




## City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Carolyn Tilling</i>		
<b>Board/Commission Name:</b> <i>Seattle Transit Advisory Board</i>		<b>Position Title:</b> <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		<b>Term of Position: *</b> 8/3/2025 to 8/2/2027  <input type="checkbox"/> Serving remaining term of a vacant position
<b>Residential Neighborhood:</b> <i>Broadview</i>	<b>Zip Code:</b> <i>98177</i>	<b>Contact Phone No.:</b> [REDACTED]
<b>Background:</b> <i>Carolyn Tilling is a native to the Greater Seattle Area and has used many forms of public transit throughout her upbringing. Carolyn has experience in real estate development and brings a unique perspective on transit accessibility, affordable housing options, and sustainability.</i>		
<b>Authorizing Signature (original signature):</b>    <b>Date Signed (appointed):</b> August 25 <sup>th</sup> , 2025		<b>Appointing Signatory:</b> <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.

# CAROLYN TILLINGER

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## EDUCATION

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### **Master of Science in Real Estate**

University of Washington | Seattle, WA | GPA 3.88 | June 2023

*Awards:* Rebecca J. Griego Memorial Endowed Scholarship (2022), CREW Seattle Impact Award Scholarship (2022, 2023), Runstad Department of Real Estate Scholarship (2021), Jack Creighton Endowed Scholarship in Real Estate (2021)

### **Bachelor of Arts in Community, Environment, and Planning (CEP)**

### **Bachelor of Science in Environmental Science and Resource Management**

University of Washington | Seattle, WA | June 2017

## EXPERIENCE

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### **Development Associate** | Seattle, WA

November 2022 – June 2025

*Nitze-Stagen & Company, Inc.*

- Conducted property tours and market surveys to better understand competitive landscape, emerging trends, and local conditions.
- Assisted with in-depth due diligence on potential real estate development projects.
- Coordinated entitlement processes with municipal agencies, consultants, and internal teams to advance project approvals and permits.
- Reviewed and refined architectural and engineering plans to ensure alignment with project goals and budget constraints.
- Applied creative, solutions-oriented thinking to identify cost-saving opportunities and streamline project processes without compromising quality or performance.
- Managed RFP and bid review processes for contractors, architects, engineers, and consultants.
- Drafted and negotiated contracts, scope of work, and pricing with vendors, consultants, and contractors to ensure favorable terms and project alignment.
- Tracked and managed budgets across pre-construction, construction, and operational phases.
- Collaborated with teams to track deliverables and ensure budget and schedule adherence.
- Supported construction oversight, including contractor selection and coordination of on-site activities.
- Facilitated monthly draw requests in collaboration with contractors and financial institutions.
- Maintained comprehensive contract documentation and project records.
- Contributed to multifamily ground-up development, adaptive reuse, value-add, and office tenant improvement projects through project management support.
- Strategized with third-party property management firms to optimize leasing performance and maximize returns during lease-up phases.
- Prepared and delivered regular project updates, reports, and presentations to investors and stakeholders to communicate progress, risks, and key milestones.
- Monitored industry news, local legislation, and policy changes to assess potential impacts on development strategy and feasibility.

# CAROLYN TILLINGER

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**Project Coordinator** | Seattle, WA

July 2019 – October 2022

*GMD Development LLC*

- Supported project managers and firm partners across 11 concurrent affordable multifamily and mixed-use developments (51–211 units), including podium and garden style.
- Led procurement and negotiation efforts with contractors, sub-contractors, and vendors, ensuring clarity of deliverables and alignment with project goals.
- Participated in weekly Owner-Architect-Contractor (OAC) meetings and assisted in tracking construction schedules, progress, and design implementation.
- Managed construction loan draw processes for 4 active projects, reviewing invoices, pay applications, and change orders while monitoring budgets and recommending adjustments.
- Collaborated with the development team to prepare LIHTC application packages and presentation materials for investors, lenders, and government agencies.
- Advanced sustainability efforts by researching and implementing EV charging infrastructure and tracking solar energy performance.
- Coordinated community outreach and marketing efforts to support project visibility and stakeholder engagement.
- Managed tenant scholarship program, overseeing applications, eligibility, and awards.

## COMMUNITY INVOLVEMENT

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**Seattle Department of Transportation Transit Advisory Board**

September 2023 – Present

*Co-Vice Chair*

**Urban Land Institute**

December 2021 – Present

**CREW Seattle**

November 2021 – Present

*2022 & 2023 CREW Impact Award Scholarship Winner*

**UW Real Estate Club**

September 2021 – June 2023

## CERTIFICATIONS & TRAINING

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**Notary Public**

Expires January 2028

**LEED Green Associate** | *USGBC*

March 2022 – March 2024

## TECHNICAL SKILLS

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- Extensive experience reviewing and managing critical project documents: contracts (including AIA), architectural and engineering plans, material specifications, budgets, schedules, pro formas, RFIs, pay applications and change orders.
- Skilled in Microsoft Office Suite, including Excel financial modeling.
- Skilled in data analysis and visualization using Excel, R, ArcGIS Pro, and Tableau to support informed decision-making and reporting.
- Proficient in Adobe InDesign for creating polished reports and marketing material.
- Proficient in Yardi for property and project management.

# Seattle Transit Advisory Board

12 Members: Pursuant to Resolution 31572, all members subject to City Council confirmation, 2-year terms:

- 7 Mayor- appointed
- 5 City Council- appointed

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
3	M	3	1.	Member	Sandro R. Pani	8/3/24	8/2/26	3	City Council
1	F	4	2.	Member	Shirley Chu	8/3/24	8/2/26	1	City Council
6	T/NB	4	3.	Member	Deborah Barnard	8/3/24	8/2/26	1	City Council
9	M	1	4.	Member	Daniel Wolpert	8/3/25	8/2/27	1	City Council
1	F	7	5.	Member	Priyadharshini Balan	8/3/25	8/2/27	2	City Council
6	NB	6	6.	Member	Katie Freeman	8/3/24	8/2/26	1	Mayor
1	M	3	7.	Member	Ashwin Bhumbla	8/3/24	8/2/26	2	Mayor
1	M	1	8.	Member	Art Kuniyuki	8/3/24	8/2/26	3	Mayor
6	F	5	9.	Member	Carolyn Tillinger	8/3/25	8/2/27	2	Mayor
6	M/T/ NB	4	10.	Member	Dana Coppernoll-Houston	8/3/25	8/2/27	2	Mayor
6	M	3	11.	Member	Zach Burton	8/3/25	8/2/27	2	Mayor
			12.	Get Engaged Member	Sidney Orr	9/1/25	8/31/26	1	Mayor

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	5	1	1	2	2	1				4			
Council	2	2	1	1	2	1	1			1			
Other													
Total	7	3	2	3	5	1	1			5			

## 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

RD Residential Council District number 1 through 7 or N/A

*Diversity information is self-identified and is voluntary.*