




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Vanessa C. Villalobos		
Board/Commission Name: Seattle Arts Commission		Position Title: Member
<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: Fill in appointing authority	Date Appointed: 2/12/2021	Term of Position: * 1/1/2021 to 12/31/2022 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: West Seattle	Zip Code: 98126	Contact Phone No.: [REDACTED]
Background: Vanessa C. Villalobos is an experienced and professional choreographer/dancer, arts administrator educator, consultant/coach and founder of Balorico Dance, since 2009. Originally from Peru, she has produced hundreds of traditional, Latin and contemporary solo and group performances with a range of local, regional, and international companies like The Seventh Principle dance company-New Jersey, ellen stokes shadle/DanceWorks-New York, Cecilia Bracamonte touring ballet-Peru/U.S.A., and worked with director of photography/engineer Richard Reiss to create VANICH Multimedia-New York. Throughout her career, Vanessa has balanced art creation with leadership roles such as achieving the competitive Studio Manager position at the American Ballroom Dance Studio in NY and prior, working as Marketing Director of the contemporary dance studio, Dance Forum-NY. Her training is in Ballroom Theatre Arts, International Latin/Standard, Capoeira, Peruvian folk dance and is a certified instructor in American Rhythm & Smooth ballroom dance. Film credits include Walt Disney's Enchanted and MadHot Ballroom. Her performance, instruction and consulting services empower adult and youth communities to use dance as a leadership tool and healing practice. Ms. Villalobos received dual University of Washington degrees in Theater/Dance, earned a certificate in Economics from the Henry George School of Economics and completed a Masters Degree in Arts Leadership from Seattle University, with a thesis entitled "Philanthropy that is Socially Just: A Racial Wealth Gap Challenge." She was recognized for leadership and advocacy by the Center for the Study of Justice in Society with a scholarship from Independent Sector while at Seattle University. She has influenced arts funding by serving as a grant panelist for the Washington State Arts Commission, 4 Culture and the City of Seattle Office of Arts & Culture. Vanessa is a board member of La Sala, a Latinx multi-disciplinary artist network, has served on the Dance Educators Association of Washington for five years, and is part of the 501 Commons' Executive Service Corps Leadership Council in Seattle.		
Authorizing Signature (original signature): 		Appointing Signatory: Tammy Morales Council Member, Seattle City Council

VANESSA C. VILLALOBOS

• Bilingual • Masters in Non-Profit Administration

PROFESSIONAL SUMMARY

Experienced program and brand administrator with a motivational community-engagement approach to cultivating business relationships. Adept at leveraging industry research, strategic planning with organizational management to deliver projects on time and within budget.

SKILLS

- Administrative, Director
- Tech Skills: Skype for Business, Outlook, Microsoft suite (Teams, Word, Excel, Access, PowerPoint), Zoom-conference facilitation/host/presenter, Go To Meeting, Blue Jeans, Outlook, Ariba, Intuit, Salesforce, Basecamp, Blogspot, Constant Contact, Workday and SharePoint
- Financial management-forecasting, budgeting, reporting
- Marketing strategy, content creator
- Public speaker, Virtual Presenter/Facilitator/Host
- Data analysis, reporting
- Relationship-building, fundraising strategy planning
- Product development, Relationship management
- Employee communications
- Leadership
- Teambuilding
- Language proficiency, Spanish, translator
- Consultant, Organizational, Ambassador for small business
- Procurement, solicitation, closing
- Contract negotiation

EXPERIENCE

Contractor / Owner

Balorico LLC - Seattle, WA

07/2009 - Current

- Founded and managed Arts business, securing repeat clientele yearly, raising revenue by 25% with boutique program, by the end of the second year
- Reduced budgetary expenditures by effectively negotiating contracts for more advantageous terms.
- Financial management includes budget planning, forecasting and reporting.
- Stayed current with dance/arts market trends to capitalize on emerging opportunities. (i.e. artist residencies, procurement services and guest teaching) Sample clients: Seattle Youth Symphony Orchestras, Seattle Amistad School, Seattle Theatre Group, the Lake Washington School District, Pacific NW Ballet, NARAL Pro-Choice and Washington Nonprofits.
- Digital media content creation for all marketing collateral and publicity

Administrative Specialist

UW Department of Medicine, Assistant to CFO Czarina Francisco and Associate Chair, W. Conrad

