattle Public Utilities • Feb 2014 – Feb 2015

- Managed public outreach planning for small capital improvement projects
- Strategically engaged with diverse stakeholders and coordinated translation of outreach materials in Seattle's most spoken languages
- Simplified highly technical information for the public by creating simple maps and diagrams using Geographic Information Systems (GIS)
- Designed marketing and outreach materials using Adobe Illustrator CS6

CORPORATE COMMUNICATIONS INTERN • Seattle Public Utilities • May 2013 – April 2014

- Supported external communications for Green Stormwater Infrastructure projects in the Director's office
- Developed a communication platform for the Protect Our Waters program
- Assisted in rebranding major environmental and water quality programs
- Served as a liaison to Community Advisory Committees

COMMUNICATIONS AND OUTREACH CONSULTANT • SCIDpda • Aug 2013 – Feb 2014

- Developed a communication platform for a new mixed-use development in Little Saigon to support affordable housing, local business development and a community cultural center
- Practiced conscious community economic development through cultural and historic preservation

- Conducted surveys in Chinese and English to gauge community interest in the Landmark development project

MAIN STREET COORDINATOR/MARKET RESEARCH ANALYST • City of Canby • Sept 2011 – July 2012

- Assisted the planning department with communications for a four block downtown redevelopment project
- Surveyed the business community to assess needs for future programs
- Designed and analyzed survey data to assess business needs and economic development opportunities
- Coordinated monthly city events to encourage local economic activity
- Proficient in designing marketing material using Adobe Illustrator & Photoshop
- Submitted a grant to support public art and encourage tourism

SKILLS

- Proficient in graphic design using Adobe Illustrator and Photoshop for web and print
- Outstanding planning and organizational skills with a strong attention to detail
- Strong organizational, written and presentation skills using Microsoft Word, Power Point and Microsoft Excel
- Exceptional skills in manipulating, mapping and conveying technical data using Geographic Informational Systems (GIS)
- Intuitive soft skills and highly competent in emotional intelligence
- Languages spoken: Cantonese, Spanish and English

EDUCATION

Permaculture Design Certificate

Institute of Mesoamerican Permaculture • Tzunana, Guatemala • December 2015

Studied permaculture design principles and ethics in rural Guatemala. Applied practices to a functioning organic permaculture farm. Worked with indigenous Mayan populations to ensure ethics and designs respected cultural values and ethics.

Masters of Public Administration

Evans School of Public Policy and Governance

University of Washington • Seattle, Washington • June 2014

Capstone Project: Worked with the Seattle Planning and Development Department to develop programs and strategies for active living and food access in Delridge.

Awards: Awarded the Evans School of Public Affairs Public Service High Performing Team Award for Outstanding Research.

Bachelors in Environmental Studies and Economics

Minors: Sustainable Design and Communications

Western Washington University • Bellingham, Washington • June 2011

Applied Studies in Mediterranean Sustainable Development in Ithaca, Greece. Field study for eco-tourism, economic development and public policy research.

ACTIVITIES

Latin American Immersion

Central America and South America • October 2015-May 2016

Backpacked 13 countries in seven months across Central America and South America. Intended goals of the trip were to learn Spanish, political systems across Latin America and study permaculture.

FareStart

Food Prep and Homeless Meal Delivery Volunteer • May 2016

Prepared meals to be delivered to homeless shelters across Seattle.

Seattle Transit Advisory Board

11 Members: Pursuant to Res. 31572, all members subject to City Council confirmation, with five 2-year terms and six 3-year terms initially, followed by subsequent 2-year terms:

- 5 City Council-appointed
- 7 Mayor-appointed to include one Get Engaged member

Roster:

*D	**G	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
5	F	1.	Member	Marci Carpenter	8/3/15	8/2/18	1	City Council
6	F	2.	Member	Katie Wilson	8/3/15	8/2/18	1	City Council
6	M	3.	Member	Jonathan Howard	8/3/15	8/2/18	1	City Council
6	M	4.	Member	Kevin Duffy-Greaves	8/3/15	8/2/17	1	City Council
6	F	5.	Member	Harriet Wasserman	8/3/15	8/2/17	1	City Council
3	F	6.	Member	Carla Chavez	8/3/15	8/2/18	1	Mayor
6	F	7.	Member	Celeste Gilman	8/3/15	8/2/18	1	Mayor
6	M	8.	Member	Ron Posthuma	8/3/15	8/2/18	1	Mayor
6	F	9.	Member	Erin Tighe	8/3/15	8/2/17	1	Mayor
6	M	10.	Member	Zach Shaner	8/3/15	8/2/17	1	Mayor
6	M	11.	Member	Ezra Basom	8/3/15	8/2/17	1	Mayor
1	F	12.	Get Engaged	Annie Tran	9/1/16	8/31/17	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	3	4			1		1			5			
Council	2	3							1	4			
Other													
Total	5	7			1		1		1	9			

Key:

*D List the corresponding Diversity Chart number (1 through 9)

**G List gender, M = Male, F= Female, T= Transgender, U= Unknown

Diversity information is self-identified and is voluntary.