




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Heather Yang Hwalek		
Board/Commission Name: Seattle Immigrant and Refugee Commission		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 checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: Fill in appointing authority		Term of Position: * 2/1/2022 to 1/31/2023 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Capitol Hill	Zip Code: 98122	Contact Phone No.: [REDACTED]
Background: Heather is a Senior Program Officer of Global Policy & Advocacy at the Bill & Melinda Gates Foundation. Previously, Heather served as Vice Consul in China, where she worked on Immigrant and Non-Immigrant visas for people traveling to the United States, and developed a strong understanding of U.S. immigration law. She has also served as a Board member of the Asian Americans in Foreign Affairs Association, where part of her duties were to advise and execute projects on Diversity and Inclusion for the U.S. Deputy Secretary of State.		
Authorizing Signature (original signature):  Date Signed (appointed): 6/16/2022		Appointing Signatory: Tammy J. Morales Councilmember, District 2

*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, Global Policy & Advocacy in establishing processes to ensure efficient and effective division operations;
- 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

March 2020 - 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 - Present

- 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 - 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 Immigrant and Refugee Commission

15 Members: Pursuant to *Ordinances 12822 and 120345 and SMC 3.14.545*, [all] members subject to City Council confirmation, [14 [have 2-year terms, (1) Get Engage Member has 1 year term:

- 7 City Council-appointed
- 8 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F	NA	1.	Member	Gul Siddiqi	2/1/21	1/31/23	1	Council
8	F	NA	2.	Member	Hajer Al-Faham	2/1/21	1/31/23	1	Council
1	F	2	3.	Member	Bao-Tram Do	2/1/21	1/31/23	1	Mayor
			4.	Member	Vacant	2/1/21	1/31/23	1	Mayor
			5.	Member	Vacant	8/1/20	7/31/22	1	Council
2	F	NA	6.	Member	Ilays A. Aden	8/1/21	7/31/23	1	Mayor
			7.	Member	Vacant	8/1/21	7/31/23	1	Mayor
8	F	NA	8.	Member	Naheed G. Aaftaab	2/1/22	1/31/24	2	Council
3	F	NA	9.	Member	Maria Zepeda Flores	2/1/22	1/31/24	2	Council
			10.	Member	Vacant	2/1/21	1/31/23	1	Mayor
2	M	7	11.	Member	Emmanuel G. V. Dolo	2/1/22	1/31/24	1	Mayor
1	F	3	12.	Member	Heather Yang Hwalek	2/1/21	1/31/23	1	Council
3	F	4	13.	Member	Amanda Sandoval	8/1/20	7/31/22	1	Mayor
			14.	Member	Vacant	2/1/2022	1/31/24	1	Council
1	F	7	15.	Get Engaged Member	Afra Mohamed	9/1/21	8/31/22	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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 (Specification Optional)	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor													
Council													
Other													
Total													

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
- **G List *gender*, M = Male, F= Female, T= Transgender, U= Unknown
- RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.