



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Kiddist Emmanuel</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		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Commission</i>	Date Appointed: <i>11/28/2017</i>	Term of Position: * <i>1/23/2018</i> to <i>1/22/2020</i>
Residential Neighborhood: <i>Lynnwood</i>	Zip Code: <i>98036</i>	Contact Phone No.:
Background: As a member of the Seattle Human Rights Commission, Kiddist feels that she will be given the opportunity to be a contributing factor towards a humanitarian effort. She will be able to be a proponent of civil rights on behalf of individuals representing the most vulnerable populations within our community while concurrently finding solutions alongside various stakeholders. Eliminating discrimination through the implementation of preventative procedures is a mission that she believes are the primary objectives of this Commission and is something that she is deeply passionate about. Advancing human Rights is imperative to addressing discrimination and the inequity that stems from it. Given the opportunity, she is confident that she will carry the ideals and professional skills necessary to support the mission of the Human Rights Commission.		
Authorizing Signature (original signature): 	Appointing Signatory: <i>Councilmember Lisa Herbold</i> <i>Seattle City Council, on behalf of the commission</i>	

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

Last revised July 19, 2016

Kiddist Emmanuel

WORK EXPERIENCE

Department of Homeland and Security: United States Citizenship and Immigration Services (USCIS)
Immigration Services Officer

Seattle, WA

March 2015 – Present

- Research, interpret and analyze extensive spectrum of sources including country conditions regarding applicants nationality and/or country of citizenship, pertinent sections of law, operating instructions, reference and guidance contained in legislative history in order to properly adjudicate cases
- Run extensive security checks using multiple systems in order to establish credibility and good moral character while processing applications for citizenship
- Conduct an average of 30 naturalization and adjustment of status interviews in order to elicit applicant's eligibility for legal permanent resident status and citizenship
- Communicate and decipher complex and highly technical immigration and nationality laws to customers both orally and in writing using plain language in order to help a wide range of customers navigate USCIS systems
- Resolve inquiries involving immigration status requirements as they pertain to immigration law, DHS policy and organizational guidelines and maintain relationships with various groups
- Handle and analyze customer discrepancies, identify and route inquiries to appropriate resources and provide follow up with customers when necessary
- Work with team members to review peer caseloads and common discrepancies in order to maintain quality assurance
- Act as liaison between different departments such as service centers and fraud detection when assisting customers with inquiries and while adjudicating cases
- Appointed by leadership as supervisor/lead when necessary

Seattle Municipal Court

Administrative Specialist

Seattle, WA

July 2014 – February 2015

- Sort, scan and index confidential files pertaining to cases within Probation Services Department
- Consistently overachieve metrics set for completion of organized and scanned documents
- Complete various tasks as delegated by Supervisor

Peace Corps

Urban Agriculture Extension Agent Volunteer

Mboro, Senegal

September 2013- July 2014

- Executed diverse organizational and growth projects in order to promote sustainable farming and waste management practices
- Developed and executed teaching module concerning agricultural theory and techniques and personal health in order to empower youth with physical and mental disabilities in response to challenges leading a self-sustaining lifestyle within their community
- Led planning and development by implementing new strategic management practices of Master Farm to act as example to local farmers
- Act as a liaison between local NGOs, community members, Peace Corps leadership and outside organizations in order to create projects that were collaborative and fulfilled objectives that pleased all parties involved
- Conducted research and provided analysis assessing the efficacy of current programs based on Key Performance Indicators (KPI) to provide senior management the necessary tools and information to make informed decisions and improvements to existing programs in an effort to improve quality assurance

Harborview Medical Center: Emergency Division

Administrative Assistant

Seattle, WA

December 2012 – September 2013

- Developed and organized online database containing sensitive information concerning faculty members
- Created and maintained excel database monitoring performance of residents within the department
- Covered reception front desk when needed within the human resources department of the Emergency Division
- Developed original training manual for future administrative assistants taking over the subject positions

