



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Eastside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



25.pdf

Briefly describe why you wish to serve on this Advisory Body:

As an environmental scientist myself, I have dedicated my life to this earth. I have lived in 9 states and have been fortunate enough to live/work in a few National Parks. Since moving to Olympia three years ago, I have spent nearly every day at a Park. I am impressed by the access residents have, but I have seen areas that could be improved. I will likely reside in this city for decades and would like to give back.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have worked for multiple federal agencies in various capacities (i.e., geology, planning) and understand the bureaucracy involved in planning.

Share the ways you've been involved or have volunteered in the community.

I have yet to be involved with Olympia, though I have volunteered in the past in other towns. Most notable are volunteering as a bereavement counselor for a hospice and working on various projects for Habitat For Humanity.

List your educational and/or professional background and area of study.

M.S. Geological Sciences

B.S. Environmental Sciences

Currently working as a Hydrogeologist with the United States Environmental Protection Agency.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

30-50 hours a month.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I have visited nearly every park in Olympia. I prefer to take my daily walks amongst the trees rather than on the streets.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I frequently sea kayak in the area, biked along the Chehalis Trail, and hike/bike in Capitol Forest.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I have worked on the fate and transport of chemical contaminants and stormwater. I understand multiple interdisciplinary sciences that are relevant to the Parks. I have worked on feasibility reports, various NEPA reports (EA and EIS), and conceptual plans. I have lived in 9 states and can empathize with multiple perspectives.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

Planning Commission

Thank you for your interest in serving on a City of Olympia Advisory Body!

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EDUCATION

Master of Science - Geological Sciences, December 2019

Thesis: Characterization of Paleochannels offshore from the Northern Channel Islands, California USA

San Diego State University, School of Geological Sciences, California

Bachelor of Science - Environmental Science - emphasis on Geology and Hydrology, June 2016

University of Massachusetts Boston, School of the Environment, Massachusetts

EXPERIENCE

Hydrogeologist

Environmental Protection Agency - Laboratory Sciences and Applied Science Division, Seattle, Washington

February 2021 - Present

- Utilize complex hydrogeologic principles to support in the evaluation, planning, designing, development, implementation, and monitoring of groundwater remediation sites
- Explain complex technical information to internal staff, private consultants, with different backgrounds
- Help create and develop new climate change work (e.g., awarded a research grant for Alaska permafrost work, SharePoint site, climate change fact sheets for hazardous waste sites)
- Technical expert on Alaska Class III Landfills Research Project for Native Villages of Alaska

Natural Resource Specialist

Forest Service, Cibola National Forest & National Grasslands

January 2020 – January 2021

- Coordination with internal resource program managers and district staff in the development and creation of Forest Plans and National Environmental Protection Act (NEPA) documents
- Coordinated and consulted with specialists from multiple disciplines, officials from federal, state, and Tribal governments, and contractors on NEPA planning and analysis and on issues that impact NEPA; advising entities on regulations, and presenting plans at public forums
- Recognizing, analyzing, and resolving critical problems and sustainable management issues involving natural resource planning and NEPA (e.g. recommended wilderness, eligible wild and scenic river, wildlife, botany, and minerals)

Water Resources Engineer Intern

Geosyntec Consultants, San Diego, California

June 2018 – June 2019

- Co-assisted a county wide water program that included budget tracking, creation of ArcGIS (GIS) maps, field mentoring, collection of water samples, verification, processing, archival and analysis of samples
- Produced environmental compliance documents (Storm Water Pollution Prevention Plan, Industrial General Permit, Environmental Assessments, Environmental Impact Statements, etc.) for public, private, and non-profit sectors

Marine Geology Research Assistant

San Diego State University Research Foundation, San Diego, California

May 2017-May 2018

- Collected marine data with CHIRP Sub Bottom Profiler and Side Scan Sonar, processed with Kingdom Suite and GIS, and analyzed new marine geophysical data
- Collected ocean floor sediment cores with the use of Vibracore along the Pacific Coast

Hydrogeology, and Oceanography Teaching Assistant

San Diego State University, San Diego, California

September 2017 – December 2019

- Created, presented, and taught labs to undergraduate Oceanography students
- Coordinated with professors and fellow teaching assistants to ensure consistency between labs

Geology Intern

National Park Service, Denali National Park, Alaska

April 2017-June 2017

- Created a permafrost project proposal
- Coordinated between natural resource staff to determine geohazard priorities in the Park

Natural Resources Intern/GIS Intern

National Park Service, Mesa Verde National Park, Colorado

November 2016-March 2017

- Created a long-term user-friendly geodatabase using ArcGIS and Microsoft Access and taught others how to use these tools
- Coordinated sensitive archives project between volunteers and resource staff
- Field work surveys in back country with use of power tools

Paleontology/Geology Intern

National Park Service, Dinosaur National Monument, Utah

May 2016 – September 2016

- Conducted paleontology, entomology, and biological research and interpreted research to visitors
- River rafting backcountry field work consisting of invasive species and hazardous trees removal
- Coordinated and maintained relationships with museum curators around the globe

Mineralogy Intern

University of Massachusetts Boston and Wakefield Estate, Boston, Massachusetts

September 2013 – June 2016

- Identified, classified, organized, photographed minerals into a database for the Wakefield Estate, a local historic property
- Attended meetings with various partners to discuss project reports

Hydrology Student Researcher

University of Massachusetts Boston, Boston, Massachusetts

January 2014 – June 2014

- Established a working relationship between the city and resident to develop sea level rise program
- Actively partook in meetings with city officials to discuss and plan storm water projects
- Created the final project for the hydrology introductory course

Server/Host Trainer

Yard House Restaurants, Temecula, California

November 2009 – June 2013

- Managed 10+ employees
- Acted as a trainer for newly hired staff and as a hub of communication between staff and managers

PUBLICATIONS AND PRESENTATIONS

2024 **Tahiry, H.S.**, A. Wiseman, S. Lee, L. Oliver, And F. Walls. Health Risks from Unlined Landfills near Alaskan Federally Recognized Tribes: Determining the Fate and Transport of Landfill Contaminants Through a Changing Environment. Permafrost Discovery Gateway (PDG) webinar series, Virtual, WA, December 05, 2024.

2018 **Tahiry, H.**, Maloney, J., Klotsko, S., Ball, D., (2018). Examining Paleodrainage Evolution since the Last Glacial Maximum, Northern Channel Islands, California, USA. Geological Society of America

2017 Ridgewell, N., **Tahiry, H.**, Chure, D., (2017) Long Term Conservation Challenges in the Carnegie Quarry at Dinosaur National Monument. Association for Materials & Methods in Paleontology

2018 Maloney, J., Klotsko, S., **Tahiry, H.**, Laws, A., (2018). Shelf Stratigraphy on the Northern Channel Islands Platform, offshore southern California. American Geophysical Union



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Yes

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Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Planning Commission

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

Planning Commission

Parks & Rec Advisory Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



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Briefly describe why you wish to serve on this Advisory Body:

I briefly served on the Intercity Transit Advisory Committee because I care deeply about supporting people through access. While transit is a solution, good planning is the more proactive approach. I am at a place in life where I can make this commitment again and I would be eager to join the Planning Commission.

I am a mom of two with a background of non-profit work in educational and youth facing organizations. I would also be happy to work with Parks & Rec on their advisory committee.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I am a project manager and strong communicator. In addition to managing my own business, I have also built non-profit through system design; building a sustainable organization from a skeleton crew by establishing policy and designing a culture of inclusion. I work well on a board; I take notes and I don't mind asking questions.

Share the ways you've been involved or have volunteered in the community.

I started with Intercity Transit Advisory Board.

Then I volunteered with the Master Composter program.

I helped to organize Olympia's March for Science in 2017.

I became the President of the Recycle Hawai'i Board in 2019.

I led Hilo AYSO as the Communications Director from 2020 to 2024, and my systems are still in use today.

I volunteer at my girls' schools at every opportunity, and I participate in parent organizations.

