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CITY OF SEATTLE

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2014 DEC -4 AM 9:19

CITY CLERK

**City of Seattle
Notice of Appointment**

Name: Sarah E. Domondon		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Beacon Hill	98144	Contact Phone No.: N/A
Appointed to: Seattle Women's Commission.		Date of Appointment: 11/26/14
Authority (Ord., Res.): 118392		Term of Office: From: Confirmation To: 7/1/16
Background: <p>Sarah is a Y-WE Lead Facilitator for the leadership program with Young Women Empowered, a non-profit organization providing mentorship and empowerment programs for a diverse group of teen girls in the Greater Seattle area. Her background is in the health care field, working as a medical assistant, interning with the Washington Health Foundation and partaking in several medical missions to the Philippines. She hopes to take from this the spirit of helping others, but as a contributor in the policy arena. She holds a B.A. in Political Science from Washington State University and is currently pursuing her M.A. in Policy Studies at the University of Washington Bothell. Being a third generation Seattleite, Sarah is committed to representing opportunity and equity for the women of Seattle.</p> <p>Neighborhood- Beacon Hill</p>		
Authorizing Signature: 		Name and Title of Officer Making Appointment: Mayor Edward B. Murray

Sarah E. Domondan

- Policy Intern** Oct 2013- Mar 2014
Washington Health Foundation
- Research and develop fact sheets and other educational material for Affordable Care Act in Washington State
 - Planned and facilitated Affordable Care Act enrollment events, including high-impact multimedia presentations, attendee recruitment, and
 - Managed client database for past, present and new Washington Health Foundation clients.
 - Appointed to screen interview and evaluate applicants for Intern positions
 - Spearheaded Project Live Learn Lead with local organization, You Grow Girl promoting agency and healthy lifestyles with girls age 8-13.
- Domestic Violence/ Sexual Assault Volunteer** Aug 2014- current
API Chaya
- Natural helpers training in Domestic Violence, Sexual Assault, Human Trafficking, LGBTQ Survivors, Trauma Stewardship, Community Organizing, Faith-Based Organizing, Transformative Justice, Youth Organizing
- Community Leaders Program** Sept 2014-current
Asian Pacific Islander Community Leadership Foundation

PROFESSIONAL EXPERIENCE

- Office Coordinator + Medical Assistant** Aug 2012-Current
Concordia Hair Medical
- Provide individualized triage and initial health assessment to 30+ patients per day
 - Facilitate knowledge and communication between provider, patient and insurance organizations in a time-sensitive environment
 - Manage inventory of aesthetics department, providing weekly and monthly reports to clinic manager
 - Design and market monthly events to increase client base for aesthetics department,
 - Key member in hiring committee, overseeing phone screening, interview and final selection processes.
 - Co-designed policy and procedures manual for front-desk protocol, instrument sterilization, and back office duties
- Patient Service Representative + Care Coordinator** Aug 2011- Dec 2013
Overlake Medical Clinics
- Face to face patient interaction, including patient registration, scheduling appointments, and strong use of discretion handling patient charts.
 - Promoted to lead data collection of Medical Home project as Care Coordinator, prioritizing tasks with minimal guidance to meet our goal of decreasing preventable emergency room visits.
 - Created data spreadsheets with data from multiple sources, and generated weekly reports for OMC Administration.
 - Composed clinic's first instruction manual and operational forms for the training of proceeding Care Coordinators.
- Medical Receptionist + Assistant** Jan 2009- Aug 2011
Popallop Clinic
- Serve as the interface between patients and health care providers, reporting directly to the doctor.
 - Solely responsible for managing, interpreting and addressing large volumes of direct calls, faxes and emails from patients, hospitals, and special correspondents, update patient details, reconcile errors and monitor incoming and outgoing document requests; compile daily comprehensive reports for the doctor
 - Appointed to spearhead orientation and training of three newly employed nurses (i.e., software competence and office policy/protocols).
 - Promoted to assist in the hiring process, acting as the point of contact for new employers, as well as providing feedback and evaluation of their performance

Seattle Women's Commission

December 2014

21 Commission members: Per S.M.C. 3.14.920, confirmed by City Council, 2-year terms*

- 9 Appointed by Mayor
- 9 Appointed by City Council
- 2 Appointed by the Commission, confirmed by City Council
- 1 member *Get Engaged: City Boards and Commissions* program: Appointed by Mayor, confirmed by City Council –1-year term-appointed in September

D*	G	Position #	Name	Appointed	Term Ends	Term #	Position	Appointed By
4	F	1	Roslyn Kagy	09/29/14	07/01/16	2 nd	Member	Mayor
2		2	Teresa Springer	11/26/14	07/01/16	1 st	Member	Mayor
6	F	3	Jaron Reed	09/30/13	07/01/15	1 st	Member	Mayor
1		4	Sarah Domondon	11/26/14	07/01/16	1 st	Member	Mayor
2	F	5	Tracey Whitten	09/29/14	07/01/15	1 st	Member	Mayor
6	F	6	Clarissa Lord Brundage	09/29/14	07/01/15	1 st	Member	Mayor
2	F	7	Jennifer Cobb	09/29/14	07/01/15	1 st	Member	Mayor
6	F	8	Morgan Beach	09/29/14	07/01/16	1 st	Member	Mayor
1	F	9	Lylianna Allala	09/29/14	07/01/16	1 st	Member	Mayor
6	F	10	Wendy Gillihan	8/4/14	07/01/15	2 nd	Member	City Council
1	F	11	Maha Jahshan	8/4/14	07/01/15	2 nd	Member	City Council
6	F	12	Alison Mondri	8/4/14	07/01/15	2 nd	Member	City Council
2	F	13	Phyllis Lewis	09/29/14	07/01/16	2 nd	Member	City Council
2	F	14	Mergitu Argo	8/4/14	07/01/16	3 rd	Member	City Council
3	F	15	Elsa Batres-Boni	09/30/13	07/01/15	1 st	Member	City Council
6	F	16	Liz Kellogg	09/30/13	07/01/15	1 st	Co-Chair	City Council
3	F	17	Mercedes Elizalde	8/4/14	07/01/16	1 st	Co-Chair	City Council
2		18	Lakeisha Jackson		07/01/16	1 st	Member	City Council
6	F	19	Michele Frix	8/4/14	07/01/16	2 nd	Co-Chair	Commission
6		20	Nicki Olivier		07/01/15	1 st	Member	Commission
2	F	21	Brianna C. Holmes		09/30/15		Get Engaged	Mayor

		(1)	(2)	(3)	(4)	(5)	(6)			
	Men	Women	Vacant	Minority	Asian/American	African/American	Latino	Native/American	Other	Caucasian
Mayor	0	9	0	6	2	3	0	1	0	3
Council	0	9	0	6	1	3	2	0	0	3
Commission	0	1	0	0	0	0	0	0	0	1
Get Engaged	0	1	0	1	0	1	0	0	0	1
Total	0	21	0	13	3	7	2	1	0	8

*The Get Engaged youth program Commissioner serves a single term of one year.

**Commissioners whose first appointments are for a term of less than twelve months are eligible to serve for two additional two/year terms.