

# City of Seattle Boards & Commissions Notice of Appointment

Appointee Name:						
Carmen Pan						
Board/Commission Name:		Position Title:				
Seattle Arts Commission			Get Engaged Member			
	City Council Confirmation required?					
Appointment <i>OR</i> Reappointment	X Yes		·			
	No No					
A contain A discrip			<u> </u>			
	Term of Position 9/1/2024	n: `	•			
City Council	9/1/2024 <b>to</b>					
<u> </u>	8/31/2025					
U Other:	8/31/2023					
	□ Servina rema	inini	g term of a vacant position			
Residential Neighborhood:	Zip Code:		ntact Phone No.:			
Capitol Hill	98102	N/				
•	96102	14//	A			
Background:						
Carmen Pan (she/her) is a Cantonese femme res	_					
She is getting in touch with her creative self; she	•					
ceramics and is curious about art as a tool of he	_					
young voice advocating for a thriving arts cultur						
from nonprofits to the public sector. She is a gra	iduate of the Ur	nive	rsity of Washington.			
Authorizing Signature (original signature):	Appointing Signatory:					
$\rho$ $\rho$ $\rho$ $\rho$	Bruce A. Harrell					
Smel Hanell	Mayor of Conttle					
Date Signed (appointed):	Mayor of Sea	ille				
08/09/2024						

<sup>\*</sup>Term begin and end date is fixed and tied to the position and not the appointment date.

## Carmen Pan

## WORK EXPERIENCE

#### Library Associate IV

Seattle Public Library (Nov 2022 - Present)

- · Staffing all Library-to-Business programs
- · Tracking project needs like virtual legal consults
- · Assist in the development of new programs
- · Train in typical LAIV tasks such as providing reader's advisory, reference, and circulation services

#### Library Associate II

Seattle Public Library (Sep 2022 - Nov 2022)

- · Provided circulation and lending services for patrons
- · Assisted with the flow and organization of library materials
- · Enforced the library's policies and procedures

#### Library Associate I

Seattle Public Library (Jan 2022 - Sep 2022)

- · Shelved and checked in materials
- · Retrieved materials and checked the accuracy of materials on the shelves of branches
- · Supported circulation desk as needed

#### **Registration Coordinator**

Coyote Central (Feb 2022 - Jun 2022)

- Managed all class registration details for both North and Central locations from launch to close-out, ensuring accuracy in scheduling of rooms, instructors, and equipment assignments
- Managed the entirety of Active.net customer relationship manager, ensuring platform is up to date and information is accurate
- Maintained a warm and approachable persona while providing clear and concise communication and exceptional customer service to families in person, via phone, and over email

#### Finance & Data Specialist (Temporary)

Coyote Central (Sep 2021 - Jan 2022)

- Managed accounts payable and receivable, banking, payroll, and payments to all contractors
- · Performed monthly reconciliations of various accounts
- · Prepared and file all city, state, and federal reports
- · Worked with Community Engagement Managers to track tuition balances in Active Works
- · Tracked enrollment demographics and statistics for all programming
- Prepared and executed all teaching artist contracts

#### **Assistant Engagement Coordinator**

Coyote Central (Jan 2021 - Sep 2022)

- Performed customer service for families to navigate class registration and tuition assistance in order to access quality arts education
- Acted as point person for families and family tech support during virtual classes
- · Recruited new and returning students on a quarterly basis
- · Co-hosted Youth Advisory Board meetings and facilitated projects

### **Seattle Arts Commission**

16 Members: Pursuant to ordinance 121006, all members subject to City Council confirmation, 2-year terms (Get-Engaged member serves a 1-year term):

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Commission-appointed
- 1 Get-Engaged

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
9	0	2	1.	At-Large	Joël Barraquiel Tan	01/01/24	12/31/25	1 <sup>st</sup>	City Council
6	F	7	2.	At-Large	Megan Kiskaddon	01/01/24	12/31/25	1 <sup>st</sup>	City Council
3	F	1	3.	At-Large	Vanessa Villalobos	01/01/23	12/31/24	2 <sup>nd</sup>	City Council
3	F	1	4.	At-Large	Linda Chavez Lowry	01/01/24	12/31/25	1 <sup>st</sup>	City Council
6	М	5	5.	At-Large	Ricky Graboski	01/01/24	12/31/25	2 <sup>nd</sup>	City Council
3	F	6	6.	At-Large	Diana Garcia (Dhyana)	01/01/24	12/31/25	1 <sup>st</sup>	City Council
1	0	2	7.	At-Large	Vee Hua	01/01/23	12/31/24	2 <sup>nd</sup>	City Council
4	F	N/A	8.	At-Large	Yolanda Spencer	01/01/24	12/31/25	1 <sup>st</sup>	Commission
3	F	5	9.	At-Large	Leslie Anne Anderson	01/01/24	12/31/25	2 <sup>nd</sup>	Mayor
2 & 9	F	1	10	A. I	Avery Pernes	01/01/24	42/24/25	1 st	
			10.	At-Large	Avery Barnes	01/01/24	12/31/25	1 <sup>st</sup>	Mayor
6	F	3	11.	At-Large	Kayla DeMonte	01/01/24	12/31/25	3 <sup>rd</sup>	Mayor
2	М	N/A	12.	At-Large	Rodney H. King	01/01/24	12/31/25	1 <sup>st</sup>	Mayor
6	F	2	13.	At-Large	Holly Jacobson	01/01/24	12/31/25	3 <sup>rd</sup>	Mayor
1	F	N/A	14.	At-Large	Yoon Kang-O'Higgins	01/01/24	12/31/25	1 <sup>st</sup>	Mayor
			15.	At-Large	VACANT				Mayor
1	F	3	16.	Get-Engaged	Carmen Pan	09/01/24	08/31/25	One	Mayor

SELF-I	DENT	IFIED [	DIVERSITY	CHART	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Other/ Unknown	Asian	Black/ African America n	Hispanic/ Latino	American Indian/ Alaska Native	Other (Specification Optional)	Caucasian / Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	1	6			2	2	3			2			1
Council	1	4		2	1		1			2			1
Other		1						1					

Total 2 11 2 3 2 4 1 4 2

Key:

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

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

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

Diversity information is self-identified and is voluntary.