As the default parent in our home, community work is kind of my jam.

List your educational and/or professional background and area of study.

BA Anthropology, 2009

BS Computer Science, 2025

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

8

Question Applies to the Planning Commission: In your own words, describe the role of a Olympia Planning Commissioner?

Planning Commissioners are another set of eyes on amendments to the Comprehensive Plan, or on amendments to development regulations and may approve, reject, or modify these amendments.

Question Applies to the Planning Commission: What interests you the most about community planning?

I have lived in Paris, Boston, Atlanta, Palmerston North (New Zealand) and Sapporo - being able to walk to everything I needed was relaxing, and building community for myself was easy. I also understand that being able to drive is a privilege of both affordability and ability, and that only with proper planning can we build cities that are safe and connected for everyone. My children will be independent sooner, and my parents independent longer, if we do a good job planning now.

Question Applies to the Planning Commission: What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I bring organization, communication, a deep understanding of transit issues. I want to learn about the obstacles, in addition to lack of density, that prevent us from being more connected, and discover the solutions that best address those obstacles in this country.

Question Applies to the Planning Commission: Have you ever taken a Short Course in Local Planning, read an Olympia Planning Commission meeting packet or attended a meeting?

I honestly did not know these things were available to me. My children are just becoming independent, and as a volunteer there are a lot of things that have my attention.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I have two young girls, and it is important to me that they learn how to be active and learn about the ecosystem where they live.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I keep my kids active while exploring hobbies for myself. These programs are all great resources for the community, and I also hope my MIL will be able to attend programs, meet people, and build her own network.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

Organization and communication are kind of my thing. I was the communications director for a youth soccer league and tripled the volunteer base during my tenure.

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No

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Advisory Body!**

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SUMMARY

Organized, adaptable, and mission-driven professional with extensive experience coordinating programs, managing events, and supporting nonprofit operations. Proven ability to manage multiple priorities, meet deadlines, and foster strong relationships with diverse stakeholders. Proficient in SurveyMonkey, Asana, Canva, Mailchimp, Submittable, WordPress, and Zoom.

CORE SKILLS

- **Tools:** SurveyMonkey, Asana, Canva, Mailchimp, Submittable, WordPress, Zoom
- **Skills:** Program coordination, grant application management, event planning, stakeholder engagement, budget tracking, monitoring & evaluation (introductory), communications strategy
- **Strengths:** Organized, flexible, detail-oriented, solutions-focused, able to thrive in fast-paced and mission-driven environments

RELEVANT EXPERIENCE

Technical Project Manager

C'est Vif Studio | Jan 2025 - Present

- Led development of user-facing content for an educational game project, collaborating closely with engineers and designers to align content with gameplay mechanics.
- Experimented with generative AI tools to draft and refine tutorials and user guidance, improving clarity and user engagement.
- Developed process documentation and facilitated team training sessions to support onboarding and effective tool use.
- Coordinated multiple projects simultaneously, prioritizing tasks to meet deadlines in a fast-paced environment using Agile methodologies to monitor timelines, deliverables, and team workflows.

Communications Director

Hilo AYSO | Jan 2020 – Jan 2024

- Designed and executed communications strategies that increased volunteer engagement by 300% through phased implementation.
- Organized large-scale public forums and advocacy events, coordinating speakers, logistics, media outreach, and partnerships.
- Maintained website content via WordPress, ensuring timely and accurate program information.
- Built relationships with community leaders, journalists, and partner organizations to strengthen program impact.

- Facilitated virtual conferences and training sessions on Zoom, providing technical support and post-event documentation.
- Developed onboarding materials and process guides to improve volunteer retention and efficiency.

Property Manager

Jan 2015 – Present | Remote & Hybrid

- Managed daily and long-term logistics for executives; including calendars, multi-party meetings, and personal/professional travel.
- Facilitate virtual conferences and training sessions on Zoom, providing technical support and post-event documentation.
- Developed internal systems that streamlined data management, scheduling, and project tracking and onboarded users with UX friendly workflows.
- Managed rental property operations including maintenance, tenant relations, leasing, and budgeting.
- Created systems to track expenses, anticipate maintenance needs, and keep multiple properties compliant.
- Manage outreach campaigns using Mailchimp, Canva, and WordPress to expand audience reach and engagement.

ACADEMIC BACKGROUND

Bachelor of Science in Computer Science

Oregon State University | 2025

Relevant Coursework: Human-Centered Design, UX/UI, Systems Architecture, Databases

Bachelor of Arts in Anthropology

Georgia State University

Focus: Research methods, community systems, and policy impacts on lived experience

TOOLS & TECHNOLOGIES

Generative AI Tools (ChatGPT, etc.) | Jira | Google Workspace | Slack | Mailchimp | Canva | Adobe
Microsoft Office Suite | Google Drive Suite | Social Media Accounts & Schedulers | Zapier

ADDITIONAL HIGHLIGHTS

- Empathy-driven leadership with measurable results
- Experience working on mission-driven tech projects, especially those focused on equity, education, and access
- Strong grasp of accessibility and inclusive content standards
- Comfortable in async-first, remote team environments



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Yes

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Southeast

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Planning Commission

Interests & Experiences

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Attach a Resume



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Briefly describe why you wish to serve on this Advisory Body:

I am a believer in giving back to my community. Olympia's growth and development is effected by, and has a strong effect on, its neighboring communities, both urban and rural. Unplanned growth has unplanned consequences. I'd like for Olympians to feel like they have a say in how their community evolves, and knowing a neighbor who has nothing to gain from volunteering helps influence those decisions and offers a citizens perspective hopefully creates some level of trust in the process.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have a Ph.D. in environmental geography with an interest in the urban-rural interface, gentrification, and local agriculture/local food networks. I've also lived that experience growing up in a town that had rapid expansion into formerly rural areas then later gentrification of the minority-majority neighborhoods I grew up in. I also help manage a 5th-generation farm. I am not native to Olympia so that may be seen as a good or bad thing, depending on the perspective. I enjoy researching a topic including qualitative (talking to folks!) and quantitative (the numbers!) data and translating technical things to a language anyone can understand.

Share the ways you've been involved or have volunteered in the community.

I've previously served on the board of directors of a statewide organic agriculture advocacy and education non-profit. I've also had similar roles in professional associations. Locally, I've served on the citizens advisory committee (CAC) for the local school district. Then CAC advises the elected ISD board on budgetary and expansion plans, which are then used to create bond proposals placed on the local ballot. They also advise on how to spend any remaining funds when projects come in under budget. In Olympia, I've volunteered removing invasive plants from local parks and have participated in community feedback sessions for Olympia High School.

List your educational and/or professional background and area of study.

Ph.D. Environmental Geography, Texas State University
MS Natural Resources, Ohio State University
BS Natural Resources Management, Texas A&M University

I have a 30-year career in website usability, development, management, training and support in higher-ed. My professional career is mostly independent of academic training.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

10-15 per month

Question Applies to the Planning Commission: In your own words, describe the role of a Olympia Planning Commissioner?

The planning commissioner should preside over the planning commission and advance the recommendations of the planning commission to the city council. The commissioner should be able to tell how a recommendation was arrived at and answer in-depth questions regarding planning commission business. I'd expect they would be a good facilitator and able to distill information concisely and in layman's terms.

Question Applies to the Planning Commission: What interests you the most about community planning?

The depth and breadth of the work the planning commission addresses is the most interesting aspect to me. Community planning can impact everything from a hyper-local scale to a regional scale, literally from feet to miles. Well functioning communities are like well functioning systems, and you must consider all the parts when planning for the whole. As someone trained as an ecologist, systems-thinking just makes sense for community planning.

Question Applies to the Planning Commission: What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I hope to bring my academic background in geography and ecology to the planning commission. Both my education and my daily work require a lot of research and communication skills and I'd like to apply those to this position. I am a skilled presenter, communicator, and teacher and believe those would be valuable for the City of Olympia. I hope to gain practical experience in local and regional planning, and better know the community I've chosen to raise my family and call home.

