



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Lakeisha Jackson</i>		
<b>Board/Commission Name:</b> <i>Seattle Women's Commission</i>		<b>Position Title:</b> <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		<b>Term of Office:</b> <i>07/02/16 - 07/01/18</i>
<b>Residential Neighborhood:</b> <i>Greater Duwamish Neighborhood District</i>	<b>Zip Code:</b> <i>98144</i>	<b>Contact Phone No.:</b>
<b>Legislated Authority:</b> <i>SMC 3.14.920, SMC 3.14.921, SMC 3.51.010, Ordinance 118392, Ordinance 120871, Ordinance 120325, Ordinance 123219, Ordinance 117307</i>		
<b>Background:</b> <p>Lakeisha (Keisha) is the Assistant Director of the Consulting and Business Development Center at the University of Washington (UW) Foster School of Business. Prior to her work at UW, Keisha worked at College Success Foundation (CSF) as Program Associate for the College and Alumni Services Department and then at Seattle University as Coordinator of Off-Campus Student Life in the Division of Student Development. Much of her professional career has involved working with underrepresented students in the college to career pipeline. Keisha earned her Bachelor of Arts in Communication and Sociology (double major) from Western Washington University. She earned her Master of Arts in Student Development Administration from Seattle University. She volunteers in the Greater Seattle area mentoring young women and delivering college and career preparation presentations to students. Keisha previously served on the CSF Board of Directors and on the Seattle Urban League Young Professionals Executive Team. In her capacity as a commissioner, Keisha hopes to support work focused on violence prevention and economic opportunities.</p>		
<b>Date of Appointment:</b> <i>Confirmation</i>	<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>Councilmember Lisa Herbold Seattle City Council</i>

# LAKEISHA JACKSON

## HIGHLIGHT OF SKILLS

- Over nine years of experience mentoring, advising, and supporting diverse populations of students in the education to career pipeline.
- Strong organizational, interpersonal, leadership, teamwork, communication, negotiating, and data analysis skills.
- Collaborative leader and committee member with a proven history of driving results.
- Experienced program manager with event and volunteer coordination skillset.
- Extensive user experience with Microsoft Office suite, professional social media websites, and database systems (i.e. Raiser's Edge, Education Edge, PAVE, and Datatel).

## EDUCATION

Master of Arts, Student Development Administration, Seattle University 06/2014  
Graduate Internship: International Program Coordinator, Prague Czech Republic  
Graduate Research Project: Mentoring Experiences of Women of Color within Student Affairs  
E-Portfolio: <http://lakeishajackson.weebly.com/>

Bachelor of Arts, Sociology and Communication, Western Washington University 03/2007  
Study Abroad: Ghana, West Africa

## PROFESSIONAL EXPERIENCE

**Assistant Director, Consulting & Business Development Center** 03/2015 – Present  
University of Washington – Foster School of Business, Seattle, WA

- Recruit 150 students, 50 professional volunteers, and 15 small business owners to participate in quarterly consulting programs and events.
- Administrate and manage the Board Fellows Program partnering with 34 local non-profit organizations and 67 UW graduate students from the MBA and MPA programs each academic year.
- Manage large scale, high profile events including the National Conference on Business Development in Underserved Communities and the annual awards banquet with 600 attendees.
- Collaborate with corporate sponsors Target and Key Bank to host an annual case competition for 120 UW graduate and undergraduate students.
- Assist the Director in securing program sponsors.
- Manage marketing, promotional materials and communications strategy of CDBC.
- Deliver informational presentations to business owners, CEOs, non-profit executives, civic leaders, elected officials and students.

**Storytelling Workshop Specialist (Freelance Consultant)** 02/2014 – Present

- Consult with universities and non-profit organizations to facilitate workshops on technology skills, writing skills, public speaking, team building, and leadership development and developing self-efficacy.
- Customize each workshop and the content for the client/organization.
- Conduct pre-event meetings/phone conferences with the client to establish event logistics, agenda, objectives, curriculum, and other items as needed.

**Training Support Specialist (Contract)** 11/2014 – 02/2015  
HomeStreet Bank – Corporate Office, Seattle, WA

- Coordinate weeklong training classes for newly hired Loan Officers and Loan Officer Assistants. Trainings include products and systems instruction as well as presentations from guest speakers.
- Negotiate contracts and manage logistics with external partners who provide services for training class attendees.
- Collaborate with hiring managers and regional staff members in six states to on-board new hires for training.

## LAKEISHA JACKSON

- Manage registration and course assignment process for new hires in Regulatory University online training system.
- Manage administrative and scheduling processes for the Training Department.

### **Coordinator, Off-Campus Student Life**

08/2012 – 06/2014

Seattle University, Seattle, WA

- Engaged in relationship development and resource management with over 50 property managers who provide off-campus housing to Seattle University students.
- Collaborated with Seattle University staff across campus to coordinate and evaluate programs that impact off-campus students.
- Planned annual events to build community for off-campus students; over 400 students attended off-campus student events during my tenure.
- Recruited and trained an Off-Campus Students Advisory Board of 12 members.
- Served as a university conduct officer and adjudicated 120-150 cases involving alleged university policy violations.
- Managed administrative function for the conduct process and facilitated various workshops.

### **Program Associate, Career & Alumni Services**

04/2007 – 08/2012

College Success Foundation, Issaquah, WA

- Managed professional development opportunities open to over 2,000 college students and alumni through the Center for Career Success.
- Provided management and leadership to a 16-member Alumni Board by supporting their leadership roles, public speaking engagements, and attendance at quarterly meetings and an annual retreat.
- Coordinated event logistics with vendors, companies, universities and community partners.
- Collected data for report matrices on program and event benchmarks.

