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City of Seattle
Notice of Appointment

Name: Valerie Porter		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Rainier View	Zip Code: 98178	Contact Phone No.: 206-383-4185
Appointed to: Landmarks Preservation Board		Date of Appointment: June 27, 2012
Authority (Ord., Res.): SMC 25.12		Term of Office: From: Confirmation To: 8/15/2014
Comments: Ms. Porter has both a Bachelor degree in Landscape Architecture and in Community, Environment, and Planning from the University of Washington. She has been a volunteer with the Central Area Development Association's (CADA), Better Homes program where she assisted elderly and/or disabled homeowners with home improvements. These services included yard clean up and exterior painting. She also assisted CADA with the design of a rooftop deck project for new mixed-use project. After graduating from the university, she also volunteered at the Pomegranate Center, a non-profit devoted to community based design projects. There, she helped create design drawings, conduct product research, and attend public meetings.		
Authorizing Signature: 		Name and Title of Officer Making Appointment: Mike McGinn, Mayor

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Valerie E. Porter

Recognized professionally for my ability to take initiative; be a team player; critically think; and knowledge of various software applications. I am quick to adapt in fast pace environments; highly organized and offer a proven track record of meeting demanding deadlines. My education and work experience provide knowledge of construction, planning, and sustainable design methods.

Education:

University of Washington *Seattle, Washington*
Bachelor of Landscape Architecture
Bachelor of Arts: Community, Environment, and Planning
Urban Design and Planning Minor

Software Knowledge:

- Adobe Illustrator
- Adobe InDesign
- Adobe LiveCycle Designer
- Adobe PhotoShop
- ArcGIS
- AutoCAD
- Google SketchUp
- Microsoft Office Suite
- Oracle Application

Work Experience:

King County, Finance & Business Operations Division (FBOD) *Seattle, Washington*
Fiscal Specialist II (May 2011 – April 2012)

- Contact King County vendors to retrieve contact and payment information
- Prepare excel spreadsheets as data loaders for Oracle application conversions
- Modify and create suppliers in Oracle IBIS applications for a successful conversion
- Validate data integrity and determine errors in Oracle EBS applications
- Research vendors' tax reporting status and company structure
- Create over 15 standardized forms for King County finance divisions.
- Prepare PowerPoint presentations for training classes
- Managed Oracle system access request project, which entailed creating a system access forms, distributing, retrieving, and providing weekly status reports

Business Careers *Seattle, Washington*
Administrative Assistant (February 2011 – May 2011)

- Edit and post job advertisements
- Manage resume distribution and track daily statistics for 16 consultants
- Answer telephones and transfer to appropriate staff members
- Create and modify documents such as PowerPoint presentation, letters and spreadsheets
- Provide office orientation for new employees
- Perform general clerical duties that include but not limited to: photocopying, faxing, mailing, and filing
- Assist consultants by providing computer support, preparing weekly schedules, executing special request, and handling emails

The Museum of Flight *Seattle, Washington*
Visitor's Services Assistant (June 2009 – February 2011)

- Cash handling and selling admission tickets at the front desk to high volumes of customers
- Greet and provide friendly and informative customer service to visitors and tour groups
- Operate flight simulators, inform riders on safety rules and control instructions
- Train employees on admission and simulator procedures
- Top Seller of City Pass Tickets for 2009 Summer Quarter
- Top Seller of Audio Guides for the months of July, August, and September

Crate & Barrel Bellevue, Washington

Sales Associate (November 2008 – June 2009)

- Cash handling, greeting, and gift wrapping store merchandise
- Advising customers in product selection that best suited their purposes and needs
- Maintain stock and appearance of store
- Highlight product features and solve customer inquiries

The Museum of Flight Seattle, Washington

Visitor's Services Assistant (May 2000 – July 2006)

- Cash handling and selling admission tickets at the front desk to high volumes of customers
- Greet and provide friendly and informative customer service to visitors and tour groups
- Operate flight simulators, inform riders on safety rules and control instructions
- Train employees on admission and simulator procedures
- Maintain stock and appearance in the museum gift shop
- Highlight product features and solve customer inquiries

Independent Projects:

South Park Seattle, Washington

AutoCAD Drafter (May 2011)

- Contracted to assist in the completion of the construction documents for a neighborhood park on a Seattle right-a-way in South Park
- Take photos and obtain accurate measurements of the site

Squire Park Plaza Seattle, Washington

Landscape Designer (August 2009)

- Contracted to design and build a more useable rooftop for a condominium
- Take photos and obtain accurate measurements of the site
- Analyze site conditions and evaluate suitable design solutions
- Create plans and perspectives that illustrate design ideas
- Showcase design ideas to the client and determine the best plan that meets the client's needs
- Contact vendors for pricing and availability

Internships:

Pomegranate Center Issaquah, Washington

Volunteer (February 2010 – Present)

- Create hand renderings of site plans, perspectives, and diagrams for reports and community meetings
- Create and edit SketchUp models
- Help construct Design/Build projects
- Take hand sketches and convert them into AutoCAD drawings
- Design thank you cards, postcards, and other outreach materials
- Contact vendors for design alternatives, pricing, and availability

Sound Transit Seattle, Washington

Intern (July 2006 – August 2008)

- Assist with the National Transit Database project, which consisted of making survey sheets, monthly schedules, recruiting surveyors, coordinating schedules with partner agencies, and tracking survey data.
- Monitor train stations and bus routes for connectivity and problematic situations
- Perform field inspections to confirm as-built accuracy
- Review construction documents for possible service interruptions
- Rewrite design specifications
- Maintain Sound Transit's Park-and-Ride utilization database and monitor quarterly usage
- Edit and made writing contributions to the annual publication, Service Implementation Plan
- Coordinate with partner agencies and other departments to update ridership brochures
- Recruit staff members to assist in weekend events