Question Applies to the Planning Commission: Have you ever taken a Short Course in Local Planning, read an Olympia Planning Commission meeting packet or attended a meeting?

I have read the meeting packets and viewed the annual plan of work, though the latest year work plan is not available on the website. I've watched the recorded videos, not live.

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Yes

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EDUCATION

Ph.D. Environmental Geography
Texas State University, San Marcos, Texas

Master of Science, Natural Resources
The Ohio State University, Columbus, Ohio

Bachelor of Science, Natural Resource Management
Texas A&M University. College Station, Texas

PROFESSIONAL POSITIONS

Associate Director of Digital Strategy, University Marketing and Communications, The University of Texas at Austin. 6/2024-Present

- In this position, I retain all my previous responsibilities and clients while embarking on larger-scale communications, marketing, teaching, and learning projects in the university portfolio
- Manage fully remote team of developers (WordPress and Drupal), designers, a content strategist, and student workers
- We research, plan, design, develop, deploy, manage, and enhance 80+ websites, both operational and high-profile, including core university site (utexas.edu), President, Provost, News, 10-Year Strategic Plan, Undergraduate College, Admissions, Student Success, and Financial Aid and Scholarships, among many others
- Work closely with internal stakeholders and external vendors to lead the development and deployment of a wide range of web projects that support the vision and mission of the university
- Conduct original in-depth UX, SEO, analytics, and market research to inform decision-making

Assistant Director of Digital Strategy, University Marketing and Communications, The University of Texas at Austin. 9/2022-5/2024

- As our communications unit was transitioned into University Marketing and Communications, I retained my previous responsibilities while assuming management of the university's highest profile websites.
- Manage web projects and provide strategic consulting for new university senior leadership including:
 - Senior Vice President and Chief Operating Officer - planned, implemented, and supported new website
 - Associate Vice President for Campus Operations Officer - planned, implemented, and supported new website
 - Vice President for People and Talent - performed UX, Google Search Console, and Google Analytics research/Looker Studio reports for improve website navigation, homepage content and design, and site SEO
 - Interim Vice President and Chief Financial Officer - Helped craft external vendor support RFP for portfolio-wide web redesign:
 - Evaluated vendors and serve on project oversight committee
 - Provide active feedback on proposed user journeys, wireframes, information architecture, task flows, user scenarios, and website content and development governance
 - Vice President of Technology and Chief Information Officer – Proposed new site architecture
 - Associate Vice President for Campus Security and Chief of Police – migrated existing website and planned, implemented, and supported new website for Police recruiting
- Authored and implemented a *Website Philosophy* and *Website Policy* for all online documentation including 70+ FAS websites, knowledgebases, wikis, and CRM systems
 - The *Website Philosophy* drives the transformation of digital content from a largely organization-based information architecture to an audience-focused, task- and content-based philosophy

- The *Website Policy* is a user's guide to implementing the *Philosophy* and an educational tool
- The *Philosophy* and *Policy* were tied to the launch of a portfolio-wide migration to Drupal 9/10
- Socialized the migration and new resources through senior leadership meetings, communication council meetings, live and recorded webinars, web documentation, a new listserv, and an MS Teams channel
- Completed migration of 43 websites from Drupal 7 to Drupal 10 in 20 months, including:
 - Planned and supported full or rapid content audits by SMEs and site editors
 - Conducted analytics, UX testing, and SEO research
 - Developed Drupal customizations and enhancements per user requirements
 - Migrated sites to Pantheon cloud hosting
 - Trained 100+ web content editors in the Drupal CMS
 - Provided customer support via email, ticketing, and chat
 - Decommissioned unneeded sites
 - Advanced state-required records retention by creation of an archived content state for retired content
 - Project was selected for presentation at 2024 HighEdWeb conference
 - Major clients included Human Resources, Parking and Transportation, Travel Management Services, UT Learn, Workday, University Police, Docusign, Technology Resources, and Travel Management
- Performed and managed quantitative and qualitative UX testing utilizing card sorts, tree testing, usability testing, interviews, personas, user journey mapping, and search term analysis via Optimal Workshop, Microsoft Clarity, and other tools
- Piloted, implemented, and managed the Asana project management tool

Digital Strategy Manager, Financial & Administrative Services (FAS), The University of Texas at Austin.

10/2019-8/2022

- Serve the university's Senior Vice President and Chief Financial Officer
- Manage two developers overseeing a portfolio of 70+ websites in Drupal 7 CMS
- Plan digital strategy for the FAS unit advancing the university's and Sr.VP and CFO's strategic plans
- Planned, developed, and maintained a new website for the university's Sr.VP and CFO Office
- Provide customer support and CMS editor training for 40+ units within FAS
- Provide university-wide training on Web Best Practices (readability, usability, searchability, and accessibility), Writing for the Web, and Search Engine Optimization (keywords, localization, research)
- Employ qualitative and quantitative user experience (UX) testing and research for developing or revamping web properties
- Piloted, implemented, and managed the Monsido accessibility and QA testing tool for FAS websites
- Manage web accessibility compliance for the portfolio
- Develop requested website enhancements for improved communications and usability
- Transitioned to a highly productive, fully remote team in March 2020
- Coordinated the portfolio-wide COVID-19 online response providing real-time operations updates for university faculty, staff, students, and vendors. Transitioned to ongoing long-term COVID content management strategy.
- Coordinated the portfolio-wide 2021 Texas freeze disaster online response providing real-time campus operations updates
- Planned and began the portfolio's transitions from Drupal 7 to 9/10 in 2022
- Planned and began portfolio-wide web content audit in 2022

Digital Web Content Specialist, City of Pflugerville, Texas. 9/2015-9/2019.

- Modernized City of Pflugerville, Texas (population 65K) online presence with a coordinated digital content strategy including new websites, live customer support chat, problem ticketing, digitized forms, social media tools, and Google My Business
- Launched five city websites (City of Pflugerville, Parks and Recreation, Utility Billing, Library, and Police) showcasing the city's outstanding customer support, public safety, recreational opportunities, and access to lifelong learning
- Manage websites via Vision/Granicus govAccess CMS and WordPress CMS
- Trained and managed city's 80+ website content providers
- Launched three special event websites highlighting the best "Pfests" the city has to offer - Pfirecracker

Pfest, Deutschen Pfest, and Pfalz Chili Pfest

- Employed multiple UX tools to test and iterate site information architecture, navigation, and design for desktop and mobile
- Created and maintained site accessibility/compliance and usability with multiple tools and programs (Site Improve, Dreamweaver, JAWS, Apple VoiceOver, and Google Webmaster Tools)
- Digitized the city's paper forms providing online data collection and account management to 65K residents
- Piloted, launched, and managed ZenDesk Chat online web-based live chat providing an additional channel of real-time customer support and communication across three divisions and twelve departments
- Help manage city's 16 social media accounts and content providers via Sprout Social and Smarsh
- Acquired and managed city-owned domain names and SSL certificates
- Claimed and managed 43 Google My Business locations
- Manage vendor selection, trials, and product procurement
- Launched and managed Slack internal communications tool for city staff and council, including open records request queries.
- Served as back-up, on-call Public Information Officer for City and Police as needed
- Staff emergency operations center (EOC) as needed
- Prepared and presented presentations on behalf of the city to management, city council and mayor, and at regional and national conferences.

