



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Pauline Isidro Alvarado</i>		
Board/Commission Name: <i>Seattle Human Rights Commission</i>		Position Title: <i>Get Engaged Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		Term of Office: <i>9/1/16 to 8/31/17</i>
Residential Neighborhood: <i>North Beacon Hill</i>	Zip Code: <i>98144</i>	Contact Phone No.: <i>N/A</i>
Legislated Authority: <i>SMC 3.14.920, 3.51.010</i>		
Background: Pauline is a former organizer with SEIU 775, where she specialized in engaging & translating Filipino & Tagalog-speaking union members. She currently works for the Council of State Governments Justice Center as the Operations Coordinator. In 2011, she was a fellow for LA's New Leaders Council Institute, and their READY to LEAD Program (focused on new American leaders & immigrant rights). Since moving to Seattle 4 years ago, she has volunteered with InterimCDA, SCIDpda, ReWA, Got Green, & API Chaya. Her experience with stakeholder engagement, and operations would make her a valuable addition to the Human Rights Commission.		
Date of Appointment: <i>7/29/16</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Edward B. Murray</i> <i>Mayor of Seattle</i>

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CITY OF SEATTLE
2016 AUG 26 PM 1:59
CITY CLERK

PAULINE ISIDRO ALVARADO

EDUCATION, HONORS, AND LEADERSHIP

University of California, Berkeley / 2006-2009

Bachelor of Arts in Mass Communications with a French Minor

California Governor's Scholarship, UC Berkeley in Washington, DC Program (UCDC), Academic Senate Committee Representative

Communications Director / Cal Alumni Club of Puget Sound / 2013-present

Founding Board Member and Communications Director / New Leaders Council Orange County / 2011-2014

READY TO LEAD Program / New American Leaders Project & Coalition for Humane and Immigrant Rights of Los Angeles / 2012

Certificate of Commendation (Local Leadership) / City of Los Angeles / 2012

New Leaders Council Institute Fellow / 2011

PROFESSIONAL EXPERIENCE

Council of State Governments Justice Center

Operations Coordinator, State Initiatives / Seattle, Washington / 2013-present

- Coordinated day-to-day operations to support policy staff and senior management in multiple offices and states with logistics, Federal funding compliance, new employee onboarding and training, innovating and scaling operations processes for division that grew 200% in the past 2 years, project management for large meetings and special projects
- Analyzed and reported monthly financial statements, staff lobbying expenditures and reporting, and accounts payable activity for monthly management check-ins with the Department of Justice's Bureau of Justice Assistance and Pew Charitable Trusts
- Specialized in creating processes, designing/testing, and evangelizing Department of Justice reporting systems and organization-wide information systems (multirelational database and project management software)
- Liaised with and supported executive and senior management team, elected officials, state agency leadership and consultants
- Provided assistance for special projects for all divisions, specifically data-visualization related graphics and presentations for White House, Capitol Hill, and state/local legislative briefs, publications shown on a national scale approved and supported by the DOJ and Pew Charitable Trusts

SEIU Healthcare 775NW

Labor Relations / Southwest Washington Region / August-December 2012

- Managed all union activity in 8 mid-to-high occupancy nursing homes: investigative interviews, union rights education, labor management committees, research of employee compensation and status
- Familiarized with 8 different collective bargaining agreements, company policy and NLRB statutes to address inquiries from union members and company administration and preparing for disciplinary meetings and grievances
- In less than 4 months, recruited and trained nine union stewards in historically dormant facilities and built bargaining teams that more than doubled from previous sessions
- Specialized in engaging and translating Filipino and Tagalog-speaking union members

Service Employees International Union (Headquarters)

Organizer / Washington, District of Columbia / January 2011-2012

- Completed intensive training in union, political, and community organizing campaigns working with a diverse union staff, constituents, and communities in 4 states specializing in immigrant and low-income communities
- Executed large scale field operations strategy with quick turnaround time and concurrent events: staff management, creation of campaign messaging, logistics, and constituent targeting using data

The National Opera

Placido Domingo Finance Apprentice / Washington, District of Columbia / September-December 2009

- Prepared thousands of general ledger entries for annual audit and assisted auditors in navigating the files
- Instituted expense analysis, distribution of administrative expenses and credit card reimbursement in accordance with budget
- Tracked and entered daily fund transfers between operating, money market, AP and payroll accounts on accounting software

VC Privé, LLC

Administrator and Special Projects Assistant / San Francisco, California / January 2007-2009

- Implemented administrative duties in a boutique investment bank specializing in alternative asset funds: created operational processes and workflows, install/troubleshoot printer networks, developed branding (website coding, designed collaterals)
- Handled bookkeeping duties: including invoices, payroll, expense reports/reimbursements, monthly company reports, and yearly tax preparation
- Assisted Managing Director to in financial analysis: scrutinized private placement memoranda, assisted client-relationship functions, created research database comparing hundreds of venture capital, hedge, and private equity funds

SKILLS

Language / English (fluent), Tagalog (fluent), French (proficient), Spanish (elementary)

Software / Microsoft Office Suite, Adobe Creative Suite, Adobe Acrobat Pro, Microsoft Dynamics SL, Tessitura, QuickBooks, Lexis, Survey Monkey, HTML/CSS, WordPress, Concur, Salsa Labs, Voter Activation Network (VAN), Fluxx, Asana, MailChimp, Wordpress

Seattle Human Rights Commission

AUGUST 2016

16 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, 2-year terms:

- 7 City Council-appointed
- 8 Mayor-appointed
- 1 Other Appointing Authority-appointed: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F		1.	Member	Amy Garyuam Huang	7/23/16	7/22/18	2	Mayor
6	F		2.	Member	Sarah Bishop	7/23/16	7/22/18	2	Mayor
			3.	Member	Alice Serko	7/23/16	7/22/18	1	Mayor
1	F		4.	Member	Margaret Babayan	7/23/15	7/22/17	1	Mayor
6	F		5.	Member	Ashley Miller	7/23/16	7/22/18	2	Mayor
			6.	Member	Jonathan Nichols	7/23/15	7/22/17	1	Mayor
6	F		7.	Member	Edlira Kuka	7/23/15	7/22/17	1	Mayor
2	M		8.	Member	Marcel Baugh	7/23/16	7/22/18	1	City Council
9	M		9.	Member	Jeremy Wood	7/23/16	7/22/18	1	City Council
6	F		10.	Member	Danielle Marie Wallace	7/23/16	7/22/18	2	City Council
6	M		11.	Member	William James Dow	7/23/15	7/22/17	1	City Council
2	M		12.	Member	Fekadu A. Shibeshi	7/23/15	7/22/17	1	City Council
3	F		13.	Member	Tammy J. Morales	7/23/15	7/22/17	1	City Council
6	F		14.	Member	Lara Catherine Diaconu	7/23/15	7/22/17	1	City Council
			15.	Member	Yasmin Christopher	7/23/16	7/22/18	1	Commission
2	F		16.	Get Engaged	Pauline Isidro Alvarado	9/1/16	8/31/17	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	0	6			3	0	0	0	0	3	0	0	0
Council	4	3			0	2	1	0	0	3	0	0	1
Comm	0	0			0	0	0	0	0	0	0	0	0
Total	4	9			3	2	1	0	0	6	0	0	1

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

Diversity information is self-identified and is voluntary.