

City of Seattle
Notice of Appointment

Name: Mitch Hunter		<input type="checkbox"/> Executive Appointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Fremont	Zip Code: 98178	Contact Phone No.: <p style="text-align: center;">334-7815</p>
Appointed to: Seattle Lesbian, Gay, Bisexual, Transgender Commission		Date of Appointment:
Authority (Ord., Res.): <p style="text-align: center;">Ordinance 118392</p>		Term of Office: From: To: 04-30-2015
Comments: Re-Appointment <p>Mitchell C Hunter, one of few who can claim he's been active in the community as every letter of LGBTQ, comes to the Commission as a recent graduate of Out In Front, an intensive leadership training course for leaders in the LGBTQ community. Mitch is current chair of the Internal Affairs committee, a proud voice for the transgender community with Trans Lives Matter and an active member of the Seattle Men's Chorus.</p> <p>Mitch, a native of Austin, Texas with a Communications degree in Radio/TV/Film from The University of Texas at Austin, has now been in Seattle for more than 20 years and during that time has worked with Seattle's LGBTQ community in many capacities. He has experience with non-profits, small business/owners, corporations and unions and enjoys working from within organizations to affect change. Most notably he had success as an independent business owner whose vision, hard work and tenacity sparked a conservative national Fortune 100 company to initiate sweeping changes to the way they do business. Due to his passion and perseverance, New York Life Insurance Company, has a \$600 billion dollar national cultural market specifically addressing the unique needs of LGBTQ individuals and families. A fierce advocate at all levels for his colleagues, contacts, friends and connections, he is honored and proud to serve Seattle's LGBTQ community in the pursuit of an inclusive, accessible, equitable vision of social and economic justice for all. Join him in the work to make the vision a reality for Seattle's LGBTQ communities and the entire beautiful, complex, intersecting, sometimes colliding worlds in which we all live.</p>		
Authorizing Signature: 		Councilmember Bruce Harrell Energy, Technology, and Civil Rights Committee
Confirmed by the Following Vote at City Council		
In Favor:	Against:	Date:
Attested by:		Title:

SKILL PROFICIENCIES

- ◆ **Marketing/Graphic Design:** 15+ years creating marketing collateral for small business, non-profit to Fortune 500 companies; consulting Software: Adobe Creative Suite: Photoshop, Illustrator, ImageReady, InDesign, DreamWeaver, MS PowerPoint, MAGIX video tools
- ◆ **Presentation/Training:** training adults, coworkers, teachers in informational concepts, sales, procedures, various topics online and in print
- ◆ **Instructional Design/Project Management:** writing/designing topical, procedural, and conceptual documentation online and in print
- ◆ **Media Production:** creating video, slide/tape, photography, studio TV, radio/audio
- ◆ **Customer/Client Services:** assisting clients; tracking issues, calendaring, assigning tasks; analyzing issues, reporting status, phone support
- ◆ **Social Networking Orgs/Software:** Linked In, Facebook, Twitter, Meet Up, Biznik, GSBA, Wallingford Chamber of Commerce
- ◆ **Office/Administrative:** Microsoft Office, MS Outlook, MS Project, ACT, Fed EX, Adobe Acrobat Pro, 20 line phone system
- ◆ **Database Creation/Maintenance:** SharePoint Services, Access, ACT, Timeslips, Versacheck, Quickbooks
- ◆ **Technical Equipment/Computer Troubleshooting:** problem-solving computer networking, software, telephony, fax, copy machine, printer issues

EMPLOYMENT

ADMINISTRATIVE SERVICES

8/11-current Care Planning Associates, Legal Administrative Associate, Graphic Designer, Database Administrator [part-time]

- ◆ review legal documents; alert and distribute to staff; maintain database legal files; calendar and track reports deadlines and court dates; communicate status/project progress with staff; create report templates; develop and write instructions on internal processes/procedures
- ◆ update and create all collateral, templates and reports to reflect new company brand; instruct staff on use; maintain brand usage
- ◆ assist IT manager in Share Point; develop and edit new reporting templates in Access/Share Point; edit and write procedural instructions