University Webmaster and Senior User Services Consultant. Texas State University. 2014-2015

- Coordinate the txstate.edu web presence (360+ websites and 2,000+ editors managed via Magnolia CMS)
- Lead UX analyst for web and mobile development
- Gather system requirements, use cases, workflows, and desired features or enhancements to existing or potential services
- Apply both qualitative and quantitative research approaches including interviews, focus groups, surveys, card sorting, user profiles/persona development, expert analysis, analytics, prototyping, content analysis, ethnographies, and usability testing
- Work collaboratively within the programming, design, support, and University Marketing teams to help plan, design, develop, and functionally test new website and app features and potential solutions
- Provide timely and strategic leadership, support, planning, and project management to university leadership, marketing, programming, support staff, and customers
- Manage the university's web ADA/accessibility compliance and represented the university at state-mandated accessibility meetings and trainings
- Establish and promote university web brand standards, marketing, and communication goals in tandem with University Marketing
- Develop, provide, and evaluate training and trainers on a variety of tools including the university's web content management systems (Magnolia and WordPress), learning management system (Sakai), web and social media best practices, SEO, analytics (Google), Tech Smith Camtasia Relay, Adobe Connect, and internally developed applications
- Successful projects included:
 - In-house overhaul of the Texas State Mobile App for iPhone and Android
 - Web CMS template redesign and content type development for the university's CMS (Magnolia)
 - Developed, launched, trained, and supported a campus-wide web-based digital signage project
 - Launched university WP Personal Websites for all faculty, staff, and students, via WordPress
- ITIL Foundations certified

University Webmaster and Supervisor of Educational Technology Center Support and Training. Texas State University. 2008-2013

- Built a customer service desk and training team to support 40,000+ students, staff, and faculty for web and teaching applications including main CMS, LMS, digital signage, event sign-up system, and video streaming.
- Customer support provided 16 hours a day via phone, email, chat, remote desktop, and in-person
- Managed team of full-time, part-time, and student staff
- Developed, coordinated, and provided training on web applications, tools, and university communication goals

- Provided synchronous training one-on-one, classroom, and remote
- Evaluated training and trainers promoting continuous improvement
- Training needs were determined via user feedback post-training, annual service surveys, support feedback, new service/product rollouts, and focus groups
- Support and training supplemented with video, written documentation, and a searchable knowledgebase
- Provided project management, planning, budgeting, and implementation for a variety of university web initiatives including UX research, Section 508 ADA compliance, SEO and analytics, website and mobile optimization, information architecture, emergency service disruption planning, and university name change
- Duties included: hiring, managing, mentoring, and evaluating full-time staff and student workers; troubleshooting and maintaining applications; policy creation; short- and long-term planning; QA/QC/testing of product upgrades; UX analysis and special projects; frontline customer support; respond to escalated tickets; addressed dissatisfied customers; working with programming staff to implement and communicate application and website enhancements; escalate potential problem tickets to programming and/or administrative staff; provided relevant web, support, and training metrics to university leadership; promoted a customer-centered approach based on clear and sincere communication between staff and users; assured customer satisfaction with solutions, response times, courtesy, and overall service quality; managed team budget

University Webmaster, Texas State University. 2006-2008

- Helped choose and launch new web CMS (Magnolia) to manage the txstate.edu web presence
- Launched 360+ websites and trained 2,000+ editors
- Responsible for website planning, information architecture, maintenance, and marking of new content on a variety of university sites
- Conducted UX analysis, usability testing, and focus groups with site constituents, both inside and outside the university
- Developed and provided website information architecture to designers
- Created communication plans for website and application development, support, training, advertising, and enhancements
- Managed high-volume main university website with over 16 million page views and 8 million visits to homepage annually
- Created workshops and training, including Web Best Practices, Introduction to Web CMS, and Writing for the Web to assist in web content development and management
- Tracked website effectiveness with analytics
- Created and presented technical and non-technical reports to senior university leadership
- Provided input and advice to university web initiatives
- Responsible for web ADA compliance (WCAG and Section 508) and represented the university at state-mandated accessibility meetings and trainings
- Programming of HTML, CSS, JS, and PHP for use within CMS and web pages

Web Developer, Texas State University. 2001-2006

Web Developer, The Ohio State University. 1995-2001

CERTIFICATES

- Leaders of Learning, HarvardX. 2022
- ITIL Foundations Certified. 2015

SOFTWARE/VENDORS

Adobe Creative Cloud, Asana, ATLAS.ti, Bomgar, Box, Camtasia, Cherwell, Drupal CMS, Google Analytics, Google LookerStudio, Google My Business, Google Search Console, Google Tag Manager, Mac OS, Magnolia CMS, major social media platforms, Office365, modern browsers (Chrome, Firefox, Safari), Acquia Optimize (formerly Monsido), MS Teams; Optimal Workshop, OTRS, Pantheon, Qualtrics, RegOnline, RightAnswers KB, Sakai LMS, Site Improve, Slack, Smarsh, SnagIt, Sprout Social, SurveyMonkey, SynCaps, Windows OS, WordPress, Zoom

CONFERENCE PRESENTATIONS

Buratti, J. and A. Kovacsik. *Mass Migrations: The Policy, Process, People, and Politics of a Drupal 7 to 9/10 CMS migration*. HighEdWeb 2024 Annual Conference, Albuquerque, NM. September 22-25, 2024.

Buratti, J. *What is local? Appealing to consumers seeking truly local products*. Texas Organics Conference, Georgetown, TX. Jan. 27-29, 2022. (Presentation)

Buratti, J. *Live Chat for City (or Any) Government*. National Association of Government Webmasters Annual Conference. Salt Lake City, UT. September 18-20, 2019

Buratti, J. and A. Broussard. *State of the Web 2018*. Texas Organic Producers Conference, Georgetown, TX. Feb. 1-3, 2018.

Buratti, J. 2017. *Web 2017: Many Points of Access*. Texas State University Small Producers Initiative Conference, San Marcos, TX. Aug. 14-16, 1017

Buratti, J. *The Value of Card Sorting for Building Intuitive Navigation*. National Association of Government Webmasters Annual Conference, San Antonio, TX. Sept. 21-23, 2016.

Buratti, J. *You Are Not Your User*. Presentation. Texas Association of Municipal Information Officers 2016 Conference, Arlington, TX. Jun. 8-10, 2016.

Buratti, J. *Social Media Marketing (Web 2.0)*. Southwest Lavender Growers Conference, Kerrville, TX. February 2011.

Buratti, J. *Marketing Your Organic Farm Online*. Texas Conference on Organic Production Systems, San Marcos, TX. January 2010.

Buratti, J., McMains, S., Snider, J. *University Wide CMS Implementation -Failure then Success*. HighEdWedDev Conference, Missouri State University, October 2008.

PUBLICATIONS

Buratti, J. P. and R. R. Hagelman, III. 2020. Cider Production as a Geographic Framework for Assessing Neolocalism. *Journal of Cultural Geography*. Vol 38, Issue 3. (Peer Reviewed).

Buratti, J. P. and R. R. Hagelman, III. *Local Food*. Book chapter for *Urban Horticulture*. Tina Waliczek and Jayne Zajicek, editors. 2016. CRC Press, Taylor and Francis Publishing, Boca Raton, FL. <https://www.crcpress.com/Urban-Horticulture/Waliczek-Zajicek/9781482260991>. (Peer Reviewed).

Buratti, J. P. *The Neolocal Appeal of Texas Cider Producers*. Paper. Association of American Geographers (AAG), Washington DC, April 3-7, 2019.

Buratti, J. P. *Recovery of Texas Small Family Farms Following Hurricane Harvey*. Poster. Association of American Geographers (AAG), New Orleans, LA. April 10-14, 2018.