### **TEACHING & ADVISING EXPERIENCE**

**Course Assistant, Liberal Studies, Seattle University**

03/2014 – 06/2014

- Assisted in facilitation of course lectures, managed online site, and led small group dialogue.

**Teaching Assistant, First-Year Course, Western Washington University**

09/2006 – 12/2006

- Developed lesson plans around identity development and provided general academic advising.

### **VOLUNTEER & COMMUNITY INVOLVEMENT**

- Member, Seattle Women's Commission, City of Seattle 12/2014 – Present
- Member, Board of Directors, College Success Foundation 10/2014 – 01/2016
- Career Success Coach, Rainier Scholars 12/2012 – 12/2013
- Member, Seattle Urban League Young Professionals 11/2011 – Present
- Mentor, College Success Foundation 05/2007 – Present

### **AWARDS & SCHOLARSHIPS**

- Spirit of the College of Education Award, Seattle University 06/2014
- Nancy Gerou Award for Outstanding Graduate Assistant, Seattle University 05/2014
- Washington State Achievers Scholarship, College Success Foundation 09/2003 – 03/2007
- R. Merle Palmer Minority Scholarship 09/2003 – 03/2007
- Multicultural Achievement Scholarship, Western Washington University 09/2003 – 06/2005

### **PUBLIC SPEAKING & FACILITATION EXPERIENCE**

- Presenter, Universal Leadership Conference, University of Washington Bothell 04/2016
- Presenter, Majors Leadership Spring Break Camp, Seattle University 04/2016
- Presenter, Faculty and Staff of Color Conference, Bellingham, WA 11/2015
- Presenter, Universal Leadership Conference, University of Washington Bothell 05/2015
- Presenter, Career Panel, College Access Now 07/2014
- Presenter, Graduate Research Conference, Seattle University 05/2014

# Seattle Women's Commission

JULY 2016

21 Commission members: Per SMC. 3.14.920, Confirmed by City Council 2-year terms, all subject to City Council confirmation, 2-years for each term]-year terms:

- 9 City Council-appointed
- 9 Mayor-appointed
- 2 Appointed by Commission, Confirmed by City Council
- 1 Member Get Engaged Program Appointed by the Mayor Confirmed by City Council  
1-year term appointed in September

**Roster:**

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
2	F	1.	Member	Alyson L. Palmer	07/02/15	07/01/17	1 <sup>st</sup>	Mayor
2	F	2.	Member	Teresa Springer	07/02/14	07/01/16	1 <sup>st</sup>	Mayor
6	F	3.	Member	Jaron Reed Goddard	07/02/15	07/01/17	2 <sup>nd</sup>	Mayor
		4.	Member	Vacant	07/02/16	07/01/18		Mayor
2	F	5.	Member	Tracey Whitten	07/02/15	07/01/17	2 <sup>nd</sup>	Mayor
6	F	6.	Member	Erica J. Soelling	07/02/15	07/01/17	1 <sup>st</sup>	Mayor
		7.	Member	Vacant	07/02/15	07/01/17		Mayor
6	F	8.	Member	Morgan R. Beach	07/02/15	07/01/17	2 <sup>nd</sup>	Mayor
3	F	9.	Member	Lylianna Marie Allala	07/02/15	07/01/17	2 <sup>nd</sup>	Mayor
9	F	10.	Member	Idabelle Fosse	07/02/15	07/01/17	1 <sup>st</sup>	City Council
6	F	11.	Member	Honey Jo Herman	06/08/15	07/01/15	1 <sup>st</sup>	City Council
6	F	12.	Member	Alison Mondì	07/02/15	07/01/17	2 <sup>nd</sup>	City Council
		13.	Member	Xochitl Maykovich	07/02/16	07/01/18	1 <sup>st</sup>	City Council
2	F	14.	Member	Mergitu Argo	07/02/16	07/01/18	3 <sup>rd</sup>	City Council
3	F	15.	Member	Elsa Batres-Boni	07/02/15	07/01/17	2 <sup>nd</sup>	City Council
2	F	16.	Member	Rokea Jones	07/02/15	07/01/17	1 <sup>st</sup>	City Council
5	F	17.	Member	Ruchika Tulshyan	07/02/16	07/01/18	1 <sup>st</sup>	City Council
2	F	18.	Member	Lakeisha Jackson	07/02/16	07/01/18	2 <sup>nd</sup>	City Council
6	F	19.	Member	Michele Frix	07/02/16	07/01/18	3 <sup>rd</sup>	Commission
6	F	20.	Member	Nicki Olivier Hellenkamp	07/02/15	07/01/17	2 <sup>nd</sup>	Commission
2	F	21.	Get Engaged	Loida C. Erhard	09/08/15	09/30/16	1 term	Mayor

**Diversity Chart:**

					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Vacant	Minority	Asian-American	Black/African American	Hispanic/Latino	American Indian/Alaska Native	***Other	Caucasian/Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	0	7	2	4	0	3	1	0	0	3	0	0	0
Council	0	8	1	6	0	3	1	0	1	2	0	0	1
Comm	0	2	0	0	0	0	0	0	0	2	0	0	0
GE	0	1	0	1	0	1	0	0	0	0	0	0	0
Total	0	18	3	11	0	7	2	0	1	7	0	0	1

**Key:**

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

\*\*G List *gender*, M or F

\*\*\*Other Includes diversity in any of the following: *race, gender and/or ability*