City of Seattle: Department of Neighborhoods

Community Outreach Intern

Seattle, WA

June 2012-September 2012

- Oversaw community farmers to systemize internal and external communications, strengthening relationships with community members, and coordinate community-based events in low income housing areas to increase consumer turnout to farm stand
- Developed and executed impact assessment of effectiveness of community gardens as a means to address the issue of food security in neighborhoods considered "food deserts" as part of senior thesis

Make-A-Wish Foundation*Wish Coordinator Intern**Seattle, WA***September 2011-April 2012**

- Helped to establish and maintain relationships with potential and acting donors associated with different companies through outreach and marketing techniques
- Assisted in creation and production of wishes in accordance with requests provided by child and family members
- Created and organized files for each child containing paperwork pertaining to wish

VOLUNTEER EXPERIENCE**King County Sexual Assault Center***Seattle, WA***October 2016- Present**

- Observe criminal and civil court proceedings related to sexual assault and child physical abuse
- Conduct research on individual cases, court practice and procedures
- Report procedural and substantive information about observed cases

EDUCATION

Bachelors of Arts in Environmental Studies

*Seattle, WA***June 2013****KEY COMPETENCIES AND SKILLS****Technical:** Expert proficiency in all Microsoft programs and Adobe Creative Suite**Language:** Wolof (conversational), French (basic)**Awards:** Winner under category of Civil Relevance for market-focused video about community gardens in underrepresented communities for local Seattle Film Festival, "A Story Runs Through it"**Acquired Skills:** Interpersonal Communication, Monitoring and Evaluation, Client Outreach, Community Outreach, Data Analysis, Grant Writing, Professional Communication, De-escalation, Knowledge of Resources and Resource Management**Completed Trainings:** United States Citizenship and Immigration Services Basic Academy, Fraud Detection and National Security (FDNS) Ride Along Training, Peace Corps Pre-Service Training

Seattle Human Rights Commission

16 Members: Pursuant to *SMC 3.14.920*, all members subject to City Council confirmation, 2-year terms:

- 7 City Council-appointed
- 8 Mayor-appointed
- 1 Other Appointing Authority-appointed: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	M	6	1.	Member	William James Dow	7/23/17	7/22/19	1	City Council
	F	3	2.	Member	Marisa L. Herrera	7/23/17	7/22/19	2	Mayor
	M	2	3.	Member	Fekadu A. Shibeshi	7/23/17	7/22/19	1	City Council
			4.	Member		7/23/17	7/22/19		Mayor
			5.	Member	Tammy J. Morales	7/23/17	7/22/19	2	City Council
	F	2	6.	Member	Shkelqim Kelmendi	1/23/16	1/22/18	1	Mayor
3	F	2	7.	Member	Kiddist Emmanuel	1/23/18	1/22/20	1	City Council
	F	6	8.	Member	Brooke Sandoval-Banker	1/23/16	1/22/18	1	Commission
			9.	Member		7/23/16	7/22/18		Mayor
	M	2	10.	Member	Marcel Baugh	7/23/16	7/22/18	1	City Council
	F	6	11.	Member	Sarah Bishop	7/23/16	7/22/18	2	Mayor
	M	6	12.	Member	Jeremy Wood	7/23/16	7/22/18	1	City Council
	F	6	13.	Member	Alice Serko	1/23/17	1/22/19	1	Mayor
	F	6	14.	Member	Danielle Marie Wallace	1/23/17	1/22/19	2	City Council
	F	6	15.	Member	Robin Aviva Schwartz	1/23/17	1/22/19	1	Mayor
	F		16.	Get Engaged	Nesley Bravo	9/1/17	8/31/18	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

(1) (2) (3) (4) (5) (6) (7) (8) (9)

	Male	Female	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor					1	1	2			4			
Council						3	1			3			
Comm							1						
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.