Liles, MD, PhD - Seattle, WA

01/2020 – present

- Manage a complex workload independently and effectively prioritizing varied departmental needs connected to various UW Medicine divisions
- Respond to various special project needs with prioritization to deliverables and timelines
- Maintain and develop tracking systems for best use of data on MS Sharepoint, excel and use of Ariba software

Training Logistics Coordinator

UW Medicine - C.I.S. Education - Seattle, WA

07/2020 - 10/2020

- Delivered virtual manager fairs by hosting informational presentations to Clinicians, Providers and department Managers across four University network Hospitals, Neighborhood medical clinics and Seattle Cancer Care Alliance satellite clinics
- Assigned over 15,000 course assignments in EPIC (Electronic Health Records Chronicle) training courses in collaboration with principle trainers
- Monitored training updates across 17 virtual learning applications that impacted final editing of course assignments (i.e. Obstetrics, Transplant, Oncology, Patient Access/Movement, Hospital Billing, Emergency Department and Lab Technicians training).
- Ensured security setting assignments were in line with Technology application guidelines provided by developers
- Maintained excellent collegial relationships and supported new team members with resource access during their onboarding

Project Coordinator

UW Medicine - Earned Revenue Cycle - Seattle , WA

12/2019 - 02/2020

- Recruited for interim executive administrative project support to three administrative officers completing work in data analysis budget reporting and executive calendar scheduling
- Successfully engaged staff members across 5 Financial departments for Communications' special project, including back-end support for 800 employee campus conference
- Confidential handling of patient data including review and synthesis weekly reports to aide executive officer's decisions
- Planned and arranged meetings with partner organizations and individuals, enabling all parties to meet and discuss project progress.
- Built strong relationships with internal and external management resulting in the smooth flow of daily office management

Volunteer Consultant

Khambatta Dance Co & 501 Commons - Seattle, WA

01/2018 - 01/2019

- Planning consultant for independent dance artists and achieved creating a 12-month capacity building plan targeting career development and growth projections.
- Leadership coaching, resource management and created communications plan.

Management Consultant

Bad Boyz Painting & General Contractors LLC - Seattle, WA

05/2017 - 01/2018

- Managed the company's administrative office during leadership transition period.
- Evaluated diverse organizational systems to identify workflow, communication and resource utilization issues.
- Produced detailed and relevant reports for use in making business decisions.
- Helped develop proactive and successful business policies to meet changing demands and economic stressors
- Improved the quality of bid submissions resulting in a 50% increase in secured contract deals, including updating work portfolios, ensuring 100% compliance with construction safety standards and local city and county regulation
- Improved sustainability during the company's 9-month business transition by negotiated repayment of all outstanding debt (city, county and state) working with C.P.A., insurance officers, bank representatives and executive leader

Volunteer Planning Consultant

501 Commons - Seattle, WA

01/2016 - 10/2017

- Worked with 4-person organizational leadership team and 1 attorney to understand needs and provide capacity building plan that suit objectives and goals
- Produced a 2-year organizational plan with implementation recommendations

Volunteer Planning Consultant

501 Commons - Seattle, WA

01/2015 - 01/2016

- Orchestrated the organizational planning for mid-size environmental nonprofit organization with 4-person executive leadership team and one Fundraising expert
- Increased client confidence in their ability to raise funds by providing learning material and facilitating discussion around building a "culture of philanthropy" through operational workflows and communications strategies
- Completed an 18-month capacity building plan including a Fundraising case statement, Development plan and steps to aide in the organization's projected leadership transition

Executive Assistant & Lead Sales Associate

Oro-Design - Seattle, WA

02/2011 - 08/2012

- Cultivated 150 national client portfolio using Salesforce software Successful with financial oversight resulting in creating a more efficient billing system, focused on closing Accounts Receivables gaps, resulting in improved monthly cash flow and more accurate forecasting.
- Secured 60 new client prospects for mini-bar product development business within first 9 months of sales assignment, resulting in a 10% increase in overall company profits by end of first year.