ACTIVITIES AND VOLUNTEERING

- Institutional Surveys Consortium at UT Austin. 2022-Present
- Digital Collegium (formerly HighEdWeb). 2006-2015, 2019-Present
- User Experience Professionals Association. 2016-Present
- Educause. 2021-Present
- Association of American Geographers (AAG), Member. 2012-2025
- Association of American Geographers - Beer, Wine, and Spirits Specialty Group Board Member, Secretary. 2022-2025
- Association of American Geographers - Geographies of Food and Agriculture Specialty Group, Board Member, Website Coordinator. 2022-2025
- National Association of Government Webmasters. 2015-2019
- Texas Organic Farmers and Gardeners Association, Board of Directors - Secretary. 2017-2020
- Texas Organic Farmers and Gardeners Association, Member. 2005-Present
- IT Leadership Council, Texas State University. 2008-2014

CLASSES/WORKSHOPS TAUGHT

University Training Courses Developed and Taught: Drupal CMS Editor Training, WordPress CMS Editor Training, Web Best Practices; Writing for the Web; University Website Search Engine Optimization; Social Media Marketing; University Events Calendar Management; Gato Web Content Management System I, II, & III; Understanding Your Web Analytics; Signup; Camtasia Relay Faculty Training; WordPress Faculty Training; Digital Sign Management

University Training Supervised/Evaluated: Assessing TRACS (Sakai LMS); Basic TRACS; TRACS Communicate and Disseminate; TRACS Forums; TRACS Gradebook; TRACS Grades and Assignments; TRACS Lessons; TRACS Meetings; TRACS Tricks; Adobe Connect Faculty Training

AWARDS

- Staff Education Development Leave Award, Texas State University. Fall 2013, Spring 2012
- Quality Team Award - Quality Enhancement Plan Committee, Texas State University. 2010
- IT Collaborative Team Excellence Award – Southern Association of Colleges and Schools (SACS) Compliance Web Team, Texas State University. 2010



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



C....docx

Briefly describe why you wish to serve on this Advisory Body:

Olympia Parks and Recreation programs have been a significant and important part of my and my family's life, filling an important role in connection and engagement. This is an opportunity to support and inform continuing opportunities for the community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have 30+ years professional experience that includes policy, programmatic, communications and community engagement and facilitation at local, state and national levels. Detailed in attached resume.

Share the ways you've been involved or have volunteered in the community.

<https://www.linkedin.com/in/smblood/details/volunteering-experiences/>

List your educational and/or professional background and area of study.

Professional background: Early childhood, family support and health care cross-sector programming and financing.

Lean Green Belt Certified, Health Care Authority, August 2019

MA Strategic Communications, Washington State University, May 2016

BA Community Services, St. Martin's University, December 1999

AA Liberal Studies, South Puget Sound Community College, June 1998

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

10 hours/month maximum – I am still fulltime employed and very engaged in supporting my family (children, grandchildren and aging parents).

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I have taken P&R classes and enrolled my son and now his children in classes for decades. OPRD fills an important role in community life! Olympia has amazing parks, playgrounds and walking/hiking trails that I -- and my family -- have grown with, measured time with, and return to time and again.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

Family programming, child programming, adult exercise (jazzercise, dance classes), cooking, creative writing, arts). There used to be more hiking and I have fond memories of going on weekend camping/horseback riding, day sledding, etc., with family long ago.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

Lived experience perspective. Hopeful future perspective. Decades of work and community experience. Willingness to serve.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

STRATEGIC POLICY CONSULTANT

Dynamic senior policy consultant with extensive experience in project management, policy making processes, and leadership. Proven ability to drive projects from inception to execution, while balancing competing priorities. Leverages strong relationship building stakeholders, including state and local government, community-based organizations, healthcare advocates and consumers to advance quality and healthcare access. Adept at creating and implementing process improvements, and training and coaching high performing teams.

AREAS OF EXPERTISE

Policy Brief Drafting | Communication Skills | Technical Writing | Presentation Development and Delivery | Medicaid Policy and Implementation | Federal and State Policymaking Processes | Staff Training and Coaching | Stakeholder Engagement | Change Management | Business Case Preparation | Meeting Design and Facilitation

EXPERIENCE

Reach Out and Read, Boston, MA October 2024 - current

Associate Director, Policy & Partnerships

Supported Reach Out and Read Northwest affiliate in regional policy and public financing to advance and elevate presence and sustainability of Reach Out and Read in Oregon and Washington.

- Developed and managed state legislative campaign resulting in increased visibility, preferred state agency placement, and modest increase in public funding despite economic downturn.
- Led site visits with Reach Out and Read affiliate staff, partner health care clinics, and legislative district representatives to ensure visibility and understanding of program impact in key policy areas.
- Re-invigorated community partnerships with advocacy coalitions, building trust and improved understanding of the Reach Out and Read role in supporting early childhood literacy as part of routine pediatric health care.
- Developed key communications including policy briefs, news articles and presentations highlighting Reach Out and Read's impact in early childhood literacy and health care transformation.
- Supported improved understanding at federal and state level of the intricacies of Medicaid policy, financing, and contractual and regulatory considerations during a time of significant policy change.

National Service Office for Nurse-Family Partnership and Child First, Denver, CO January 2020 - March 2024

Director, Health Policy, January 2023 – March 2024

Advised executive leadership on regulatory requirements, sustainability and growth during transition to new leadership and financing structure.

- Promoted to director after 3 years supporting state and local programs to leverage Title XIX Medicaid funding.
- Managed a team of up to 3 direct and 10 indirect reports; advised two student internship projects.
- Supported initiation and improvement of Medicaid managed care health plan service authorizations and payments.
- Coached staff to effectively strategize and partner with state agencies to ensure strong, productive relationships.
- Identified areas of concern and corrective actions in current contract processes, ensuring local program service payment and more robust fiscal accountability.

Medicaid Policy Manager January 2020 – January 2023

Provided subject matter expertise in leveraging Medicaid financing for maternal and infant nurse home visiting.

- Researched, analyzed, and developed actionable strategies to better utilize braided funding sources across multiple regulatory, philanthropic and private sources in 39 states.
- Trained and coached staff in Medicaid policy, achieving a 17% improvement over six months in staff comfort and skill level working with complex cross-sector opportunities to leverage or improve Medicaid financing.

- Exceeded organizational KPIs by over 50% to improve Medicaid financing of local nurse home visiting program costs supporting the development and implementation of Medicaid state plan amendments, waivers and billing guidance.
- Developed extensive policy materials and resources on leveraging Medicaid financing for home visiting.

Washington State Health Care Authority, Olympia, WA

May 2015 - January 2020

Medicaid and Early Learning Policy Analyst

- Conducted cross-agency research and analysis of Medicaid financing for early learning and home visiting. Authored two recommendations reports on health and early learning Medicaid financing options for cross-agency executive management teams, and for the Washington state legislature.
- Conducted statewide focus groups with community-based home visiting providers to identify preferred options and approaches to Medicaid financing opportunities.
- Presented twice at the Aspen Institute in 2018 on Washington's cross-sector work in Medicaid and human services innovations and alignment.
- Published twice in the Say Ahhh! Blog through Georgetown University Health Policy Institute for Children and Families on Washington's work with Medicaid and early learning systems.

Washington State Department of Early Learning, Olympia, WA

July 2006 - May 2015

Home Visiting Program Specialist

Supported the management and oversight of over \$10,000,000 annually in combined federal and state funded home visiting projects, family support, parenting education and family nutrition education contracts.

- Designed and implemented funding applications, processes and tools; negotiated and executed contracts; monitored project compliance with state and federal guidelines; tracked and monitored expenditures.
- Planned, coordinated, and delivered statewide training for direct service staff and volunteers in program delivery and compliance requirements; evaluated outcomes; applied results to continuous improvement.
- Provided health and early learning cross-sector analysis, policy and financing recommendations; tracked federal and state legislative activities; advised management regarding statute changes and program funding.
- Supported development of new agency processes and systems across state preschool, child care licensing and subsidy, parenting education and early childhood home visiting services.

ADDITIONAL RELEVANT EXPERIENCE

Washington State Department of Community, Trade and Economic Development, Olympia WA

Early Childhood Education and Assistance (ECEAP) Program Coordinator, 2003-2006

Office of Crime Victims Advocacy, Program Assistant, 2000 - 2003

EDUCATION

Master of Arts, Strategic Communications, May 2016
Washington State University

Bachelor of Arts, Community Services, December 1999
St. Martin's University

SOFTWARE COMPETENCIES

Microsoft Office (Word, Excel, and PowerPoint) | Salesforce | SharePoint
Web Conferencing Platforms | Learning Management Systems

CERTIFICATIONS

Lean Six Sigma Green Belt Certified, Internal Employee Program, WA State Health Care Authority, August 2019

CONFERENCE PRESENTATIONS AND PUBLICATIONS (SEE ADDENUM)



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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



sume.doc

Briefly describe why you wish to serve on this Advisory Body:

I have noted as a resident and user of city parks that the developed recreation areas of parks (playgrounds, ballfields, picnic areas) are generally well managed, but natural areas like Grass Lake Natural Area are not always appropriately managed for native trees and plants. We now have a new Comprehensive plan that addresses our goals for Natural Environment. I would like to be part of a team that oversees management of park natural areas in ways that are in conformity with the Comprehensive plan for Natural Environment and Climate resiliency.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have a degree in Botany and a Masters degree in Forest Management. I worked over 30 years planning the management of native plant ecosystems. I was also a Soil Conservationist and a noxious weed control specialist. I see a great need for invasive plant control (non-chemical) and restoration of native plants in parks like Grass Lake where there has been extensive disturbance created by trail construction.

