



## City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Jonathan Lopez</i>		
<b>Board/Commission Name:</b> <i>Seattle Immigrant and Refugee Commission</i>		<b>Position Title:</b> <i>Get Engaged 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 checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		<b>Term of Position: *</b> 9/1/2025 to 8/31/2026  <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> <i>Pioneer Square</i>	<b>Zip Code:</b> <i>98104</i>	<b>Contact Phone No.:</b> [REDACTED]
<b>Background:</b> <i>Jonathan Lopez is a first-generation public servant and active community leader dedicated to advancing equity and opportunity for immigrant, refugee, and all underserved communities. He currently serves King County as a Project Control Engineer, managing large scale infrastructure projects including the transition to electric public transit buses. Previously, he supported housing affordability and homelessness initiatives as a Project Manager. Jonathan is also a board member of Year Up United, where he hosts community events and empowers young adults through education, workforce development, and mentorship. He is passionate about building partnerships and bridging knowledge gaps to help communities access resources, representation, and pathways to success.</i>		
<b>Authorizing Signature (original signature):</b>  <b>Date Signed (appointed):</b> July 18th, 2025		<b>Appointing Signatory:</b> <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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

# JONATHAN LOPEZ

## CAREER SUMMARY

Dedicated public servant with a strong background in government operations, policy development, and community advocacy, seeking to serve as a City Commission member to drive equitable policies and community progress. I am passionate about public service, policy development, and community advocacy. Adept at collaborating with diverse teams to ensure high-quality services related to data and adherence to industry standards. My motivation stems from continuing my work within the public sector to continue supporting and making a change to our community.

## SUMMARY OF QUALIFICATIONS

**Professional Skills:** Government Contract Administration, Attention to Detail, Data Integrity, Project/Program Management, Problem-solving, Collaboration, Data Best Practices, Business Communication.

**Technical Skills:** Microsoft Office Suite, Oracle EBS, REDCap, SQL, Data Collection/Analysis, BI Insights, Oracle Cloud, Tableau, R.

**Certifications:** Google – Data Analytics Specialization (2023), Scrum – PSM 1 (2024), South Seattle College – Project Management (2024).

## PROFESSIONAL EXPERIENCE

### YEAR UP UNITED

Seattle, WA

#### Board Vice Chair

October 2024 - Present

- Lead board meetings to influence strategic decisions impacting current students within the program.
- Represent the Year Up United program in supporting the efforts of closing the opportunity divide at community events.
- Serve as a guest speaker, conducting presentations for students exploring post-secondary education pathways.
- Mentor young professionals, providing guidance on professional development and career advancement.
- Organize and lead community outreach events, including school supply drives and food distributions at homeless shelters, reinforcing community engagement and support.

### KING COUNTY

Seattle, WA

#### Project Control Engineer

March 2025 - Present

- Prepare contract closeout documentation, secure lien releases, and coordinate with state agencies for outstanding requirements.
- Assist in generating regular and ad hoc reports for capital projects.
- Contribute to process improvements by refining procedures.
- Manage the data put into MS Project templates to track and monitor capital project progress.
- Engage in discussions on Equity and Social Justice (ESJ) topics during team and unit meetings.
- Manage and update logs for submittals, RFIs, change orders, and amendments.

### KING COUNTY

Seattle, WA

#### Project/Program Manager 1

September 2024 – March 2025

- Support housing policy development and data-driven decision making for municipal programs.
- Manage the development and integration of a new multi-billion-dollar housing affordability database via REDCap.
- Use data best practices to accurately identify data discrepancies for the Data Engineer team.
- Manage government contract administration, ensuring compliance with municipal regulations and budget allocations.
- Test database to ensure system stability for use of other departments within King County.
- Read and understand the purpose of complex legal documents to interpret new data.
- Use Project Management best practices to communicate and fix gaps in project data.
- Ensure data quality control with new and existing databases.
- Delegate important data points with Senior Management to help them determine crucial data needed in the database.
- Host office hour and training sessions to ensure smooth integration of new database system.

## **KING COUNTY**

Seattle, WA

### **Functional Analyst - Internship**

March 2024 – September 2024

- Provide technical assistance to vendors and end users to address IT needs, leading to successful exchange of data.
- Act as a liaison between vendors, Contract Specialists, and others within County departments to resolve disputes.
- Review and analyze county-wide data collection and dissemination procedures to optimize processes.
- Process 70+ service requests weekly, including creation and editing of new vendors, ensuring adherence to King County department policies.
- Utilize Office 365: Word, Visio, SharePoint, Teams, Excel, and PowerPoint to prepare detailed reports and presentations for senior management enabling data informed decision making.
- Facilitate user training for the Functional Analyst team by updating training materials and standard work documentation with Visio by creating flowcharts.
- Assist senior management in prioritizing requests from King County vendors, ensuring prompt resolution.
- Utilize BI Insights to update dashboards in King County Procurement & Payables section of the website.
- Facilitate process rounding meetings with hundreds of participants in attendance.
- Utilize process change techniques to make data driven decisions.

## **CASCADIA CUSTOM FRAMING**

Renton, WA

### **Project Administrator**

June 2019- February 2024

- Managed core aspects of construction projects, facilitating initiatives with budgets valued at up to \$250,000.
- Authored key business documents, including requests for proposals, bidding documents, invoices, and contracts.
- Trained and mentored other administrative staff.
- Collaborated with project managers to analyze and forecast material requirements for upcoming projects, successfully reducing material shortages and delays leading to a boost in company revenue by 30%.
- Led process improvement initiatives for key business documents to facilitate document development phases.

# Seattle Immigrant and Refugee Commission

15 Members: Pursuant to *SMC 3.14.545*, all members subject to City Council confirmation, 2-year terms, except for the Get Engagement member, who will serve a 1-year term pursuant to SMC 3.51:

- 7 City Council-appointed
- 8 Mayor-appointed
- # Other Appointing Authority-appointed (specify):

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member					City Council
			2.	Member					City Council
			3.	Member					Mayor
			4.	Member					Mayor
			5.	Member					City Council
			6.	Member					Mayor
			7.	Member					Mayor
			8.	Member					City Council
			9.	Member					City Council
			10.	Member					Mayor
			11.	Member					Mayor
			12.	Member					City Council
			13.	Member					Mayor
			14.	Member					City Council
			15.	Get Engaged Member	Jonathan Lopez	9/1/25	8/31/26	1	Mayor

## SELF-IDENTIFIED DIVERSITY CHART

					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor													
Council													
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.*