



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Erica J. Thomas</i>		
Board/Commission Name: <i>Landmarks Preservation Board</i>		Position Title: <i>At-Large</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: <i>Fill in appointing authority</i>		Term of Position: * 8/15/2025 to 8/14/2028 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Central Area</i>	Zip Code: <i>98144</i>	Contact Phone No.: [REDACTED]
Background: <i>Erica Thomas is a life-long Seattleite who is deeply connected to the city's evolving landscape and cultural heritage. She holds a Bachelor of Arts in Psychology with a minor in Sociology, specifically Comparative Ethnic Studies. Erica works in administrative operations, data management, and client relations in the corporate and non-profit sector. She sees the importance of preserving spaces that tell the stories of the communities that built this city, and is concerned about neighborhoods and their histories that may be overlooked or erased. Her hope is to bring heart, history, and perspective to the Landmarks Board to help preserve Seattle's legacy.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): August 5th, 2025		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.

Erica J Thomas

Professional Summary

Dynamic and service-driven professional with 10+ years of experience in administrative operations, accounts P/R, client relations, and strategic support roles across corporate and nonprofit sectors. Passionate about fostering inclusive organizational cultures through effective project management, team leadership, and collaborative problem-solving. Adept in compliance, HR support, and stakeholder engagement with a proven track record of driving operational excellence.

Core Competencies

Organizational Development • Human Resources Support • DEI Initiatives
Event Management • Strategic Planning • Conflict Resolution
Team Leadership • Client & Member Relations • Compliance & Documentation
Administrative Operations • Training & Onboarding • Data & Record Management

Professional Experience

Office Administrator

Serenity Funeral Home – Seattle, WA

February 2024 – June 2024

- Provided compassionate support as the first point of contact for clients; scheduled services and coordinated logistics for funerals and burials.
- Managed confidential legal documentation, including death certificates and burial permits, in compliance with HIPAA and state regulations.
- Handled records management, data entry, supply ordering, and administrative correspondence to support daily office functions.

Senior Data Controller & Retiree Eligibility Specialist

WPAS, Inc. – Mercer Island, WA

February 2013 – September 2022

- Oversaw retiree eligibility from enrollment through end-of-life for trust members; maintained legal compliance and service accuracy.

- Coordinated across WA, AK, and OR offices, improving internal control processes and reducing risk through data-driven recommendations.
- Managed eligibility communications, account reconciliations, and escalated service issues with professionalism and care.

Accounts Payable/Receivable Specialist

Jaguar Land Rover of Seattle – Seattle, WA

January 2009 – January 2013

- Managed multimillion-dollar accounts across three dealership locations; resolved billing issues and processed vendor payments.
- Submitted accurate financial applications and built strong client relationships, while reducing company exposure to bad debt.

Volunteer Experience

Auction Committee Member (Volunteer)

Haring Center – EEU, University of Washington – Seattle, WA

September 2024 – Present

- Plan and promote annual auction to raise funds for inclusive education programs; support fundraising strategy and financial goals.
- Ensure DEI-aligned messaging, cultural sensitivity, and representation in event materials.
- Engage the community through outreach and advocacy; incorporate diverse feedback into event planning and public speaking.

Education

Bachelor of Arts in Psychology

Minor in Sociology (Comparative Ethnic Studies)

Washington State University – Pullman, WA

December 2007

Certificate in Public Relations & Communications

University of Washington Continuing Education Program – Seattle, WA

September 2015 – December 2015

Landmarks Preservation Board

12 Members: Pursuant to *Ordinance No. 106348*, all members subject to City Council confirmation, 3-year term for 11 members, and 1-year term for Get Engaged Member:

- 12 Mayor-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
2	F	3	1.	At-Large	Erica J. Thomas	08-15-25	08-14-28	1st	Mayor
2	M	3	2.	At-Large	Lawrence Norman	08-15-24	08-14-27	2nd	Mayor
1	F	2	3.	Structural Engineer	Roi Chang	08-15-22	08-14-25	2nd	Mayor
1	M	N/A	4.	Get Engaged	Cameron Wong	09-01-25	08-31-26	1st	Mayor
6	F	4	5.	Architect	Taber Caton	08-15-24	08-14-27	2nd	Mayor
6	M	2	6.	Urban Planning	Ian Macleod	08-15-24	08-14-27	2nd	Mayor
6	F	6	7.	Real Estate	Katie Randall	08-15-25	08-14-28	2nd	Mayor
6	F	3	8.	At-Large	Harriet Wasserman	08-15-24	08-14-27	2nd	Mayor
2	F	N/A	9.	Historian	Lora-Ellen McKinney	08-15-24	08-14-27	2nd	Mayor
6	F	2	10.	Architect	Becca Pheasant-Reis	08-15-25	08-14-28	2nd	Mayor
			11.	Finance	Vacant	08-15-25	08-14-28		Mayor
6	F	7	12.	Historian	VJ Kopacki	08-15-25	08-14-28	1st	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	3	8			2	3				6			
Council													
Other													
Total													

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.*