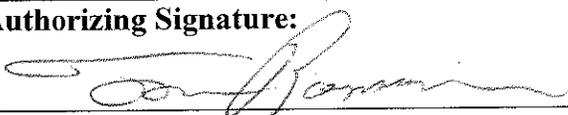


**City of Seattle
Notice of Appointment**

Name: Leah Curtiss		<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: Central Area	Zip Code: 98112	Contact Phone No.: 206-902-6024
Appointed to: Seattle Bicycle Advisory Board (Position 10)		Date of Appointment: September 3, 2014
Authority (Ord., Res.): Resolution No. 30995		Term of Office: From: Confirmation To: August 31, 2016
Comments: Leah Curtiss is a passionate bicyclist and credits her desire to pursue higher education and become a first-generation college graduate to learning how to ride a bike. She earned a bachelor's degree from the University of Washington in Political Science, where she held leadership positions with the American Indian Science and Engineering Society. Professionally, she works as a user support specialist and administrative generalist. Leah imagines a Seattle where people aged 8 to 80 feel safe and comfortable riding a bicycle. She's eager to bring her enthusiasm to the Seattle Bicycle Advisory Board.		
Authorizing Signature: 		Name and Title of Officer Making Appointment: Councilmember Tom Rasmussen

Leah Curtiss

Analyze. Implement. Thrive.

I am a seasoned, organized, unflappable professional. My non-similar experiences enable me to strategize effectively. My communication and interpersonal skills are excellent. Likewise, my ability to establish effective working relationships often results in increased responsibilities.

Highlights of Relevant Experience

- Vision: big-picture thinking achieved with scalable goal-setting: improve office-wide praxis by analysis and example
- Project Management: creation of information architecture still in operation today
- Strategy: persistence and adaptability: focus group planning and coalition building in eight locations
- Youth work: four years of participation and leadership in two college student groups

Professional Experience

Administrative Generalist at University of Alaska Fairbanks Jan 2013-Jun 2013
Department of Alaska Native Studies and Rural Development
Project management: analyzed department's organizational and spatial needs; overhauled, reorganized and modernized office; excellent computer skills, including Word, Excel, Outlook and Google apps; expedient mastery of in-house software; statewide backstopping among thirteen urban and rural campus locations; event planning; consistently cheerful student interaction; persistence in forging a campus-wide network of interpersonal relationships to improve communication and productivity; youth and student outreach to increase enrollment and degree completion; increasingly responsible management experience in meetings and facility management.

Counter person at Patxi's Chicago Pizza – San Francisco, CA Oct 2011-May 2012
Responsible for excellent customer service at high stress, high volume pizza restaurant; evening, weekend and holiday work; patient and professional multiline phone operations; completed thousands of orders; directed to train new staff.

Assistant Manager at Bike and Roll – San Francisco, CA Apr 2011-Sep 2011
(Seasonal) Trained and managed approximately 20 employees of varying experience while providing exemplary customer service in a demanding rental shop; completed nightly cash drops, bicycle inventory logistics; daily/nightly clerical and accounting

duties; night and weekend work; adept at solving problems under pressure while maintaining composure in interacting with a wide range of individuals.

Box Office at Pasadena Playhouse – Pasadena, CA Oct 2010-Apr2011

Provided exemplary customer service to ticketholders via phone, email and walkups; gained proficiency with in-house software and event management system in one shift; strategy: improved office-wide Salesforce methods and operations without direction by positive example; achieved successful sales revenues and donations via eblast and cold-calling; high level of patience and experience with community members.

Rental Assistant at Bike and Roll – Washington, DC Mar 2010-Sep2010

(Seasonal) Gregarious customer service and logistical support in three busy locations; coordinated and trained employees in operations and customer service; successful team player in record-breaking bicycle touring season.

User Support Specialist at Small Business Administration – DC May 2008-Sep 2009

Promoted from IT Helpdesk during internship to full-time contract offer as a support specialist; liaised with high level staff, sister organizations, vendors and clients; superb completion of deliverables under deadline; project management: created new information architecture for project management publishing software, increasing productivity and communication; strategy formation and execution: focus group planning: successful, persistent coalition building with innumerable organizations in eight nationwide locations to plan and execute eight focus groups.

Emergency Fire Fighter at Forest Service – Redmond, Oregon Aug to Oct 2007

(Seasonal position) Logistical backstopping to wilderness fire fighters; flawless invoicing, bookkeeping and financial records; program management: expedited 50% increase in five recyclables programs smoothly and without supervision during expansion of the recycling program; promotion in responsibilities to fuels management.

Volunteer Secretary at First Nations Student Group – UW, Seattle 2003-2007

Project management: coordinated and supervised annual Spring Powwow, a three day, \$85,000 event; weekly meetings and minutes; volunteer management; direction of approximately ten event services; successful, personal, year-long PR campaign to involve Alaska Native culture in the Powwow.

Volunteer Vice President, AISES Student Group – UW, Seattle 2003-2007

Meeting facilitation and coordination; member recruitment; national conference participation; project management: employed interpersonal skills to plan and execute five statewide conferences, including presentations, youth motivation workshops and Q&A sessions.

Education

University of Washington, Seattle, WA
Bachelor's Degree, Political Science, Minor in American Indian Studies
Special emphasis in Public Policy
3.6 GPA in Major

Seattle Bicycle Advisory Board

11 members: Per Resolution 30995, all subject to City Council confirmation, serving 2-year terms; plus one YMCA Get Engaged Program member serving a 1-year term

- 5 Appointed by City Council
- 7 Appointed by Mayor (including YMCA Get Engaged program member)

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
3	F	1	Ester Sandoval	9-3-13	8-31-15	1		Mayor
6	F	2	Lara Normand	9-3-13	8-31-15	1		City Council
6	F	3	Merlin Rainwater	9-3-13	8-31-15	1		Mayor
1	M	4	Michael Wong	9-3-13	8-31-15	1		City Council
6	M	5	Clint Loper	3-1-13	8-31-15	1		Mayor
6	M	6	Jeff Aken	9-3-13	8-31-15	1	Co-chair	City Council
6	M	7	Adam Bartz	9-3-14	8-31-16	1		Mayor
6	M	8	Don Brubeck	9-3-14	8-31-16	1		City Council
6	F	9	Kristi Rennebohm Franz	9-11-12	8-31-16	2	Co-Chair	Mayor
4	F	10	Leah Curtiss	9-3-14	8-31-16	1		City Council
6	M	11	Steven Kennedy	9-3-14	8-31-16	1		Mayor
6	M	12	Riley Kimball	9-3-14	8-31-15	1	Get Engaged	Mayor

*Diversity

		(1)	(2)	(3)	(4)	(5)	(6)			
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic/Latino	Native-American	Other**	Caucasian
Mayor	4	3	0	1	0	0	1	0	0	6
Council	3	2	0	2	1	0	0	1	0	3
Other Bodies	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	7	5	0	3	1	0	1	1	0	9

**Other includes diversity in any of the following: race, gender and/or ability