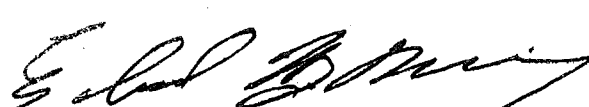




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Daniela Lopez</i>		
Board/Commission Name: <i>Seattle Renters' Commission</i>		Position Title: <i>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>Fill in appointing authority</i>	Date Appointed: <i>7/20/2017</i>	Term of Position: * <i>3/1/2017</i> to <i>2/28/2019</i>
Residential Neighborhood: <i>Fremont</i>	Zip Code: <i>98103</i>	Contact Phone No.:
Background: <i>My name is Daniela Lopez, I live in Fremont and work in the Westlake neighborhood as a contract law paralegal. Prior to entering the legal field, I managed and directed several small businesses in Seattle and Fresno, where I worked full time while completing my degree in English Literature and Mass Communication & Journalism at California State University, Fresno. I have lived in Seattle for more than five years and have personally benefited from Seattle's Multifamily Property Tax Exemption (MFTE) geared to support mixed-income tenancy in new residential developments. At a time when my options were very limited, this program made it possible for me to continue to live in the city, in a safe and vibrant community. My continued Seattle residency supported my efforts to seek new opportunities for professional and personal growth. This experience has shown me the importance of equitable access to affordable housing and the impact this has on the people of Seattle. My personal experience, as well as my love and admiration for public service, makes me excited to begin working with the Seattle Renter's Commission.</i>		
Authorizing Signature (original signature): 		Appointing Signatory: <i>Edward B. Murray</i> Mayor of Seattle

FILED
 CITY OF SEATTLE
 2017 JUL 32 AM 10:54
 CITY CLERK

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

Daniela Lopez

Experience

Apr. 2016 – Present

Martin Davis PLLC

Seattle, WA

Paralegal/Project Manager

- Draft and edit Unit Purchase Agreements, Operating Agreements, Promissory Notes, Amendments to Governing Articles, and file with appropriate third party vendors or government agencies.
- File all necessary applications for LLC formation and subsequent corporate reporting with the Washington State Business Licensing Service, Washington State Department of Revenue, Washington State Labor & Industries Department, local municipalities, and Internal Revenue Service.
- Process firm's accounts payable and receivable, track firm's expenses, and manage bank accounts using QuickBooks and Excel software.
- Track private equity investments in startup and financier operations.
- Acting liaison between banking partners and current client base to ensure adequate banking from company inception.
- Draft, proofread, and edit firm's press releases.
- Maintain company document database.
- Update company web site.

Aug. 2014 – Apr. 2016 Law Office of Jason Newcombe Seattle, WA

Paralegal

- Oversee scheduling of all initial client appointments and court hearings for criminal defense and bankruptcy practices in Practice Master.
- Gather bankruptcy client documents, draft, and file petitions using Best Case software.
- Manage 4002 document gathering and submission for 10-20 pre-341 bankruptcy cases.
- Oversee ECF Daily Summary events for 300-plus open bankruptcy cases thereby providing support for attorney in prioritizing problem cases and concerns.
- Draft, file, and monitor Notice of Appearances, Discovery Demands, hearing scheduling and continuations for 20-40 traffic cases in six different counties.
- Efficiently resolve garnishment refund, title release, mortgage matters, miscellaneous issues between creditor and debtor.
- Streamline communication between attorneys, clients, and third parties for bankruptcy, criminal defense, and traffic law practices.
- Monitor billing for bankruptcy and criminal defense practices using QuickBooks software.
- Assist all practices in Spanish translation and interpretation.

Mar. 2012 – Sept. 2014 Ananya Spa Seattle Seattle, WA

Spa Manager

- Oversee scheduling for owner, staff members, and clients.
- Manage inventory purchases, sales, and back-bar usage.
- Supervise client relations, problem resolution, and retention.
- Lead front desk training and administration.
- Manage and continuously update Web site using WordPress.

May 2008 – Oct. 2011 Zena's Day Spa Fresno, CA

Spa Director

- Maintained inventory and ordered necessary supplies, retail items, and equipment.
- Oversaw all client matters including inquiries and complaints.
- Created payroll reports on bi-monthly basis.
- Managed staff of 20 service technicians and receptionists.
- Promoted overall quality of environment and service.

Jun. 2006 – Mar. 2008 Serene Wellness Spa Fresno, CA

Administrative Manager

- Managed front desk and headed customer service matters.
- Increased administrative efficiency by creating new record keeping procedures.
- Monitored schedules, appointments and clients for team of 10 or more technicians.
- Provided creative promotional advertising assistance.

Jan. 2009 – Dec. 2009 The Collegian at Fresno State Fresno, CA

Opinion Editor/ Columnist

- Oversaw general layout and content of page using InDesign software.
- Assigned stories and story ideas to team of staff writers.
- Wrote weekly columns on social and political matters.

Skills

Strong and effective writer and verbal communicator.
Bilingual in English and Spanish, verbal and written.
Confident leader in managerial positions.
Extensive staff management and training experience.

Education

2013 – 2014 University of Washington Seattle, WA
Paralegal Certification.

2005 – 2010 California State University, Fresno Fresno, CA
• Awarded double major B.A. in English, Literature option and Mass Communication and Journalism, Advertising option.

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, all members subject to City Council confirmation, one-and-two year terms for initial round of appointments, two-year terms thereafter:

- 6 City Council-appointed
- 7 Mayor-appointed (one Get-Engaged Member)
- 2 Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	NB	1	1.	Member	Jessie Jacobs	3/1/17	2/28/18	1	Council
3	M	6	2.	Member	Michael Padilla Ocampo	3/1/17	2/28/19	1	Council
6	F	4	3.	Member	Jessica Westgren	3/1/17	2/28/18	1	Council
2	M	2	4.	Member	Clifford C. Cawthon	3/1/17	2/28/19	1	Council
1	NB	3	5.	Member	Laurie Rocello Torres	3/1/17	2/28/18	1	Council
9	M	7	6.	Member	L. Curtis Blankinship	3/1/17	2/28/19	1	Council
2	F	2	7.	Member	Beverly Aarons	3/1/17	2/28/18	1	Mayor
6	T	7	8.	Member	S.H "Jack" Barker	3/1/17	2/28/19	1	Mayor
2	F	4	9.	Member	Sherry Collier	3/1/17	2/28/18	1	Mayor
3	F	6	10.	Member	Daniela Lopez	3/1/17	2/28/19	1	Mayor
2	M	3	11.	Member	David W. Mooney	3/1/17	2/28/18	1	Mayor
9	NB	3	12.	Member	Christiana ObeySumner	3/1/17	2/28/19	1	Mayor
			13.	Member		3/1/17	2/28/18	1	Commission
			14.	Member		3/1/17	2/28/19	1	Commission
			15.	Get Engaged Member		9/1/17	8/31/18	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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

Key:

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

Diversity information is self-identified and is voluntary.