




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Mitchell C. Hunter		
Board/Commission Name: Seattle LGBT Commission		Position Title: Member
<input type="checkbox"/> Appointment OR <input checked="" 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>Confirmation 04/30/17</i>
Residential Neighborhood: Lake Union District	Zip Code: 98103	Contact Phone No.:
Legislated Authority: <i>SMC 3.14.920, SMC 3.14.921, SMC 3.51.010, Ordinance 118392, Ordinance 120871</i>		
Background: <p>Mitchell C. Hunter is one of the few who can claim he's been active in the community as every letter of LGBTQ. He recently participated in an intensive leadership training course for leaders in the LGBTQ community. Mitch has been active with the Internal Affairs committee, a proud voice for the transgender community with Trans Lives Matter and an active member of the Seattle Men's Chorus.</p> <p>Mitch, a native of Austin, Texas with a Communications degree in Radio/TV/Film from The University of Texas at Austin, has now been in Seattle for more than 20 years and during that time has worked with the Seattle LGBTQ community in many capacities. He has experience with non-profits, small business/owners, corporations and unions and enjoys working from within organizations to affect change. Most notably he had success as an independent business owner whose vision, hard work and tenacity sparked a conservative national Fortune 100 company to initiate sweeping changes to the way they do business. Due to his passion and perseverance, New York Life Insurance Company, has a \$600 billion dollar national cultural market specifically addressing the unique needs of LGBTQ individuals and families.</p> <p>A fierce advocate at all levels for his colleagues, contact, friends and connections, he is honored and proud to serve Seattle's LGBTQ community in the pursuit of an inclusive, accessible, equitable vision of social and economic justice for all. Join him in the work to make the vision a reality for Seattle's LGBTQ communities and the entire beautiful, complex, intersecting, sometimes colliding worlds in which we all live.</p>		
Date of Appointment: <i>04/30/17</i>	Authorizing Signature (original signature): 	Appointing Signatory: Councilmember Bruce Harrell Seattle City Council

SKILL PROFICIENCIES

- ♦ Marketing/Graphic Design: 15+ years creating marketing collateral for small business, non-profit & Fortune 500 companies; consulting
- Software: Adobe Creative Suite: Photoshop, Illustrator, InDesign, DreamWeaver, MS PowerPoint, MAGIK videotools
- ♦ Presentation/Training: training adults, coworkers, teachers in informational concepts, sales, procedures, various topics online and in print
- ♦ Instructional Design/Project Management: writing, designing logical, procedural, and conceptual documentation online and in print
- ♦ Media Production: creating video, slide/tape, photography, studio TV, radio/audio
- ♦ Customer/Client Services: assisting clients, tracking issues, maintaining, assigning tasks, analyzing issues, reporting status, phone support
- ♦ Social Networking Orgs/Software: Linked In, Facebook, Twitter, Meet Up, Benji, GSSA, Wallingford Chamber of Commerce
- ♦ Office/Administrative: Microsoft Office, MS Outlook, MS Project, ACT, Fox-IT, Adobe Acrobat Pro, 20 line phone system
- ♦ Database Creation/Maintenance: SharePoint, Services, Access, ACT, Timeslips, Versachex, Clickbooks
- ♦ Technical Equipment/Computer Troubleshooting: problem-solving computer networking, software, telephony, fax, copy machine, printer issues

EMPLOYMENT

ADMINISTRATIVE SERVICES

8/11-current Care Planning Associates, Legal Administrative Associates, Graphic Designer, Database Administrator (part-time)

- ♦ review legal documentation and database to confirm main database legal files, calendar and track reports, deadlines and court dates; communicate status/project progress with staff; create report templates; develop and write instructions on internal processes/procedures
- ♦ update and create all critical templates and reports to reflect new company brand, instruct staff users; maintain brand issues
- ♦ assist IT manager in Shore Point; develop and edit new reporting templates in Access/Share Point; edit and write procedural instructions

