



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Natalie Curtis</i>		
<b>Board/Commission Name:</b> <i>Community Involvement Commission</i>		<b>Position Title:</b> <i>City Council District #3 Member</i>
<input type="checkbox"/> Appointment <b>OR</b> <input checked="" type="checkbox"/> Reappointment		<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	<b>Date Appointed:</b> <del>6/12/2017</del> <i>5/1/18 B.C.</i>	<b>Term of Position: *</b> 6/1/2018 <b>to</b> 5/31/2020  <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> <i>Capitol Hill</i>	<b>Zip Code:</b> <i>98102</i>	<b>Contact Phone No.:</b>
<b>Background:</b> <i>Natalie Curtis relocated from Texas to Washington six years ago. She has a B.A in Rehabilitation Studies and a minor in Substance Abuse, which in-turn allows her to help those in the community who need care the most. She currently works at the Fred Hutchinson Cancer Research Center and is pursuing her masters in Non-Profit Leadership at Seattle University as well as a certificate in Public Administration. She is the Vice President of the Capitol Hill Community Council, served as a HALA Community Focus Group representative, and is the Community Impact Advisor for a non-profit that helps unrepresented minorities in STEM-related careers. Natalie also spends her time volunteering to empower and mentor minority girls.</i>		
<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>Councilmember Sally Bagshaw</i> <i>Chair of Finance and Neighborhoods Committee</i>	

\*Term begin and end date is fixed and tied to the position and not the appointment date.

# Natalie Curtis

January 2017-Present

**Fred Hutchinson Cancer Research Center**  
*Global Oncology Faculty Program Manager*

Seattle, WA

- Evaluate project plans and partnership discussions against Center resources on a routine basis. Negotiating and executing project transition plans
- Unite independent, cross-functional teams across the Center to ensure external and internal commercialization-focused research programs are coordinated, including promoting efficient and open lines of communication, shared decision-making and optimized use of Center resources.
- Organizing, prioritizing and appropriately handle time-sensitive, confidential information while ensuring action/attention required is addressed
- Support the Global Oncology program in new faculty recruitments, in coordination with the VIDD Faculty Affairs Office. Coordinate and ensure smooth faculty recruit visits.
- Develop and maintain system for electronic storage and retrieval of documents
- Defining project goals, deliverables and scope. Identifying project risks and developing mitigation plans
- Coordinate VIDD Affiliate Faculty appointment packets. Manage the Program's Faculty Affiliate pool to include requests, renewals, and off-boarding as necessary.
- Ensure expense reimbursement and credit card reconciliations
- Schedule meetings and appointments including addressing a high degree of complexity across multiple time zones. Arrange meeting rooms and perform setup duties. Document and distribute meeting notes and actions items as requested.
- Coordinate complex domestic and international schedules and travel arrangements
- Assist with the development of administrative assistant/support standards and systems
- Prepare Faculty Annual Review/Promotion and reappointment packets

December 2014-December 2016

**Providence Swedish Medical Center**  
*Referral Service Specialist Team Lead*

Seattle, WA

- Serves as a point of escalation for operational issues for the team and site.
- Oversees operational processes for the team and staff. Identifies, analyzes, suggests, and implements improvements to processes.
- Participates in writing, implementing, and monitoring operational processes.
- Provides input for employee performance appraisals. Provides leadership in staff development and team building.
- Performs various duties as requested by manager. Schedules and conducts meetings with clients and physicians.
- Coordinates effective communications between Swedish, SMG, physicians, patients, employers, and insurers.
- Reporting for various types of medical services provided on a weekly basis. First point of contact for providers, employers, and international clients for medical services.
- Delivers HIPPA compliance updates and regulations while driving process improvements.
- Constantly building long-term relationships with client institutions, employers, providers, and customers.
- Provides client account troubleshooting and daily reporting on active cases.
- Actively monitoring and performing Accounts Receivable and Accounts Payable.
- Staying updated on all Workers' Compensation laws, procedures, and regulations.
- Maintaining knowledge on the cruise and maritime industry related to occupational medicine.
- Creating and updating MR/CRMs in Epic Hyperspace.

August 2012-December 2014

**Accenture**  
*Price Protection Specialist – Microsoft BPO*

Seattle, WA

- Maintained metrics in relation to the number and value of price changes and credits issued.
- Accountable for proactive issue resolution for all clients' customers' communications and queries in relation to price changes.
- Had the ability to analyze, explain, and articulate the price change and protection processes.
- Ran and tracked data reports in SAP and MS sales on multimillion dollar shipments
- Created and edit monthly allowances for US/Canada/LATAM retailers and distributors.
- Ensured compliance to SOX requirements and drive process improvements.
- Planned office wide events while actively recruiting others to join and help the community as the Diversity and Inclusion lead.
- Planned Seattle wide corporate events for the Seattle Accenture Office

- Presenter and recruiter for Accenture's Hire Americas Hero's-LinkedIn.
- Speaker at the New Joiner Orientations for CAIN-Cultural Awareness and Inclusion.

