





# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> Vanesa Gutierrez		
<b>Board/Commission Name:</b> Immigrant and Refugee Commission		<b>Position Title:</b> Member
<input checked="" type="checkbox"/> Appointment <i>OR</i> <input 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:	<b>Date Appointed:</b> 10/5/2018	<b>Term of Position: *</b> 8/1/2018 <b>to</b> 1/31/2020  <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> District 5	<b>Zip Code:</b> 98125	<b>Contact Phone No.:</b> 
<b>Background:</b> <p>Vanesa was born in Medellin, Colombia. She came to the US as an asylee. She has a diverse work background from being an English as a Second Language instructor and TV presenter to working with international non-profits, community-based organizations and local government. She interned at NGO CSW/NY, a non-profit that supports the work of the United Nations Commission on the Status of Women and UN Women. After her work with international organizations, embassies and activists, women's rights, and immigration policies became her top interests.</p> <p>At a local level, Vanesa has worked for the City of Seattle Mayor's Office and Department of Neighborhoods (DON) where she supported multiple programs including the Community Liaisons Program, which seeks to bring resources and services to underserved communities throughout Seattle. She has also been a part of King County's Executive Office. Currently, she works as the Community Relations Manager at Snohomish County's Executive Office.</p> <p>Vanesa is fluent in Spanish and French. She is currently studying Italian and Russian. She will soon get her Law degree from Universidad Pontificia Bolivariana in her hometown. She hopes to one day receive her Masters in Human Rights and Genocide studies.</p>		
<b>Authorizing Signature (original signature):</b> 		<b>Appointing Signatory:</b> M. Lorena González Councilmember, Position 9

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

# Vanesa Gutierrez

## EDUCATION, FELLOWSHIPS & AWARDS

---

**Universidad Pontificia Bolivariana, Medellin, Colombia**

*Bachelor's Degree: Law. June, 2019 - GPA: 3.94*

**Institute for a Democratic Future (IDF), Seattle, WA**

*A six-month fellowship that focuses on a diverse range of political topics in Washington State. The program covers campaigns and elections in detail, geographic issues, and developing leadership skills.*

January – June 2017

**2013 Pruebas Saber-Pro. First Place, Colombia**

*National exam. Mandatory before obtaining a bachelor's degree. Granted by: Colombia Department of Education*

## PROFESSIONAL EXPERIENCE

---

**Snohomish County – Executive Office, Everett, WA**

*Community Relations Manager, July 2018 – Present*

- Staff Snohomish County Executive Dave Somers at community events, regional board meetings and meetings with external stakeholders
- Develop and implement innovative strategies for inclusive outreach and engagement ensuring maximum participation and representation of historically underserved communities in the county
- Develop, coordinate and implement strategies and tools to advance language access for constituents across all county offices and departments
- Act as a liaison between the Executive's Office and other county departments and offices, elected officials, boards and commissions, community members and organizations

**King County – Executive Office, Seattle, WA**

*Executive Assistant to County Executive Dow Constantine, December 2017 – May 2018*

- Provided executive-level administrative support, including scheduling and travel arrangements, to King County Executive Dow Constantine and Chief of Staff Rachel Smith
- Created, led and implemented systems for the county leaders to maintain an efficient flow of information on a wide spectrum of the organization's plans and priorities
- Acted as a liaison between the Executive's Office and other County Departments and Offices, elected officials, community members and organizations

**Snohomish County – Executive Office, Everett, WA**

*Executive Assistant to County Executive Dave Somers, April 2017 – December 2017*

- Provided executive-level administrative support, including scheduling and travel arrangements, to Snohomish County Executive Dave Somers and other Executive Office staff
- Acted as a liaison between the Executive's Office and other County Departments and Offices, elected officials, community members and organizations
- Participated in the development and implementation of innovative strategies for inclusive engagement ensuring maximum participation and representation of historically underserved communities
- Collected and analyzed data, coordinated community outreach and planning events, and ensured optimal communication with all stakeholders
- Translated and proofread proclamations and resolutions and materials related to Snohomish County and the services it provides

**City of Seattle – Department of Neighborhoods, Community Liaisons Program, Seattle, WA**

*Out-of-Class (OOC) Administrative Specialist III, July 2016 – April 2017*

- Participated in the development and implementation of innovative strategies for inclusive community engagement ensuring maximum participation and representation of historically underserved communities
- Worked closely with 60+ contractors from diverse backgrounds and cultures to engage their communities in City programs and services
- Acted as a liaison between other Seattle Department of Neighborhoods programs, residents, community organizations, City departments, and City officials
- Collected and analyzed data, coordinated community outreach and planning events, and ensured optimal communication with all stakeholders

**City of Seattle – Mayor’s Office, Seattle, WA**

*Out-of-Class (OOC) Mayoral Staff Assistant II- Executive Assistant, February 2017 – February 2017*

- Provided executive-level administrative support to Deputy Mayor Kate Joncas, Ian Warner Legal Counsel to the Mayor and Robert Feldstein, Director of the Office of Policy and Innovation
- Acted as a liaison between the Mayor’s Office and other City Departments, community organizations and City officials

