

Jennifer A. Greenlee
Jennifer.Greenlee@Seattle.gov
206-233-7118

SKILLS:

Legal Analysis
Negotiation/Facilitation/Mediation
Presentation/Training
Supervision/Management/Leadership
Investigation/Interviewing
Equal Employment Opportunity/Diversity
Human Resources/Employee Relations

LICENSES/CERTIFICATIONS:

Senior Certified Professional, Society for Human Resources Management, 2015.

Certified Professional, International Public Management Association for Human Resources, 2012.

Senior Professional in Human Resources, Human Resources Certification Institute, 2010.

Licensed Attorney, Washington State Bar Association, 1997.

VOLUNTEER/CIVIC INVOLVEMENT:

Board Member, Seattle Management Association, 2014.

Member/Graduate, Leadership Tomorrow, Class of 2014.

WSBA Representative July 2012 – Present, Civil Legal Aid Oversight Committee, Vice-Chair 2014. CLAOC Representative, Advisory Committee, Equal Justice Leadership Development Academy, 2012 – Present.

Mediator, Seattle Federal Executive Board, 2014 – Present.

Mediator/2014 Practicum Graduate, Inter-Local Conflict Resolution Group, King County Office of Alternative Dispute Resolution.

Jennifer Greenlee Resume

EMPLOYMENT:

February 2012 – Present, Executive Director
City of Seattle Civil Service Commissions, 700 5th Ave, PO Box 94729 Seattle, WA 98124.
206-233-7118

October 2008 – February 2012, Employee Relations Advisor
Seattle City Light, 700 5th Ave, PO Box 34023, Seattle, WA 98124.
206-684-3000

June 2006 – October 2008, Operations Manager,
WA State Human Rights Commission, 711 S. Capitol Way, Suite 402, Olympia, WA 98504.
800-233-3247.

August 2005 – May 2006, Housing Unit Supervisor,
WA State Human Rights Commission, 711 S. Capitol Way, Suite 402, Olympia, WA 98504.
800-233-3247.

March 2003- August 2005, Civil Rights Analyst,
City of Seattle Office for Civil Rights, 700 3rd Ave, Suite 250, Seattle, WA 98104.
206-684-4500.

March 2001- March 2003, Equal Opportunity Compliance Investigator 2,
WA State Human Rights Commission, 711 S. Capitol Way, Suite 402, Olympia, WA 98504.
800-233-3247.

January 1998 – March 2001, Support Enforcement Officer 1, 2, 3,
Department of Social & Health Services/Division of Child Support,
500 1st Ave South, Seattle, WA 98104.
206-341-7000.

EDUCATION:

University of Washington School of Law
Seattle, Washington
Juris Doctor, June 1997

Seattle University
Seattle, Washington
Bachelor of Science, Psychology, March 1992, Magna Cum Laude

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PRESENTOR/TRAINER:

Coach, King County Supervisor/Conflict Resolution Training, 2013-2014.
Civil Service Overview, City of Seattle, New Employee/New Supervisor Orientations, 2012-2013.
EEO/ADA/FML Employee and Management Training, Seattle City Light, 2009-2012.
Snohomish/Island County Landlord/Tenant Seminars, Fall 2005, Spring/Fall 2006, Spring/Fall 2007
Tacoma Fair Housing Conference, Building the Foundation for Fair Housing, April 2007
Fair Housing Presentation for Coast Real Estate, November 2006
Make Your Workplace Discrimination Free for City Supervisors and Managers, April 2004
Fair Housing Workshop for Rental Housing Association of Puget Sound, March 2004
Fair Housing Presentation for ReMax Real Estate, January 2004
TRENDS Rental Housing Management Conference, 2003 & 2005
HUD sponsored Quarterly Fair Housing Training, 2002-2006
EEOC Technical Assistance Program Seminar, August 2003
HUD Harvesting Hope for Our Communities Conference, August 2003