Manager and Instructor

The American Ballroom Dance Studio - New York, NY

09/2005 - 12/2008

- Administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives for a hybrid non-profit and commercial arts organization partnership.
- Led and supported a staff of 11 and 40+ volunteers with program delivery training and client cultivation events targeting a diverse New York city clientele spanning multi-lingual audiences and multi-generational dance participants
- Developed and maintained relationships with 650+ customers and suppliers through continual communication and inventive, fun dance learning programming throughout the years.
- Evaluated employees' and volunteer's strengths and assigned tasks and professional development training based upon experience and training.
- Delivered feedback to decision-makers regarding employee performance and training needs.
- Propelled continuous improvements and strategically capitalized on current arts market trends, resulting in progressive responsibility and pay over three solid years

Marketing Director

Dance Forum-NY - New York, NY

01/2001 - 08/2003

- Built, implemented and enhanced local and international marketing initiatives to maximize outreach and sales of dancer re/training modality product, called BodiBalance TM
- Devised and deployed marketing plans with effective social media, press junkets, newspaper and radio campaign strategies.
- Facilitated communications between Artistic Director, Executive Director and Education Program Manager to address implementation of communications strategy
- Secured philanthropic support working with executive director, resulted in a 15% increase in sponsorships and pledges by making adjustments to the Messaging Platform and Outreach plans aligned with segmented audiences
- Collaborative work with Development Consultant on fundraising strategy planning leading to increased in-kind donations from solicitation work, saving 28% on expenses

EDUCATION

Master of Arts: Non-Profit Management

Seattle University - Seattle

06/2014

Bachelor of Arts: Theatre and Dance

University of Washington - Seattle

06/2000

Certificate Program

Henry George School of Economics - New York, NY

12/2008

PROFESSIONAL DEVELOPMENT

- Covid 19 Contact Tracing, Coursera (in progress), November 2020.
- Circle Process, facilitation training with a focus on conflict resolution and managing intercultural teams, Dr. Pamela Taylor, August 2019.
- The ABC's of Diversity & Inclusion: An action-oriented workshop on Intercultural Organizational Development by Phyllis Braxton & Beth Zemsky, Independent Sector, November 2014.
- Teaching Racial Justice Across the Curriculum: Developing and Using a Critical Racial Justice Mindset. Full day workshop by Dr. Heather Hackman, October 2014.
- Immigrant/Refugee Integration: Successful Strategies for Welcoming our New Americans, Renton Council member Greg Taylor, June 2014.
- Cracking the Codes 2 Day Seminar: Understanding the System of Racial Inequity, Dr. Shakti Butler, March 2013.

COMMUNITY SERVICE & AFFILIATIONS

Covid-19 Community Response Alliance, Advocacy committee, 2020

501 Commons Executive Service Corps, Leadership Council advisor, 2019-2020

La Sala, a Latino artist network of multi-disciplinary artists, Board member, 2016-present

Advancement NW/A.F.P. National Philanthropy Day Planning Committee, 2014-2016

Center for the Study of Justice in Society at Seattle University, Technical support & Event Planning partner, 2012- 2014

Dance Educator's Association of Washington, Board member/Treasurer, 2010-2015

Seattle Arts Commission Roster

16 Members: Pursuant to *ordinance 121006*, all members subject to City Council confirmation, 2-year terms (Get-Engaged member serves a 1-year term):

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Commission-appointed
- 1 Get-Engaged

Roster as of 12/31/2020

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
2	M	1	1.	At-Large	Yeggy Michael	01/01/20	12/31/21	1 st	City Council
2	M	3	2.	At-Large	Quinton I. Morris	01/01/21	12/31/22	3 rd	City Council
3	F	1	3.	At-Large	Vanessa C. Villalobos	01/01/21	12/31/22	1 st	City Council
1	F	2	4.	At-Large	Cassie Chinn	01/01/20	12/31/21	3 rd	City Council
2	F	1	5.	At-Large	Dawn Chirwa	01/01/20	12/31/21	3 rd	City Council
U	F	3	6.	At-Large	Chieko Phillips	01/01/20	12/31/21	2 nd	City Council
1	O	2	7.	At-Large	Vivian Hua	01/01/20	12/31/21	1 st	City Council
6	M	3	8.	At-Large	Steven Galatro	01/01/20	12/31/21	3 rd	Commission
6	F	6	9.	At-Large	Sarah Wilke	01/01/21	12/31/22	3 rd	Mayor
			10.	At-Large		01/01/21	12/31/22	1 st	Mayor
6	F	3	11.	At-Large	Kayla DeMonte	01/01/20	12/31/21	1 st	Mayor
2	M	1	12.	At-Large	James Miles	01/01/21	12/31/22	2 nd	Mayor
6	F	2	13.	At-Large	Holly Jacobson	01/01/20	12/31/21	1 st	Mayor
9	F	3	14.	At-Large	Mikhael Mei Williams	01/01/21	12/31/22	2 nd	Mayor
			15.	At-Large		01/01/21	12/31/22	1 st	Mayor
2	F	1	16.	Get-Engaged	Racquel West	09/01/20	8/31/21	One	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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

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.