INSURANCE/FINANCIAL SERVICES

3/06-6/10 New York Life Insurance Co, NYLIC, Financial Services Professional/Agent

- ♦ created business plan, marketing plan, marketing strategies, marketing materials, prospecting, print, networking strategies, goals
- ♦ implemented strategies and tactics, analyzed ROI and goal accomplishment
- ♦ helped create a new national cultural market—LGBT, for the company; worked with task force of service agents to research, design and implement marketing plan; helped write national survey for agent interest; observed pilot program
- ♦ worked with fellow LGBT agents to form a social network of like-minded colleagues
- ♦ created video/educational presentations, presented to individuals, small businesses and owners, small groups, large organizations
- ♦ cultivated relationships in wide range of community organizations, business networks, and non-profit organizations
- ♦ worked jointly with colleagues of diverse ethnic and cultural backgrounds; helped train and mentor fellow agents

MORTGAGE

5/02-12/03 Chase Home Finance, Loan Officer Assistant/Office Administrator

- ♦ conducted client assessments, ordered title and examine, requested insurance binder, created mortgage files
- ♦ communicated with home owners/repeating status by phone, fax, email
- ♦ assisted internal clients with project management; assigning tasks, tracking project status, creating timelines, deadlines
- ♦ requested all equipment necessary for internal requests, implemented marketing plans
- ♦ organized the individual files in order to proprietary processing system
- ♦ troubleshoot/maintained office equipment including fax, copier, phone system, software, printers, networked computers
- ♦ coordinated, ordered, contacted with vendor for office supply requests; worked directly with contractors for equipment maintenance

GRAPHIC DESIGN/ILLUSTRATION

4/01-7/01 Gokhead Software, Inc., Consultant, Tech Print Dept; Graphic Designer/Technical Illustrator

- ♦ designed/created graphic standards for all illustrations
- ♦ authored process for creating, producing, handling off, and incorporating graphics for use in online application and printed manuals
- ♦ worked with Technical Publishers, Marketing and Development to build corporate standards and consistency of brand/business products; assisted in creating Manual of Style for brand awareness, uniform and documentation

- 7/98-1/00** **Conway** Conversational Computing, Independent Contractor; TalkRadio; Online Help Writer/Designer
- write/design/produced entire website for products HTML-based Help files
 - coded and tested site for cross-platform compatibility; adapted for desktop to produce menu
 - worked with Development and Marketing to ensure accuracy and compliance with corporate branding
 - worked with Documentation to build corporate manuals and readability across products
- 5/96-2/99** **Microsoft Corporation, The Write Staff Agency, SQL Server User Education Department as Graphic Designer**
- designed and illustrated print and online documentation set for SQL Server 6.5, 7.0 Books Online, WinHelp, HTML Help and several MS Press books: *Book Microsoft SQL Server, SQL Server Recovery Guide, 1st, 2nd and 3rd edition for the Book Office Resource Kit*
 - created images and jump-style graphics for use in HTML Help and WinHelp
 - wrote training documentation for all aspects of illustration and design for use with localization teams
 - conducted needs assessment, created objectives and tested results for online illustrations
 - designed and produced "volume" illustrations for product adhering to corporate guidelines
 - created icons, buttons and cursors for use in the final product
 - consulted directly with writers, developers and program managers regarding graphic needs and coordinated work with editors

FREELANCE CLIENTS

4/95-Present

- **Flying House Productions:** Marketing layout, managing online event listings, Youth Ticket Program, posting URLs to singles for online sales
- **Cart Planning Associates:** Transitions to new accounting database product, reports, design, data entry, database maintenance
- **FTN2001 Conference/Gender Odyssey:** Print Publications Coordinator, Marketing Director/Designer collaborated to create layout, managed printing of all conference materials, designed variety show poster, program, tickets, ad sheets, art show program, press kits, letterhead for RFI in attendance
- **Monarch Designs:** website, adapted graphics code for pro and personal size, created photomontage for live stage projections; *Rockshow:* created stills for stage signages; *bodyself:* created stills for *gorge* screen live stage projections