INSURANCE/FINANCIAL SERVICES

3/06-6/10 New York Life Insurance Co, NYLIAC, Financial Services Professional/Agent

- ◆ created business plan, marketing plan, marketing strategies, marketing materials, prospecting plan, networking strategies, goals
- ◆ implemented strategies and tactics; analyzed ROI and goal accomplishment
- ◆ helped create a new national cultural market—LGBT, for the corporation; worked with task force of senior agents to research, designed and implemented marketing plan; helped write national survey for agent interest; observed pilot program
- ◆ worked with fellow LGBT agents to found a social network of like-minded colleagues
- ◆ created sales/educational presentations, presented to individuals, small businesses and owners, small groups, large organizations
- ◆ cultivated relationships in wide range of community organizations, business networks, and non-profit organizations
- ◆ worked jointly with colleagues of diverse ethnic and cultural backgrounds, helped train and mentor fellow agents

MORTGAGE

5/02-12/03 Chase Home Finance, Loan Officer Assistant/Office Administrator

- ◆ conducted client assessments; ordered title and escrow; requested insurance binder; created mortgage files
- ◆ communicated with borrowers/clients regarding status by phone, fax, email
- ◆ assisted internal clients with project management; assigning tasks; tracking project status, creating timelines, deadlines
- ◆ requested all corporate marketing collateral requests, implemented marketing/pr plans
- ◆ input data for individual files imported to proprietary processing system
- ◆ troubleshoot/maintained office equipment including fax, copier, phone system, software glitches; networked computers
- ◆ inventoried, ordered; contracted with vendors for office supply requests; worked directly with contractors for equipment maintenance

GRAPHIC DESIGN/ILLUSTRATION

4/01-7/01 GoAhead Software, Inc., Consultant, TechPubs Dept; Graphic Designer/Technical Illustrator

- ◆ designed/set graphic standards for all illustrations
- ◆ authored process for creating, producing, handing off, and incorporating graphics for use in online application and printed manual
- ◆ worked with Technical Publications, Marketing and Development to build corporate standards and consistency of brand across products; assisted in creating Manual of Style for brand-consistent collateral and documentation

7/99-1/00 Conversay/Conversational Computing, Independent Contractor, TalkRadio, Online Help Writer/Designer

- ◆ wrote/designed/produced entire website for product's HTML-based Help files
- ◆ coded and tested site for cross-platform compatibility; adapted javascript code to produce menu
- ◆ worked with Development and Marketing to ensure accuracy and compliance with corporate branding
- ◆ worked with Documentation to build corporate standards and consistency across products

5/96-2/99 Microsoft Corporation, The Write Stuff Agency, SQL Server User Education Department as Graphic Designer

- ◆ designed and illustrated print and online documentation set for SQL Server 6.5, 7.0 Books Online, Winhelp, HTML Help and several MS Press books: *Inside Microsoft SQL Server*, *SQL Server Resource Guide*, (1st, 2nd, and 3rd edition) *for the Back Office Resource Kit*
- ◆ created imagemaps and jump-style graphics for use in HTML Help and Winhelp
- ◆ wrote training documentation for all aspects of illustration and design for use with localization teams
- ◆ conducted needs assessments, created objectives and tested results for online illustrations
- ◆ designed and produced "wizard" illustrations for product adhering to interface guidelines
- ◆ created icons, buttons and cursors for use in the final product
- ◆ consulted directly with writers, developers and program managers regarding graphic needs and coordinated work with editors

FREELANCE CLIENTS

4/95-Present

- ◆ **Flying House Productions:** Marketing Intern, managing online event listings, Youth Ticket Program, putting CDs to singles for online sales
- ◆ **Care Planning Associates:** Transfer data to new accounting database product, reports designer, data entry, database maintenance
- ◆ **FTM2001 Conference/Gender Odyssey:** Print Publications Coordinator, Marketing Director/Designer collaborated to create logo, managed printing of all conference materials; designed: variety show poster, program, tickets, ad sheets, art show program, press kits, letterhead for 400+ in attendance
- ◆ **Monarch Designs:** webmaster, adapted javascript code for password-protected site, created photomontage for live stage projections: *Foolioose*, created stills for stage signage *Godspell*, created stills for greenscreen live stage projections