**May 2010-July 2012**

**Texas Digestive Disease Consultants**  
*Clinical Research Coordinator*

**Arlington, TX**

- Screened and evaluated patients to meet qualifications for participation in clinical studies.
- Documented, tracked, researched, quantified and followed-up on clients during clinical studies.
- Acted as a liaison between doctors and drugs reps for pharmaceutical needs.
- Planned and scheduled monthly research for the clinic.
- Performed general office administration duties and customer interface for office products and protocols.
- Assisted in reviewing vendor contracts, invoices, and interacting with bookkeeping.
- Recruited for the practice at career fairs and college campus events.

**May 2007 – May 2010**

**HRA/OPCA**  
*Front and Back Office Assistant/ Collection/ Claims Auditor*

**Arlington/Irving, TX**

- Provided operations support for healthcare payers.
- Reviewed claims for contractual requirements.
- Established quality control techniques to ensure that correct billing information is collected.
- Became proficient in Accounts Receivable and Accounts Payable.
- Performed general office administration duties (phones, faxing, scheduling, etc.)
- Representative at college and career fairs state wide, while following up with potential partners.

**September 2008- 2011**

**Amicus, Inc.**  
*Direct Care/ Paraprofessional*

**Arlington, TX**

- Performed general office administration duties (phones, faxing, scheduling, etc.)
- Updated Excel master spreadsheet lists with patient progress as established.
- Worked with college campuses to promote mental health awareness.
- Documented client process flows for skill training and behavioral analysis.
- Spoke at local mental health and mental rehabilitation events.

**SKILLS**

- All Microsoft Office platforms
- Adobe Reader/Illustrator
- SAP Software
- SharePoint
- **Programs:** CRM, BaseCamp, EPIC, Quick Books, Lytec, Medical Manager, Medfusion, Pamar, EMR, Centricity/ SRS

**EDUCATION**

**Seattle University**                      **Master's in Non-Profit Leadership and Public Administration**                      **June 2018**

**University of North Texas**                      **BAAS (Bachelor of Applied Arts & Sciences)**                      **August 2010**  
*Major: Rehabilitation Studies    Minor: Substance Abuse*

**VOLUNTEER**

**Capitol Hill Community Council**                      *President*                      **2013- Present**

**HERE Seattle**                      *Community Impact Advisor*                      **2015-Present**

**City of Seattle**                      *Community Involvement Commission*                      **2017-Present**

# Community Involvement Commission

Sixteen Members: Pursuant to Ordinance 125192, all members subject to City Council confirmation, one – and two-year terms for the initial round of appointments, two-year terms thereafter:

- 7 City Council-appointed
- 7 Mayor-appointed
- 2 Other Appointing Authority-appointed (specify): Commission-appointed

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
3	F	1	1.	City Council District #1	Maria-Jose Soerens	6/1/18	5/31/20	1	City Council
2	F	2	2.	City Council District #2	Thais Marbles	6/1/17	5/31/19	1	City Council
2	F	3	3.	City Council District #3	Natalie Curtis	6/1/18	5/31/20	1	City Council
9	F	4	4.	City Council District #4	Alison Turner	6/1/17	5/31/19	1	City Council
			5.	City Council District #5	VACANT	6/1/18	5/31/20	1	City Council
6	M	6	6.	City Council District #6	Benjamin Mitchell	6/1/17	5/31/19	1	City Council
9	F	7	7.	City Council District #7	Patricia Akiyama	6/1/18	5/31/20	1	City Council
1	F	2	8.	Member At Large	Hoai (Julie) Pham	6/1/17	5/31/19	1	Mayor
			9.	Member At Large	VACANT	6/1/18	5/31/20	1	Mayor
			10.	Member At Large	VACANT	6/1/17	5/31/19	1	Mayor
2	M	7	11.	Member At Large	Bereket Kiros	6/1/18	5/31/20	1	Mayor
1	F	7	12.	Member At Large	Emily Kim	6/1/17	5/31/19	1	Mayor
5	O	2	13.	Member At Large	Sonja B. Christopher	6/1/18	5/31/20	1	Mayor
1	M	3	14.	Get Engaged Member	Felix Y. Chang	9/1/17	8/31/18	1	Mayor
6	F	5	15.	Commissioner	Sally Kinney	6/1/17	5/31/19	1	Commission
1	F	6	16.	Commissioner	Carol Redfield	6/1/18	5/31/20	1	Commission

## SELF-IDENTIFIED DIVERSITY CHART (1) (2) (3) (4) (5) (6) (7) (8) (9)

	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	2		1	3	1			1				
Council	1	5				2	1			1			2
Other	0	2			1					1			
<b>Total</b>	<b>3</b>	<b>9</b>		<b>1</b>	<b>4</b>	<b>3</b>	<b>1</b>		<b>1</b>	<b>2</b>			<b>2</b>

### Key:

- \*D List the corresponding *Diversity Chart* number (1 through 9)
- \*\*G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
- RD Residential Council District number 1 through 7 or N/A

*Diversity information is self-identified and is voluntary.*