TRAINING

8/98-1/2000

- San Diego State University, Educational Technology Department**
- instructed teachers/student teachers in the design and production of educational materials for the classroom using computers, video, and other equipment; assisted in the production of CD-ROMs, hypertext and interactive CD-ROM
 - helped design multimedia for the curriculum design, scaled training exercises

EDUCATION/LICENSEURE

- Out in Front: Inclusive Leadership Training in Equity, Diversity, and Social Justice for developing LGBTQ community leaders (9-mo) certificate program (2012 Cohort)
- Series 7: Securities Representative license, Registered Representative with FINRA
- Series 66: Insurance license for State of Washington
- Instructional/Educational Technology, graduate coursework, 4.0 gpa (1987-89); instructional design, interactive video University of Texas at Austin, San Diego State University
- B.S. in Communications: Radio, TV, Film, 3.5 gpa (1981), The University of Texas at Austin
- University of Washington Extension, Multimedia Certificate (Parrot program) (1997)
- Theater/Legal Design Conference: Short-Script Festival Seattle, (1998)
- South by Southwest '99: Interactive Film Conference (March, 1999)

AFFILIATIONS

- Greater Seattle Business Association, (GSBA) member, 9 years
- Seattle Chamber of Commerce, Wallingford Chamber of Commerce, member, 1 year
- National Association of Insurance and Financial Advisors, (NAIFA) member, 1 year
- Flying House Productions/Seattle Men's Chorus, (SMC) member, 3 years

Seattle Lesbian, Gay, Bisexual, Transgender Commission

August 2015

16 members: Per SMC 3.14.920, all subject to City Council confirmation, 2 –years for each term:

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Commission appointed
- 1 Member Get Engaged Program Appointed by the Mayor Confirmed by City Council
1-year term appointed in September

Roster:

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
		1.	Member	Vacant – Ray Corona	Confirmation	4/30/16	1 st	Mayor
2	M	2.	Member	NaaSira Adeeba	12/15/14	4/30/16	1 st	Mayor
		3.	Member	Vacant		4/30/16		Mayor
9	F	4.	Member	Luzviminda Carpenter	Confirmation	4/30/17	2 nd	Mayor
6	M	5.	Member	Mac McGregor	Confirmation	4/30/17	3 rd	Mayor
3	M	6.	Member	Manuel Venegas	06/08/15	4/30/16	1 st	Mayor
6	F	7.	Member	Breona Mendoza	Confirmation	4/30/17	2 nd	Mayor
6	M	8.	Member	Mitchell C. Hunter	Confirmation	4/30/17	3 rd	City Council
		9.	Member	Vacant – Debra Salls	Confirmation	4/30/17	1 st	City Council
6	M	10.	Member	Gunner Scott	Confirmation	4/30/17	2 nd	City Council
6	F	11.	Member	Susan Snyder	Confirmation	4/30/17	2 nd	City Council
		12.	Member	Vacant	08/04/14	4/30/16		City Council
6	M	13.	Member	Douglas Hamilton	08/04/14	4/30/16	1 st	City Council
2	F	14.	Member	Marxa Marnia	12/15/14	4/30/16	1 st	City Council
6	F	15.	Member	Lisa Love	Confirmation	4/30/17	2 nd	Commission
6	M	16.	Member	Elijah Grossman	09/08/15	09/30/16	1 term	Get Engaged

Diversity Chart:

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)				
	Men	Women	Vacant	Minority	Asian-American	Black/African American	Hispanic/Latino	American Indian/Alaska Native	***Other	Caucasian/Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	2	2	3	0	1	1	0	0	2	0	0	1
Council	3	2	2	1	0	1	0	0	0	4	0	0	0
Comm	0	1	0	0	0	0	0	0	0	1	0	0	0
GE	1	0	0	0	0	0	0	0	0	1	0	0	0
total	7	5	4	4	0	1	1	0	0	8	0	0	1