



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Anquida Adams</i>		
Board/Commission Name: <i>Seattle Commission for People with Disabilities</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 type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other:	Date Appointed: 7/27/2018	Term of Position: * 5/1/2018 to 4/30/2020
Residential Neighborhood: Capitol Hill	Zip Code: 98102	Contact Phone No.:
Background: <p>Anquida is a genuine, authentic, empathic, intuitive, solutions oriented, progressive, practitioner who help navigate Individuals and Corporations through times of personal & professional crisis by focusing on our core foundation of: mental self- investigation, emotional intelligence, conversational intelligence, and physical wellness. As a seasoned expert in her field with several years in education and personal hands experience behind her, she knows what truly drives self-awareness, confidence, trust, communication intelligence that will promote outcome returns in more productive teams, better managers, confident direct reports towards management, and balanced work place. Her passion for personal & professional empowerment ignited her current career path as the CEO and Founder of A.L.A. Consulting Firm.</p> <p>Anquida earned Bachelor of Arts in Sociology with minors in Gender Studies and Leadership Skills Mississippi State University. Also, Lean Six Sigma Certified with Green Belt from UW Tacoma.</p>		
Authorizing Signature (original signature): 		Appointing Signatory: <i>Jenny A. Durkan</i> <i>Mayor of Seattle</i>

FILED
 CITY OF SEATTLE
 18 JUL 27 PM 1:55
 CITY CLERK

*Term begin and end date is fixed and tied to the position and not appointment date.

ANQUIDA L ADAMS

MISSION STATEMENT

I am seeking a role as a Seattle Commissioner. I successfully apply data-driven decision through Lean Six Sigma techniques to uphold company standards. I work best in professional environments rich in cultural appreciation through both business and education.

SKILL SET

- Bachelor's Degree, 4+ years of HR experience, strong leadership and professional team etiquette, on-boarding expertise and influential positive character with a variety of face-to-face business management experience.
- In-depth knowledge of Microsoft Office software including Word, Excel, Outlook, PowerPoint, and SharePoint in addition to communication platforms First Class and Green Light.
- Pro-actively organized, attentive to detail and team-oriented goals.

EDUCATION

Certification, Lean Six Sigma Green Belt

University of Washington Tacoma, Tacoma, WA 2016

Bachelor of Arts in Sociology, Minors in Gender Studies and Leadership Skills

Mississippi State University, Starkville, MS May 2010

Associate of the Arts, Elementary Education

Colin Community College, Wesson, MS December 2007

Emotional Intelligence Cognitive Training, Oakwood University, Huntsville, AL September 2003

Multi-Cultural Training, University of Huntsville, Huntsville, AL September 2005

EXPERIENCE

CEO/ Founder of A.L.A. Consulting Firm, Seattle, WA August 2016-Present

Anquida is responsible for creating current effective resources and tools to empower A.L.A. Consulting Firm clients with skills to address next-generation business and personal challenges. Also, Anquida the main Coach/ Consultant working to help navigate clients through the unpredicted challenges.

Payroll Analysis/ Departmental Administrator /Starbucks Coffee Company, WA September 2015- December 2015

- Point person for reissues of Partners pay checks.
- Processed validations of all of payroll analysis reissues checks daily.
- Created daily labels for FedEx and PR.
- Sealed and delivered checks to drop off point for mailing Partners reissued checks.
- Knowledgeable of SAP and Roast System.
- Trained new incoming contingent works on validations and reissues.
- Provides assistance for data entry for claims department.

Junior Recruiter/ On Boarding Lead / Swissport USA, Seattle, WA April 2015 – August 2015

- Manages the hiring and training processes while providing an outstanding professional team experience.
- Works closely with career development managers and team members.
- Provides assistance to new hires and sources solutions for immigrant on-boarding.
- Simplifies and streamlines onboarding process to improve efficiencies and reduce risk.
- Strategic management of new training delivery methods to leverage company growth and development.
- Resources scheduling and lead-time management.
- Creates onboarding playbook, spanning pre-hire engagement.
- Collaborates closely with peers in Customer Success and Customer Support.
- Attended local Career Fair Events as a vendor to Recruit future candidates.
- Created a new culture for Diversity and Inclusion on all levels of open positions in cleaning, ramp, and ticket counter.

Event Manager / Choice Career Fair, Seattle, WA March 2014 – Present

- Manages 25 vendor exhibits.
- Registers paperwork, career evaluation and categorization.
- Sources opportunities for over 500 job seekers and matches clientele to career fair participants.
- Provides team leadership to the Choice Career Fair event platform.
- Implement emotional intelligences during the following tasks: managing all three direct reports, decelerating, and creating solutions frustrated job seekers /vendors.