**City of Seattle – Department of Neighborhoods, Neighborhood Matching Fund and P-Patch Program, Seattle, WA**

*Administrative Specialist II, December 2014 – July 2016*

- Trained staff on database management and software use
- Recruited, trained and supervised volunteers
- Translated and proofread materials related to the P-Patch program and Seattle Department of Neighborhoods
- Provided clerical support by processing applications, payments; maintaining a filing system, updating program documents, managing databases and creating reports

**Universidad EAFIT, Medellin, Colombia**

*English as a Second Language Instructor, Tutor and Trainer, February 2008 – July 2014*

- Established a comfortable learning environment for students by developing their strengths and enhancing them through successful interactions, a result of planned lessons using a wide variety of teaching aids and strategies
- Trained new instructors on teaching techniques, assessment strategies and creative classroom activities
- Assessed the Children & Adolescents’ Program in textbook selection, curriculum design and implementation, and assessment strategies and tools
- Emceed multiple events and trainings in English and Spanish for EAFIT University

**NGO Committee on the Status of Women, New York, New York, NY**

*Intern, October 2012 – March 2013*

- Shadowed the Executive Director of the organization during the 2013 UN Commission on the Status of Women session
- Attended panels, events and meetings between NGOs and UN Women related to women’s issues in the United Nations headquarters
- Facilitated event planning for NGO CSW Forum paralleling UN Commission on the Status of Women by liaising with NGO members to ensure smooth and timely organization of their events
- Created flyers, newspapers and other communications

**Youth Olympic Games – Applicant City Committee, Medellin, Colombia**

*Legal Assistant, Interpreter and Translator, July 2012 – September 2012*

- Assisted with legal procedures concerning intellectual property and warranties provided by the national, state and local governments for the application of the city for the Youth Olympic Games
- Provided accurate translation and interpretation assistance; English-Spanish, Spanish-English

**Governor's Office- Department of Education. Teleantioquia - Setelgroup, Medellin, Colombia**

*TV Presenter, January 2011 – December 2011*

- Presented in both English and Spanish a pre-recorded cultural, educational and environmental TV program supported by the Department of Education of the State
- Represented the Department of Education of the State and its bilingualism strategy at multiple events
- Interacted with public Colombian figures and government officials
- Built enduring and sustainable alliances with diverse youth organizations and leaders
- Emceed various regional events in English and Spanish for the Department of Education of the State

**SKILLS & LANGUAGES**

---

**Computer Skills:** Proficiency in Adobe Contribute, Microsoft Office (Outlook, Word, PowerPoint, Excel and Publisher), Law Databases, Online Training Platforms, Mail Chimp, Wiggio, Word Press, Facebook and Twitter

**Languages:** Spanish (Native proficiency), English (Full professional proficiency), French (Limited working proficiency) and Italian (Elementary proficiency)

# Immigrant and Refugee Commission

15 Members: Pursuant to *Ordinances 12822 and 120345 and SMC 3.14.545*, [all] members subject to City Council confirmation, [14 [ have 2-year terms, (1) Get Engage Member has 1 year term:

- 7 City Council-appointed
- 8 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F	6	1.	Member	Maya Babla Appiah	2/1/17	1/31/19	1	Council
1	F	6	2.	Member	Jessica Yu	2/1/17	1/31/19	1	Council
2	F	1	3.	Member	Medhanit A. Abebe	2/1/17	1/31/19	1	Mayor
3	F	1	4.	Member	Jeniffer Calleja	2/1/17	1/31/19	2	Mayor
1	F	7	5.	Member	Shelani Vanniasinkam	8/1/17	7/31/19	1	Council
3	M	5	6.	Member	Luis Ortega	8/1/17	7/31/19	2	Mayor
3	F	3	7.	Member	Marilena Morales	8/1/17	7/31/19	2	Mayor
8	F	4	8.	Member	Naheed Aaftaab	2/1/18	1/31/20	1	Council
3	F	5	9.	Member	Maria Zepeda Flores	2/1/18	1/31/20	1	Council
2	F	2	10.	Member	Farhiya Mohamed	2/1/18	1/31/20	2	Mayor
5	M	3	11.	Member	Eric Holzapfel	2/1/18	1/31/20	1	Mayor
3	F	5	12.	Member	Vanesa Gutierrez	8/1/18	1/31/20	1	Council
1	F	7	13.	Member	Riddhi Mukhopadhyay	8/1/18	7/31/20	2	Mayor
9	F	2	14.	Member	Ankita Patel	8/1/18	1/31/20	1	Council
1	M	2	15.	Get Engaged Member	Johnson Nguyen	9/1/18	8/31/19	1	Mayor

## SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other (Specification Optional)	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor	3	5			2	2	4											
Council	0	7			3		2								1		1	
Other																		
<b>Total</b>	<b>3</b>	<b>12</b>			<b>5</b>	<b>2</b>	<b>6</b>								<b>1</b>		<b>1</b>	

## Key:

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