Share the ways you've been involved or have volunteered in the community.

I have commented extensively to city council and staff concerning the need for an updated and improved urban forest management plan and ordinance. I have commented throughout the Comprehensive plan process on several sections and on specific development plans.

List your educational and/or professional background and area of study.

BA Botany, Miami University, Ohio

MF Forest Management, Utah State University, Utah

Member Society of American Foresters

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

30 hours per month

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I live 2 blocks from Grass Lake Nature Park and walk there every day. I have walked in Watershed park, Yauger park, and several other smaller parks. Parks to me are primarily for outdoor recreation in a natural environment. Parks need to provide a wide variety of recreation opportunities, but not all opportunities are appropriate in all parks. We should focus on the primary purpose of each park.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I am the father of 2 Eagle Scouts and have spent many hours and days in camps, summer and winter. I would love to lead tours of native plants and to help other volunteers control weeds and plant trees and native shrubs.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

Native plant ecosystems management and restoration. Document composition.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

Planning Commission

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

PROFESSIONAL EXPERIENCE

POSITIONS OF TRUST AND ACCOUNTABILITY

SINCE JANUARY 2012, SOLE PROPRIETOR OF AN INSURANCE AND INCOME TAX BUSINESS

- Serving clients in Health and Life Insurance as well as Income Tax Preparation, requiring strict adherence to legal and ethical requirements and fiscal accuracy and accountability.
- Representing major carriers in Life, Health, and Annuities.
- Trustee and bookkeeper for a family trust of nearly \$200,000 in assets.

OTHER RECENT EXPERIENCES

- Telephone Insurance Sales Agent, West/Aetna, 9-10/2011
- Wal-Mart Greeter/Customer Service, 6-8/2010; Census Enumerator, 4-5/2010
- Greenleaf Landscaping, Technical/Customer Service, 5-9/2009 (equipment maintenance and accountability duties included)

Bureau of Indian Affairs

Colville Agency, WA

Mar. 1979 - Sept. 2008

EXPERIENCED ADMINISTRATIVE SPECIALIST

Fiscal Management & Accounting/Project Management/Client & Vendor Relations

During a 20-plus year career in administration and planning, I have:

- Composed, proofread, edited, and presented major documents to officials and the public.
- Budgeted, tracked expenses, and reconciled income and expenses for hundreds of thousands of dollars per year.

Title: Program Manager/Data Analyst/Natural Resource Planner/Soil Conservationist

- Directed full-time staffs of up to thirteen (13) employees; provided ongoing direction, training, and support. Accounted for all equipment and supplies purchased and used by the department.
- Wrote and supervised six (6) major contracts for forest inventory, aerial photography, satellite imagery classification, and GIS/GPS data collection; enforced the terms of these contracts for quality control.
- Completed sixty (60) conservation plans in 18 months, utilizing soil survey information and GIS software to determine yields and proper grazing use on leased tribal trust land.
- Communicated frequently by phone, in person, and in writing with professional contractors, subcontractors, and field personnel; provided necessary feedback and direction for the full project lifecycle.
- Communicated with staff, clients, and the interested public concerning natural resources conservation and management.
- Developed and implemented a variety of programs including the weed control program; documented the land lease program to better satisfy federal regulations.
- Organized and employed new procedures to improve the efficiency of existing methods and programs.
- Appointed Chair of the Weed Task Force Board for the Colville Indian Reservation of 1.3 million acres; coordinated the weed management effort of the Colville Tribes, Bureau of Indian Affairs, and two (2) neighboring counties.
- Researched and tracked information, generated reports, and developed and updated spreadsheets; analyzed and documented findings.

WHO I AM ON-THE-JOB

A self-motivated, conscientious, and solutions-focused administrative professional with over two decades of comprehensive accounting and fiscal management experience and a proven record of success in assuming increasing levels of responsibility; Proficient at directing and overseeing all finance, office, and human resource-related functions including budget planning and reconciliation, contract administration, and personnel management and training; A team-player, builder, and leader demonstrating a high-level of energy, accuracy, and thoroughness; Recognized for capacity to thrive in both independent and collaborative work environments, manage multiple responsibilities simultaneously, and interact effectively with all levels of support staff and management; Innate ability to combine time/resource-management skills and implement strategic administrative and operational initiatives to enhance productivity, quality, and client service; Exceptional interpersonal, technical, analytical, quantitative, problem-solving, and critical-thinking skills; Strong written and oral communication skills.

OFFICE ADMINISTRATION/ACCOUNTING PROFESSIONAL DEVELOPMENT

- Quickbooks Professional 2011, North Idaho College
- Principles of Accounting I, Wenatchee Valley College
- Financial Accounting, United States Department of Agriculture Graduate School
- Managerial Accounting, Business Management and Law, North Idaho College
- Accounting II, Organizational Behavior, Economics, Western Governors University
 - Fundamentals of Income Taxes, H&R Block, 2002 and 2010
 - Volunteer Income Tax Preparer 2011-12, Advanced Certification
- Introduction and Advanced MS Access, Productivity Point (Private Training Firm)

TECHNICAL/SOFTWARE

- *MS Excel/WORD*
- *Access*
- *PowerPoint*
- *Outlook*
- *Quickbooks*
- *ArcGis/Arcview*

EDUCATION

- **Master of Forestry** - Utah State University, Logan, Utah
- Major: Forest Management (Natural Resource Management); Minor: Soil Science (Soil Science and Geology)
 - **Bachelor of Arts in Botany** - Miami University, Oxford, Ohio

VOLUNTEER WORK

- Treasurer for local chapter of NARFE, a non-profit group for federal retirees.

CORE COMPETENCIES

- *Contract Administration*
- *Staff Training/Supervision*
- *Data Entry & Analysis*
- *Records Management*
- *Customer Service/Support*
- *Document Composition*
- *Client/Vendor Relations*
- *Team Development/Coaching*
- *Program Creation/Execution*
- *Project Management*
- *Fiscal Management/Accounting*
- *Budget/Business Plan Analysis*
- *Human Resource Management*
- *Metrics Reporting & Tracking*
- *Presentations/Public Speaking*

DESIGNATIONS/LICENSURE

(IRS) Registered Tax Return Preparer, July 2012
Idaho Insurance Producer, License Number: 333186, renewed December 2013

Tuesday, November 25, 2025



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DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1) Parks and Rec

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



Nov25.pdf

Briefly describe why you wish to serve on this Advisory Body:

As an active user of city parks, and a lover of conservation and outdoor recreation, I have dedicated myself to protecting and promoting such places throughout my life. I think Olympia is a wonderful place to live, work, and visit, and I would like the opportunity to support my community by taking an active role in stewardship of our natural and recreational places. I feel that my skillset and experience would be a valuable asset to the Parks and Recreation Advisory Committee.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have my M.A. in Urban and Environmental Policy and Planning which I put to use as a County Planner and City Planning Commissioner when I lived in Oregon. I spent summers during, and for a while after, grad school as a Wildland Firefighter and Trails Crew Lead for the US Forest Service. After my time spent working in land use planning, I transitioned back into federal service as a Park Ranger (both in Interpretation and Wilderness Management) for the National Park Service. Today I continue to work in the Conservation field locally for Capitol Land Trust where I have been overseeing their Public Access Preserve upgrades in Mason and Thurston counties.

