
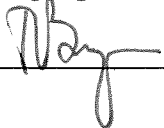




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Natalie Curtis</i>		
Board/Commission Name: <i>Community Involvement Commission</i>		Position Title: <i>District 3 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 checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		Term of Office: <i>6/1/2017-5/31/2018</i>
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: <i>98102</i>	Contact Phone No.: 
Legislated Authority: <i>Ordinance 125192</i>		
Background: Natalie Curtis relocated from Texas to Washington 6 years ago and being an African American woman from the South she was amazed at how just being accessible a higher quality of life can create such positive changes all around. She wholeheartedly believes that everyone should enjoy where they live and give back to the community as much as possible. 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. Currently she is pursuing her masters in Non-Profit Leadership at Seattle University and hoping to use that leverage to help the other organizations she volunteers for. She feels like there should always be representation at the table for those that cannot be present. During her free time she is the Vice President of the Capitol Hill Community Council, HALA Community Focus Groups representative, Community Impact Advisor for a non-profit helping unrepresented minorities in STEM related careers, and helps minority girls feel empowered in their daily lives through mentor-ships. She believes she adds a unique, well-needed perspective about the changes shaping the community and what it takes to preserve its spirit.		
Date of Appointment: <i>6/1/2017</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Council Member Tim Burgess</i>



Natalie Curtis

January 2017-Present

Fred Hutchinson Cancer Research Center
Global Oncology Program Manager

Seattle, WA

- 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
- Coordinate meetings and events, including agenda preparation, conference room reservations, AV and IT preparation, and catering as relevant
- Organizing, prioritizing and appropriately handle time-sensitive, confidential information while ensuring action/attention required is addressed
- Develop and maintain system for electronic storage and retrieval of documents
- Ensure expense reimbursement and credit card reconciliation
- Facilitate signatures on documents and letters as required
- Maintain and update Faculty CVs, as time allows and as requested/ track publications and update citations
- Assist with the development of administrative assistant/support standards and systems
- Support the Global Oncology program in new faculty recruitments, in coordination with the VIDD Faculty Affairs Office. Coordinate and ensure smooth faculty recruit visits.
- Coordinate VIDD Affiliate Faculty appointment packets. Manage the Program's Faculty Affiliate pool to include requests, renewals, and off-boarding as necessary.
- 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 - 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/Office Assistant

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.

2002-2008 – Various Positions:

- | | | |
|--------------------------------|----------------------------------------------|--------------------------|
| • Orthopedic Associates | <i>Front Office Specialist</i> | Denton, TX |
| • Nelson Center | <i>Resident Counselor/ Para-professional</i> | Denton, TX |
| • Hospice | <i>Health Caregiver</i> | Grand Prairie, TX |
| • Express Personnel | <i>Client Services Assistant</i> | Denton, TX |
| • MHMR | <i>Program Assistant</i> | Denton, TX |

SKILLS

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

EDUCATION

University of North Texas BAAS (Bachelor of Applied Arts & Sciences) August 2010

Major: Rehabilitation Studies Minor: Substance Abuse

Seattle University Master's in Non-Profit Leadership Fall 2016-Summer 2018

VOLUNTEER

Capitol Hill Community Council Vice President 2013- Present

HERE Seattle Community Impact Advisor 2015-Present

Other various charities and programs as well.

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 Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
3	F	1	1.	District 1 Member	Jeniffer Calleja	6/1/2017	5/31/2018	1	Council
2	F	2	2.	District 2 Member	Thais Marbles	6/1/2017	5/31/2019	1	Council
2	F	3	3.	District 3 Member	Natalie Curtis	6/1/2017	5/31/2018	1	Council
9	F	4	4.	District 4 Member	Alison Turner	6/1/2017	5/31/2019	1	Council
9	M	5	5.	District 5 Member	Mark Mendez	6/1/2017	5/31/2018	1	Council
6	M	6	6.	District 6 Member	Ben Mitchell	6/1/2017	5/31/2019	1	Council
9	F	7	7.	District 7 Member	Patricia Akiyama	6/1/2017	5/31/2018	1	Council
1	F	2	8.	At-Large Member	Hoai (Julie) Pham	6/1/2017	5/31/2019	1	Mayor
6	F	3	9.	At-Large Member	Alex C. Hudson	6/1/2017	5/31/2018	1	Mayor
9	F	1	10.	At-Large Member	Jenna Franklin	6/1/2017	5/31/2019	1	Mayor
2	M	7	11.	At-Large Member	Bereket Kiros	6/1/2017	5/31/2018	1	Mayor
1	F	7	12.	At-Large Member	Emily Kim	6/1/2017	5/31/2019	1	Mayor
5	O	2	13.	At-Large Member	Sonja Basha	6/1/2017	5/31/2018	1	Mayor
			14.	Get Engaged Member	Vacant	9/1/17	8/31/18		Mayor
			15.	At-Large Member	Vacant				Commission
			16.	At-Large Member	Vacant				Commission

SELF-IDENTIFIED DIVERSITY CHART

SELF-IDENTIFIED DIVERSITY CHART					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Other	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	1	4		1	2	1			1	1			1
Council	2	5				2	1			1			3
Other													
Total	3	9		1	2	3	1		1	2			4

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M = Male, F= Female, T= Transgender, U= Unknown, O= Other

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.