



## City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Julie Chu</i>		
<b>Board/Commission Name:</b> <i>Seattle Women's Commission</i>		<b>Position Title:</b> <i>Member</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>		<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Seattle Women's Commission</i>		<b>Term of Position: *</b> <i>7/2/2023 to 7/1/2025</i> <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> <i>West Seattle</i>	<b>Zip Code:</b> <i>98102</i>	<b>Contact Phone No.:</b> <i>Business phone # - NOT personal phone #</i>
<b>Background:</b> <p>Julie has gained enough life and work experience that she feels she can voice out and give impartial advice to things related to people. She has over 10 years of work experience and worked for a couple of non-profits. She hopes she can bring a positive change to the community by joining the Seattle Women's Commission and joining forces with other women to do this work in the community by engaging and listening to what they have to say.</p>		
<b>Authorizing Signature (original signature):</b>  <i>Krystal Guerrero</i>  <b>Date Signed (appointed): 2/14/2025</b>		<b>Appointing Signatory:</b> <i>Krystal Guerrero, Co-Chair</i> <i>Seattle Women's Commission</i>

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

# Julie Chu

## EXPERIENCE

---

Administrative and HR Coordinator ITC Management Group	12/2021- 11/2024 Seattle, WA
<ul style="list-style-type: none"><li>• Facilitate remote meetings with advanced video conferencing platforms and collaboration software.</li><li>• Carried out onboarding, background check and other new hire documentation work</li><li>• Office administration work like restocking, billing, employee data input</li><li>• Utilize data analytics tools to generate insightful reports for management decision-making.</li><li>• Billing of customers and data input in system with high accuracy in Workday and ADP <a href="#">?</a> Adapt to new software and tools through continuous learning and professional development.</li><li>• Manage vendor relationships and negotiate contracts using strategic communication skills. <a href="#">?</a> Develop and implement office policies to enhance operational efficiency and compliance.</li></ul>	
Assistant Property Manager Seattle Housing Authority	02/2021 – 11/2021 Seattle WA
<ul style="list-style-type: none"><li>• Worked with clients on ADA cases</li><li>• Training clients on compliance</li><li>• Built relationship with tenants and partnership with resources providers</li><li>• Report the property's financial status, occupancy and property condition to management</li><li>• Meet potential tenants and screen applications in accordance with anti-discrimination laws</li><li>• Supported senior management in program initiatives</li><li>• Write and edit documents from letters to notices</li></ul>	
Assistant (Administration and HR) NAPCA, Seattle	03.2020 – 10/2020 Seattle, WA
<ul style="list-style-type: none"><li>• On boarding new staff members</li><li>• Coaching of support staff</li><li>• Payroll</li><li>• Performed information search, data analysis and prepare reports for CEO and COO</li><li>• Carried out ad hoc tasks and take care of daily issues of clients independently</li><li>• Administrative support to directorate grade and field staff</li><li>• Prepared communication materials to promote community service programs</li><li>• Made timely recommendations on process improvements to COO</li></ul>	
Community Liaison CISC, Seattle	09/2018 – 07/2019 Seattle, WA

- Developed program fliers and materials
- Promoted programs to potential clients
- Organize information workshops and meetings
- Papered presentation materials
- Interviewed and screened clients
- Organized outreach events and intake of new clients
- Managed data of clients in MS Excel

Human Resource Assistant

08/2010 – 06/2017

Civil Service Training and Development Institute

Hong Kong

- Full-cycle recruitment strategies advising
- On boarding and orientation for best experience of candidates and new hires
- Staff retention policies making with three programs having 20% increase in staff satisfaction
- Analysis of complex workforce data to under performance and service gaps
- Built strong rapport with workforce and front line managers
- Investigations of personnel matters and complaints
- Benefits enrollment administration
- Researched and bench marked on current HR and staff development trends and information

## **EDUCATION**

- Bachelor's degree, Business Administration, University of Washington, 2022.

## **COMMUNITY/VOLUNTEER WORK**

- Community Project Coordinator, Puget Sound Charitable Foundation – Seattle, WA, 12/2017 – 01/2023

# Seattle Women's Commission

## February 2025

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, 2-year terms, except the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	VACANT				Mayor
			2.	Member	VACANT				Mayor
	F		3.	Member	Hannah Glover	7/02/24	7/01/26	1	Mayor
			4.	Member	VACANT				Mayor
			5.	Member	VACANT				Mayor
			6.	Member	VACANT				Mayor
			7.	Member	VACANT				Mayor
	F		8.	Member	Krystal Guerrero	7/02/22	7/01/24	1	Commission
			9.	Member	VACANT				Mayor
			10.	Member	VACANT				City Council
	F		11.	Member	Emily Rose Barr	7/02/23	7/01/25	1	City Council
	F		12.	Member	Mariah Rivera	7/02/23	7/01/25	1	City Council
	F		13.	Member	Vinati Mamidala	7/02/22	7/01/24	1	City Council
			14.	Member	VACANT				City Council
	F		15.	Member	Jennifer Tran	7/02/23	7/01/25	1	City Council
			16.	Member	VACANT				City Council
	F		17.	Member	Nardos Tola	7/02/24	7/01/26	1	Commission
			18.	Member	VACANT	7/02/24	7/01/26		City Council
	F		19.	Member	Whitney Nakamura	7/02/24	7/01/26	2	Commission
	F		20.	Member	Julie Chu	7/02/23	7/01/25	1	Commission
	F		21.	Get Engaged	Sonia Hitchcock	9/01/24	8/31/25	1	Mayor

**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
<b>Mayor</b>	0	2	0	0	0	0	0	0	0	0	0	0	0
<b>Council</b>	0	4	0	0	0	0	0	0	0	0	0	0	0
<b>Comm</b>	0	4	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	10	0	0	0	0	0	0	0	0	0	0	0

**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.*