At one time or another I have held relevant certifications such as AICP (American Institute of Certified Planners), CIG (Certified Interpretive Guide), and LNT Master Educator (now referred to as Level Two Instructor)

Beyond the wilderness park management experience I have, I also bring a lifelong passion as an urban park user. As a runner, swimmer, biker, and Ultimate Frisbee player, I have had ample time to explore and engage with Parks and Recreation facilities throughout Olympia, and in other communities I have lived in around the country.

Share the ways you've been involved or have volunteered in the community.

I have been in the Olympia community for several years, and moved here full time over a year or ago. I have just been getting started with local involvement, but have outlined my civic engagement here and in other places I have lived recently below:

Visitor Center Volunteer and Trail Rover
Billy Frank Jr. Nisqually National Wildlife Refuge (2025)

Regional Volunteer Coordinator
Futurewise (2024-current)

Search and Rescue Teammember
Skamania and Klickitat Counties, Washington (2020-2022)

Board Member
Oregon Chapter of the American Planning Association (City Planning Commissioner representative)
(2016-2017)

Planning Commissioner
Hood River City Planning Commissioner (2016-2017), Vice Chair (2017)

Volunteer Firefighter
Hood River City (2015-2017)

Other relevant civic experience:
Helped build a playground in Hood River
Trained as a CERT (Community Emergency Response Team) team member

List your educational and/or professional background and area of study.

Villanova University, B.A.; Psychology and Geography
Tufts University, M.A.; Urban and Environmental Policy and Planning

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I will be available to attend almost every meeting of the Parks and Recreation Advisory Committee throughout the year, and will have at least five to ten hours a month outside of that time available for document review, survey work, grant applications, or other relevant tasks.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

You may find me running in Squaxin, birding in Mission Creek, walking up the Garfield trail from downtown to visit friends or the Co-op, hiking a lap around Watershed, tending my patch at Sunrise garden, or floating the Deschutes from LBA. I couldn't begin to list all the ways I use the amazing parks this city has to offer, which is why I want to be part of the team that protects and improves them.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

The Ultimate Frisbee community introduced me to Olympia. I used to come visit frisbee friends that moved here from Oregon when I still lived there and joined them to play pickup games or sub for the leagues at one local park or another. I have thrown discs around at places like Lions Park, Yaeger, or LBA. I enjoy running the trails with run clubs, and playing pickleball or ping pong at the Olympia center. I haven't signed up for any of the extensive classes offered yet, but I love how many skill and community building opportunities Olympia Parks, Arts, and Recreation provides.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

With my background in a combination of recreation management, hazard mitigation, and land use planning, I would bring a unique perspective to the Parks and Recreation Advisory Committee. I'm an advocate of a well designed, thoughtfully built community. A strong, diverse parks system contributes to the health and well being of all of Olympia's residents and visitors, and, when well planned, can reduce automobile dependency. I can see how supporting our parks fits into the dynamic of a "15-minute city", balancing the values of density with access to amenities for everyone in our community. We need that density to support our housing and transportation needs, but we also need parks scattered throughout the city to meet the quality of life and recreational needs of our friends, neighbors, and visitors.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

I would consider the Planning Commission as well.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Creative and passionate individual with a rich professional and educational background; an energetic, outgoing personality; and strong writing and public speaking skills

Skills and Abilities

Public Engagement • Project Management • Microsoft Office package • Google suite • GIS • Effective Communicator • Avid Hiker and Backpacker • Natural & Cultural History Enthusiast • Excels as a member of a team and independently

Experienced Team Leader and Volunteer Manager

- Extensive leadership experience
 - Led the Current Planning Program for Wasco County, OR
 - Former Hood River City Planning Commissioner (Vice Chair) and Board Member for the Oregon chapter of the American Planning Association (OAPA)
 - Managed Paradise Wilderness Information Center at Mt Rainier National Park
 - Qualified wildland fire crew boss and incident commander
- Detail oriented and highly organized
 - Led Wasco County Natural Hazard Mitigation Plan Update involving complex interagency coordination, developing and implementing public outreach program, and rigorous recordkeeping
 - Engaged with local community groups and clubs to provide information and request feedback on proposed changes and action items by attending public events and presenting information
 - Successfully applied for FEMA grant to update Community Wildfire Protection Plan
 - Applied for and received Community Planning Assistance for Wildfire (CPAW) grant
- Educational Program and Event Planning experience
 - Conference Presenter for topics including Planning for Wildfire, Disaster Response Planning, Clean Energy permitting processes
 - National Park Service Interpretive Ranger
 - Developed and presented formal and informal interpretive programs by researching scientific, technical, and/or historical sources for diverse audiences on many topics

Employment History

SPECIAL PROJECTS COORDINATOR; Capitol Land Trust (WA)	April 2025-Current
PARK RANGER (WILDERNESS LEAD); National Park Service, Mt Rainier Nat. Park (WA)	Summer 2024, 2023
PARK RANGER (INTERPRETATION); National Park Service, Yosemite Nat. Park (CA)	Winter 2023-2024
PARK RANGER (INTERPRETATION); National Park Service, Bandelier Nat. Monument (NM)	Summer 2021, 2022
LAND USE PLANNER; Wasco County Planning Department (OR)	2015-2021
TRAILS SUPERVISOR; Columbia River Gorge National Scenic Area (OR/WA)	2015
WILDLAND FIREFIGHTER; Bridger Teton National Forest (WY), Mount Hood National Forest (OR), Redmond Hotshots (OR) Columbia River Gorge National Scenic Area (OR)	2008-2015
TEACHING ASSISTANT; Tufts University, Friedman School of Nutrition, Science and Policy, (MA)	2008
Course: Daily Risks and Disasters; Predicting and Managing Disasters	

Qualifications

National Registry of Emergency Medical Technicians certified (NREMT) • Certified Interpretive Guide (CIG) • Leave No Trace (LNT) Master Educator (Level 2) • First Aid/CPR • PADI certified SCUBA diver, Advanced Open Water level • Wildland Firefighter (Engine Boss ENGB, Firing Boss FIRB, Crew Boss CRWB, Type 5 Incident Commander) • Ham Radio, Technician level • ICS 100, 200, 700, 800 (and many more wildland fire ICS courses)

Education

BA, Geography & Psychology; Concentration: Honors; Cum Laude; Presidential Scholar • *Villanova University (PA)*
Senior Project: Geomorphology Review

MA, Urban and Environmental Policy and Planning • *Tufts University (MA)*

Field Project: The Path to Active Living, The Somerville Community Path; Institute for Community Health

Thesis: Developing Maine's Cellulosic Ethanol Industry with Forestry 'waste'

Civic Activities

SAR: Skamania County WA Search and Rescue team member (2020-2022); Klickitat County WA Search and Rescue team member (2020-2022)

- Performed as team member for technical rope rescue events, performed searches and rescues in wilderness settings, demonstrated proficiency with radio communication protocols

Other: Billy Frank Jr. Nisqually National Wildlife Refuge, Visitor Center Volunteer and Trail Rover (2025-current) • CERT team member, Thurston County (2025-current) • Futurewise, Regional Volunteer Coordinator (2024-current) • Hood River City Planning Commissioner (2016-2017) • Board Member, City Planning Commission Representative, Oregon chapter of the American Planning Association (OAPA) (2016-2017) • Hood River Volunteer Fire Department (2015-2017)

References

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Friday, November 21, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

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[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Other

If you chose "Other" please write-in your area:

Yelm hwy and rich rd

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Cultural Access Advisory Board

Design Review Board

Heritage Commission

Parks and Recreation Advisory Committee

Planning Commission

Utility Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

- 1) parks and rec
- 2)planning commission
- 3)utility advisory committee
- 4)heritage commission
- 5)arts commission
- 6)cultural access advisory board
- 7)design review board

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



.docx

Briefly describe why you wish to serve on this Advisory Body:

I have been an Olympia resident for over 30 years and have enjoyed many of the changes that I've seen in those years. I would like to contribute my time and energy to any future projects that may continue to enrich our community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

As a nurse, I have served on many different committees within the health systems I've worked for. Collaborating with various multi-disciplinaries and bringing forth ideas to affect a positive change has been very rewarding in my professional career.

