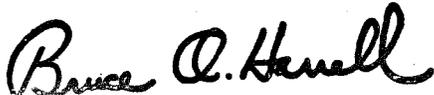


# City of Seattle

## Notice of Appointment

<b>Name:</b>  <b>Mitchell C. Hunter</b>		Executive Appointment <input type="checkbox"/> Reappointment x Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
<b>Residential Neighborhood:</b>  North	<b>Zip Code:</b>  98103	<b>Contact Phone No.:</b>  206-684-4500
<b>Appointed to:</b>  Seattle Lesbian, Gay, Bisexual, Transgender Commission		<b>Date of Appointment:</b>
<b>Authority (Ord., Res.):</b>  Ordinance 118392		<b>Term of Office</b> <b>From:</b> Confirmation <b>To:</b> April 30/2013
<b>Background:</b> <i>New Appointment</i>  Mitchell C Hunter has been working his way through the alphabet soup of our LGBTQ community as a member/leader for the last 30+ years. Austinite turned Seattlite, having moved here during the "L-Lesbian" phase, he has taken part in many of the area's social community groups and activities. While singing in the Seattle Lesbian and Gay Chorus, he learned from a fellow chorister about the possibility of transitioning his gender from Female to Male. For his "Q-Questioning" phase, he volunteered as a Graphic Designer and Marketing Manager for Gender Odyssey, FTM 2001. By 2002, he was on his own odyssey, stepping fully into his "T-Transgender" phase and later facilitating an FTM group which met at Ingersoll Gender Center. Currently in his "G-Gay" phase, he sings 2nd Tenor with the Seattle Men's Chorus and having sung his way from the Alto section to the Bass Section, proudly wears the label of polysectional. Recently, 2/2/12, Mitch celebrated his 10-year Maniversary honoring his journey from the first Androgel packet to his most recent T-shot last week.  While a Financial Professional with New York Life Insurance Company, he proposed and initiated the creation of a National Workplace Group for LGBT agents and professionals. Flinging the spark that ignited a corporate marketing proposal, he was integral to the creation of a LGBT Cultural Market for the Fortune 100 Company.		
<b>Authorizing Signature:</b>  		<b>Name and Title of Officer Making Appointments:</b> Bruce Harrell, Councilmember

## 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., Consultnet, 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

# Seattle Lesbian, Gay, Bisexual, Transgender Commission

April 30, 2012

15 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, confirmed by City Council who serves a single term of 1-year

D	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	M	Hill Kowalski	1/10/11	4/30/14	1 <sup>st</sup>		City Council
		vacant	1/10/11	4/30/12	1 <sup>st</sup>		City Council
6	M	Aric Lane	9/29/11	4/30/14	1 <sup>st</sup>		City Council
		vacant	1/10/11	4/30/12	1 <sup>st</sup>		City Council
6	F	Caila Nickerson	11/3/11	4/30/13	1 <sup>st</sup>		City Council
		Vacant	1/10/11	4/30/13	1 <sup>st</sup>		City Council
6	M	Mitch Hunter	6/13/12	4/30/13	1 <sup>st</sup>		City Council
2	M	Joshua Adams	1/10/11	4/30/13	1 <sup>st</sup>		Commission
2	F	NaaSira Adeeba	4/30/10	4/30/14	2 <sup>nd</sup>		Mayor
6	M	Nathan Brockett	3/22/12	4/30/13	1 <sup>st</sup>		Mayor
1	F	Sabina Neem	3/22/12	4/30/14	1 <sup>st</sup>		Mayor
6	M	David W. Howenstine	9/29/11	4/30/14	1 <sup>st</sup>	Co-chair	Mayor
6	M	Jarred Lathrop-Weber	9/29/11	4/30/13	1 <sup>st</sup>		Mayor
6	M	Ryan McMurray	9/29/11	4/30/13	1 <sup>st</sup>		Mayor
6	M	Mac McGregor	11/3/11	4/30/13	1 <sup>st</sup>	Co-chair	Mayor
2	F	Mikeya Jackson-Harper	6/13/12	9/01/13	1 <sup>st</sup>	Get Engaged	Mayor

(sorted by appt auth, term end date and name)

## Diversity

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

\*Some Commissioners are multi-racial