




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Carmen Pan</i>		
Board/Commission Name: <i>Seattle Arts Commission</i>		Position Title: <i>Get Engaged Member</i>
<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 type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other:		Term of Position: * 9/1/2024 to 8/31/2025 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: <i>98102</i>	Contact Phone No.: <i>N/A</i>
Background: <i>Carmen Pan (she/her) is a Cantonese femme residing in the traditional lands of the Duwamish people. She is getting in touch with her creative self; she practices in mediums such as printmaking and ceramics and is curious about art as a tool of healing. She aims to serve the Arts Commission as a young voice advocating for a thriving arts culture in Seattle. Carmen's professional experience spans from nonprofits to the public sector. She is a graduate of the University of Washington.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 08/09/2024		Appointing Signatory: <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.

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

Total	2	11		2	3	2	4	1		4			2
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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.