HR Talent and Development Administer / Coordinator Temp Alaska Airlines, SeaTac, WA May 2014- July 2014

- Provides the department proficiency in Microsoft Office applications (i.e. - PowerPoint, Word, and Excel) daily.
- Gains efficiency with the company email First Class and familiarized with Green Light.
- Exhibits character development related to team-oriented leadership skills.
- Manages project assignments brought to completion successfully with little supervision.
- Builds customer service skills and knowledge of how to deliver quality team to customer interactions including excellent experience in professional written and verbal communication skills.
- Resources and creates training information of pre-work for class participants, manages class catering and registration of AA training.
- Provides services of secretarial / administrative support duties for the Talent and Development Manager and Specialist's.
- Implemented Emotional Intelligence skills during everyday tasks as the coordinator in the following areas: planning, scheduling, on boarding training.

**Personal Assistant to Manager and Onsite Apartment Manager Old Town Realty,
Port Orchard, WA November 2013 - May 2014**

- Provides tenants personal service with any malfunction of their apartment.
- Conducts walk through upon arrival and departure of tenants.
- Assists with repairs and cleaning of apartment building.
- De-escalates any confrontation on the premises.
- Administrates organizational strategy to Management of Old Town Realty.

Administrative Support, AppleOne, Seattle, WA September - December 2015

- Enters, analyzes, and interprets business data for clientele including Fare Start, Port of Seattle, Sound Transit, and Puget Sound Blood Center.
- Delivers maintenance of professional relationships to internal departments or agencies.
- Provides personal service and secretarial/ administrative support duties.
- Utilizes proper email and phone etiquette while communicating with clients and current employees.
- Prepares documents, spreadsheet, and report using MS Words and Excel.

Technical Support Representative, Vertex, Dallas, TX March 2013 - August 2013

- Contracted to work with the Price Waterhouse Coopers Project, NFL Ticket Support Project, and Concert Support Project.
- Provides personalized service and exceptional level of expertise to customers.
- Handles all aspects of correction on accounts including documents of new benefactors - inherent individuals or companies, ownership transfers, account security of assisted partners, brokers, accountants, CPAs, and tax advisers.
- Responsible for e-mail, postal mail and faxing of tax package (K1) to partners, brokers, accountants, CPAs, and tax advisers.
- Coworker collaboration in reference to organization and tactical delivery, effectively assisting 65+ partners, brokers, accountants, CPAs, and tax advisers a day.
- Consistently volunteers overtime to maintain workflow fluidity.
- Provides data entry for clients and customers on a day to day basis.
- Maintains specific company filing systems.

Seattle Commission for People with Disabilities July 2018

21 Members: Pursuant to *SMC 3.14.920*, all members subject to City Council confirmation, 2-year terms:

- 8 City Council-appointed
- 9 Mayor-appointed (includes 1 Get-engaged Mayor position)
- 4 Other Appointing Authority-appointed (specify): Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	4	1.	Member	Rebecca A. Craemer	5/01/17	4/30/19	1	Mayor
6	F	3	2.	Member	Diana Harnett Chaikin	5/01/17	4/30/19	1	City Council
6	M	7	3.	Member	Eric L. Scheir	5/01/17	4/30/19	1	Mayor
6	M	6	4.	Member	Jayson Morris	5/01/17	4/30/19	1	City Council
2	NB	2	5.	Member	M. Dorian Taylor	11/1/17	10/31/19	1	Mayor
			6.	Member	VACANT	11/1/17	10/31/19	1	City Council
2	NB	5	7.	Member	ChrisTiana ObeySumner	11/1/17	10/31/19	2	Mayor
6	F	4	8.	Member	Dianne Laurine	11/1/17	10/31/19	2	Commission
			9.	Member	VACANT	5/01/18	4/30/20	1	City Council
2	F	3	10.	Member	Anquida Adams	5/01/18	4/30/20	1	Mayor
6	F	7	11.	Member	Jessica Williams-Hall	5/01/18	4/30/20	1	City Council
6	M	7	12.	Member	Matt Kanter	5/01/18	4/30/20	1	Mayor
6	M	3	13.	Member	Kevin C. Eggers	11/1/16	10/31/18	1	City Council
			14.	Member	VACANT	11/1/16	10/31/18	1	Mayor
			15.	Member	VACANT	11/1/16	10/31/18	1	City Council
6	F	7	16.	Get Engaged	Nicole Palczewski	9/1/17	8/31/18	1	Mayor
			17.	Member	VACANT	5/01/18	4/30/20	1	City Council
			18.	Member	VACANT	11/1/18	10/31/20	1	Mayor
3	M		19.	Member	Daniel Kogita	5/01/18	4/30/20	1	Commission
			20.	Member	VACANT	11/1/18	10/31/20	1	Commission
			21.	Member	VACANT	5/01/18	4/30/20	1	Commission

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	2	3		2		3				4			
Council	2	2								4			
Other	1	1					1			1			
Total	5	6		2		3	1			9			

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.