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C.F. 31408

### City of Seattle Notice of Appointment

<b>Name:</b> 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
<b>Residential Neighborhood:</b> Central Area	<b>Zip Code:</b> 98112	<b>Contact Phone No.:</b> 206-902-6024
<b>Appointed to:</b> Seattle Bicycle Advisory Board (Position 10)		<b>Date of Appointment:</b> September 3, 2014
<b>Authority (Ord., Res.):</b> Resolution No. 30995		<b>Term of Office:</b> <b>From:</b> Confirmation <b>To:</b> August 31, 2016
<b>Comments:</b>  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.		
<b>Authorizing Signature:</b> 		<b>Name and Title of Officer Making Appointment:</b> 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

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

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