



ASSOCIATED STUDENTS OF THE
UNIVERSITY OF WASHINGTON

BOARD OF DIRECTORS

Session 125

Date *February 26th, 2026*

Submitted by Owen Rivera, Personnel Director

BOARD BILL 2.13: An Act to Hire Melia Nelson as the Office Coordinator for the 2026-2027 Academic Year

WHEREAS: Melia demonstrates exceptional academic excellence and analytical ability as a Presidential Scholar in the University of Washington Honors Program with a 3.93 GPA, pursuing Economics and Law, Societies, and Justice—providing her with the research skills, policy literacy, and attention to detail necessary to support the ASUW President and Vice President through thorough research, precise documentation, and professional correspondence; and,

WHEREAS: In her role as Student Advocacy Intern for the ASUW Student Disability Commission, Melia catalogues and analyzes student feedback data, facilitates partnerships with campus and community organizations, and advances policy initiatives—demonstrating strong organizational skills, database management, and written communication abilities directly aligned with preparing agendas and minutes, maintaining official records, and coordinating committee operations; and,

WHEREAS: As Youth Liaison to the Sequim City Council and former ASB Executive President, Melia curated detailed monthly reports, applied policy language and procedural frameworks in formal meetings, organized calendars and leadership councils, and successfully raised \$6,000 through coordinated fundraising efforts—showcasing her capacity to manage schedules, draft official documents, coordinate committees, and serve as a professional liaison in governmental settings; and,

WHEREAS: Melia’s experience in customer-facing roles, including as a YMCA lifeguard and camp counselor, combined with her technical proficiency in Microsoft Office, Google Workspace, database navigation, graphic design, and multilingual communication skills, equip her to manage the ASUW 121 office space, coordinate front desk operations, maintain organized files and calendars, and provide calm, professional, and responsive support in a fast-paced administrative environment.

**THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENTS OF THE
UNIVERSITY OF WASHINGTON BOARD OF DIRECTORS**

THAT: Melia Nelson be Hired as the Office Coordinator for the 2026-2027 Academic Year; and,

THAT: A copy of this bill be forwarded to Melia Nelson, Office Coordinator, and Alan Galvez, SAO Advisor.

End