



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Kiwai Lai</i>		
Board/Commission Name: <i>Immigrant and Refugee 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 checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: <i>8/1/2016</i>	Term of Position: * <i>8/1/2016</i> to <i>7/31/2018</i>
Residential Neighborhood: <i>District 2</i>	Zip Code: <i>98104</i>	Contact Phone No.: [REDACTED]
Background: Kiwai Lai is a person of mixed race, having an American mother and a Chinese immigrant father. Kiwai has a varied professional background having worked for three years as the Assistant Technical Director at the Youngstown Cultural Arts Center. He also has ten years of restaurant experience as a cook in many kitchens between here in Seattle and Helena, Montana, one of the places where he grew up. Kiwai is passionate about social justice, equity, and community empowerment. He has volunteered for many events in the Delridge and Georgetown community, lending his skills as an Audio/Video Technician. He has also mentored youth from Evergreen High School as a Field Expert on senior projects involved with music production. In 2012 Kiwai participated in the Asian Community Leadership Foundation's Community Leaders Program, where he and his class worked with Washington Asian Pacific Islander (WAPI) Community Services to build a work plan to revitalize and re-open their Chinatown-International District youth space.		
Authorizing Signature (original signature): 	Appointing Signatory: <i>Lorena González</i> <i>Position 9 City Wide Councilwoman</i>	

KIWAI LAI



RELEVANT SKILLS

- Over seven years of relevant experience in customer service, administrative functions, event support, audio tech, lighting, community engagement and equipment repair.
- Quickly adapts to new work environments by following and executing directions.

WORK EXPERIENCE

January 2016 – September 2016, **Service Coordinator**, Branom Instrument Company

- Coordinate with third-party vendors for supplies, repairs, and processing returns to manufacturers (RMA).
- Report and correspond with sales staff and clients about status of repairs and projects.
- Table and present at manufacturing and industry specific forums.
- Respond to Email and Phone inquiries about Service Dept. capabilities, repairs, technical specs, and service calls.
- Working with outside consultants to implement a CRM for the Service Dept.
- Support the Service Dept. Manager and contribute to daily operations.
- Support the Technicians by researching and providing manuals, procedures, and miscellaneous documentation to aid in repairs.
- Fill in as a Technician to maintain repair deadlines, and a consistent repair “Lead Time”.

October 2013 – January 2016, **Service Technician**, Branom Instrument Company

- Provide initial point-of-contact to customers needing instrument repairs and run billing for services provided.
- Calibrate and repair equipment.
- Maintain and update the certificate database and process sales orders.
- Draft and issue certificates of calibration after an instrument is repaired and calibrated.

August 2011 – August 2013, **Cook**, Healeo

- Re-organized kitchen to maximize safety and efficiency, following Washington State food and safety standards.
- Created healthy vegan and vegetarian recipes for the Healeo food line.

January 2008 – April 2011, **Assistant Technical Director**, Youngstown Cultural Arts Center

- Primary audio and visual tech for Youngstown’s theater and sound studio.
- Served as the secondary rental manager for Youngstown’s rental facilities.
- Worked cooperatively and communicated with a broad range of community members including: young people, teaching artists, Youngstown residents, musicians and partner organizations.
- Drafted event contracts with clients to ensure lighting, staffing, and space.
- Managed a team of event staff and interns for all audio and lighting needs.
- Resolved client requests and concerns.

COMMUNITY EXPERIENCE

Participant, Asian Community Leadership Foundation, Community Leaders Program, May 2012 – November 2012

- Attended trainings on public speaking, community organizing, and policy making led by leaders in the Asian Pacific Islander community.
- Worked with a team to revitalize WAPI Community Services youth arts space in the International District.

Volunteer, FEEST: Food Empowerment Education Sustainability Team, January 2008—April 2011

- Volunteer chef working with youth from Delridge, White Center and Rainier Valley to teach and learn together about cooking, nutrition, food justice, and preparing healthy meals.

Seattle Immigrant and Refugee Commission

15 Members: Pursuant to *Ordinances 12822 and 120345 and SMC 3.14.545*, [all] members subject to City Council confirmation, [14 [have 2-year terms, (1) Get Engage Member has 1 year term:

- 7 City Council-appointed
- 8 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Pos. No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	M	N/A	1.	Member	John Mark Galang	1/25/17	1/31/19	1	Council
1	F	6	2.	Member	Jessica Yu	1/25/17	1/31/19	1	Council
			3.	Member		2/1/17	1/31/19		Mayor
3	F		4.	Member	Jeniffer Calleja	2/1/17	1/31/19	2	Mayor
6	F		5.	Member	Dori C. Cahn	2/23/15	7/31/17	2	Council
3	M	5	6.	Member	Luis Ortega	8/1/17	7/31/19	2	Mayor
3	F	3	7.	Member	Marilena Morales	8/1/17	7/31/19	2	Mayor
			8.	Member		2/1/16	1/31/18		Council
2	F		9.	Member	Isatou Jallow	8/3/15	1/31/18	1	Council
2	F	2	10.	Member	Farhiya Mohamed	2/1/16	1/31/18	2	Mayor
3	F	7	11.	Member	Michele E. Ramirez	4/30/16	1/31/18	2	Mayor
8	F	3	12.	Member	Kianoush Naficy	4/30/16	7/31/18	2	Council
1	F	7	13.	Member	Riddhi Mukhopadhyay	4/30/16	7/31/18	2	Mayor
3	M	2	14.	Member	Kiwai Lai	8/1/16	7/31/18	1	Council
5	F	1	15.	Get- Engaged	Alexey Kuznetsov	9/1/16	8/31/17	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	1	5			1	1	4		1				
Council	3	4			3	1						1	
Other										1			
Total	4	9			4	2	4		1	1		1	

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
 - **G List *gender*, M = Male, F= Female, T= Transgender, O= Other U= Unknown
 - RD Residential Council District number 1 through 7 or N/A
- Diversity information is self-identified and is voluntary.*