TRAINING

8/88-12/88

San Diego State University, Educational Technology Department

- ◆ instructed teachers/student teachers in the design and production of educational materials for the classroom using computers, video, and other equipment; assisted in the production of CBT (HyperCard) and interactive video
- ◆ helped design modifications to the curriculum design, added training exercises

EDUCATION/LICENSURE

- ◆ Out in Front, Intensive Leadership Training in Equality, Diversity, and Social Justice for developing LGBTQ community leaders (9-mo) certificate program (2012 Cohort)
- ◆ Series 7: Stockbroker's Security license, Registered Representative with FINRA
- ◆ Series 66: Insurance license for State of Washington
- ◆ Instructional/Educational Technology, graduate coursework, 4.0 gpa/1987-89, instructional design, interactive video University of Texas at Austin, San Diego State University
- ◆ B.S. in Communications: Radio, TV, Film, 3.5 gpa/1983, The University of Texas at Austin
- ◆ University of Washington Extension, Multimedia Certificate, (9-mo) program (1997)
- ◆ ThunderLizard Design Conference/plus JavaScript intensive seminar, (1998)
- ◆ South by Southwest '99, Interactive/Film Conference (March, 1999)

AFFILIATIONS

- ◆ Greater Seattle Business Association, (GSBA) member, 9 years
- ◆ Seattle Chamber of Commerce, Wallingford Chamber of Commerce, member, 4 years
- ◆ National Association of Insurance and Financial Advisors, (NAIFA) member, 1 year
- ◆ Flying House Productions/Seattle Men's Chorus, (SMC) member, 3 years

Seattle Lesbian, Gay, Bisexual, Transgender Commission

July 2013

16 members, confirmed by City Council, who serve a term of 2-years*:

- 7 appointed by Mayor, confirmed by City Council
- 7 appointed by City Council
- 1 appointed by the Commission, confirmed by City Council
- 1 Get Engaged Member, appointed by Mayor who *serves a single term of 1-year

D	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	M	Hill Wolfe	1/10/11	4/30/14	1 st		City Council
6	M	Bridge Joyce		4/30/15	1 st		City Council
6	M	Aric Lane	9/29/11	4/30/14	1 st	Co-chair	City Council
1	M	Julian Gaspay		4/30/15	1 st		City Council
1	F	Noory Lee		4/30/15	1 st		City Council
		VACANT		4/30/13	1 st		City Council
6	M	Mitch Hunter	6/13/12	4/30/15	1 st		City Council
2	M	Joshua Adams	1/10/11	4/30/15	1 st		Commission
2	F	NaaSira Adeeba	4/30/10	4/30/14	3 rd		Mayor
6	F	Nathan (Nani) Brockett	3/22/12	4/30/15	1 st		Mayor
1	F	Sabina Neem	3/22/12	4/30/14	1 st	Co-chair	Mayor
6	M	David W. Howenstine	9/29/11	4/30/14	1 st		Mayor
		VACANT	9/29/11	4/30/13	2 nd		Mayor
5	F	Luzviminda (Lulu) Carpenter		4/30/15	1 st		Mayor
6	M	Mac McGregor	11/3/11	4/30/15	2 nd		Mayor
6	M	Joey Hunziker		9/01/14	1 st	Get Engaged	Mayor

Diversity Roster

					(1)	(2)	(3)	(4)	(5)	(6)
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latin@	Native-American	*Other	Caucasian
Mayor	2	4	1	3	3	1	0	0	1	3
Council	5	1	1	2	1	0	0	0	0	4
Commission	1	0	0	1	0	1	0	0	0	0
Get Engaged	1	0	0	0	0		0	0	0	0
Total	9	5	2	6	4	2	0	0	1	7