Share the ways you've been involved or have volunteered in the community.

I have volunteered for various park programs/events and park cleanup events. I have volunteered for a lot of fundraising events within my healthcare system. I have also volunteered with the Comcast care days for various projects in Thurston and Pierce County.

List your educational and/or professional background and area of study.

I currently have a BSN in nursing. I have 22 years in nursing.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I am willing to give 20 hours or more as needed for whichever advisory body I undertake.

Question Applies to the Arts Commission: What art form resonates most with you and why?

I really enjoy art that the community can take part in. I remember a mural going up on the side of a business and the artist was looking for volunteers to help paint. I was able to bring my daughter and a few of her classmates to help paint it. Every time we go by this building with my daughter & her friends who were there that day- They always point out that they helped in the mural. I love that it gives them a sense of pride in their community and that they can also help to beautify their space.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I take a lot of classes at the Olympia art center with the various teachers there because I like to support our local artist and our senior community. Anytime I have seen Olympia asked for the public input on future art projects I give my time to weigh in with my opinion.

Question Applies to the Design Review Board: Describe your experience, training, or education in architecture, urban design, landscape architecture, or development (residential, commercial, or other).

I have no formal experience training or education in architecture or urban design, but it is a great interest in me. I love to visit cities and walk around their parks and points of interest to see how they use their space to bring people in.

Question Applies to the Design Review Board: What do you consider influences on building and/or site design?

I prefer designs that reflect the community and nature around them.

Question Applies to the Design Review Board: What does good design mean to you?

Good design, I believe involves good aesthetics, access for all, and innovative.

Question Applies to the Design Review Board: Describe your experience reading site plans and design drawings.

I have no experience in this though I feel that I can read & understand the design drawings and site plans.

Question Applies to the Cultural Access Advisory Board: Describe your experience with and knowledge of the communities and organizations meant to be served by the Olympia's Cultural Access Program.

I've been fortunate enough in my 30 years in Olympia to partake in the various different events offered in the community. The folk Center the art center the Washington performing arts, capital city theater, the string and puppet show, ballet Northwest, etc. To see our local artist and performers throughout the years has always been inspiring. I love that Olympia really does invest in the many different programs to cultivate public interest in the arts.

Question Applies to the Heritage Commission: Why do you think Olympia's historic places are important?

Olympia has a long and significant history. I love preserving the structures that are in our city and giving

them new life. I think it's important that we honor these structures for the role that they played in our city's history.

Question Applies to the Heritage Commission: What is your experience working with the history or preservation of build or cultural heritage?

I don't have any experience aside from helping with restoring and cleaning the buildings or properties at various community volunteering events.

Question Applies to the Planning Commission: In your own words, describe the role of a Olympia Planning Commissioner?

Planning commissions work together for the development of a community, to provide and protect the amenities and facilities that contribute to the quality of life for the residents. They correct current problems affecting a community, minimize any potential future problems, and help the local government function more efficiently.

Question Applies to the Planning Commission: What interests you the most about community planning?

I'm invested in helping to maintain what keeps Olympia unique from other cities and capitals. How to feel that there's a lot that we can do for our community to attract businesses and community involvement.

Question Applies to the Planning Commission: What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I can bring my skills that I've cultivated in my nursing profession: organization, listening skills, collaborating with multi-disciplines, prioritizing the workload and triaging the greatest need.

Question Applies to the Planning Commission: Have you ever taken a Short Course in Local Planning, read an Olympia Planning Commission meeting packet or attended a meeting?

I have never taken a course in local planning, but I have read and I won't be a planning commission meeting packet and I have attended multiple meetings regarding projects in Olympia throughout the years, the most recent being the LBA park project

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I use multiple different parks throughout the city for different reasons: hiking, playing pickle ball, meeting with friends, having picnic, walking the beaches, attending weddings or celebrations. I enjoy that Olympia has so many parks that have different amenities for various age groups and abilities.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I am a member of the Thurston County Pickleball group. I have sent my daughter through the various different summer camps and classes offered through Olympia community center.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

Having used the various parks and the activities offered through the parks program, I feel that I have an insight into what is appealing for our community. I have experience in setting up for a different fundraising events and celebrations throughout the city. I have volunteered for the art walk and marathons.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

**Thank you for your interest in serving on a City of Olympia
Advisory Body!**

**Please hit the "Submit" button below when you have completed
your application .**



Education

BSN | DEC 2017 | UNIVERSITY OF PROVIDENCE

ADN | May 2002 | SOUTH PUGET SOUND COMMUNITY COLLEGE

Skills

- ACLS
- BLS
- TNCC
- ENPC

Leadership

- Fall Prevention Council
- Teach-Back Council
- Delirium Council

Experience

Circulating Nurse, OR/CVOR | St. Peter Hospital | February 2018- Current

- Follows AORN standards, facility standards, policies, procedures, goals and objectives for perioperative nursing care of the perioperative patient.
- Delivers safe patient care under the direction of surgeon and anesthesiologist.
- Effectively communicates with patients, teammates, and physicians to ensure continuity of care.
- Responsible for picking supplies for cases, turning over rooms, stocking supplies, etc., as directed by OR Charge Nurse.

Registered Nurse, Emergency Center | St. Peter Hospital | July/2015 – February 2018

- Manage care for up to 4 patients in a level 4 Trauma center.
- Triage patients to initiate pertinent orders, start IV's, analyze patient data and lab values.
- Assist physicians with cardioversions, casting and splints, and conscious sedations.

Registered Nurse, Charge Nurse, Intermediate Care Unit | St. Peter Hospital | June/2005- July/2015

- Managed care for up to 4 patients in a critical care unit.
- Train and Precept new employees and student nurses to policy and procedures of unit.
- Analyze patient data and lab values to direct appropriate care.

- Introduced new policy to staff on delirium protocol, recognition and charting.

Registered Nurse, Cardiovascular ICU, Critical Care Unit, Emergency Center | Tacoma General Hospital | September/2010-Current

- Manage care for up to 4 patients in a critical care unit.
- Manage multiple medication drips,
- Manage ventilator settings.
- Analyze patient data and lab values to direct appropriate care.

Tuesday, November 18, 2025



City of Olympia Advisory Body Application

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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

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Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Cultural Access Advisory Board

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Cultural Access
2. Parks and Recreation
3. Arts Commission

Interests & Experiences

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Attach a Resume



..... .pdf

Briefly describe why you wish to serve on this Advisory Body:

I am interested in serving on a city advisory board because I find meaning in using my skills and abilities to help my community make real progress. My background in strategic planning, organizational development, and facilitation has consistently centered on bringing people together to solve problems and align work with community needs.

I also recognize the privilege I have and feel a responsibility to give back. My volunteer work reflects my commitment to contributing where I can. Serving on an advisory board is a way to support thoughtful, equitable decision-making in my city.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I bring a strong combination of strategic planning, facilitation, and community-centered leadership that would directly support the work of a Cultural Access, Park & Recreation, or Arts advisory board. I have extensive experience leading strategic planning efforts, collaborating with diverse groups, and guiding organizations through complex decision-making processes. I am a thoughtful, organized, and methodical person.

My volunteer work further reflects a commitment to community service and direct engagement. I've served on the South Capitol Neighborhood Association board, including managing city grants and overseeing financial reporting, and I've co-directed large youth programs and events through Girl Scouts. These roles demonstrate my ability to support community projects, coordinate logistics, manage budgets, and elevate community voices in program planning. I recently completed a neighborhood engagement survey in my role as Treasurer on the South Capitol Neighborhood Association. This input will be used as

we plan our agenda for 2026.

Share the ways you've been involved or have volunteered in the community.

My volunteer experience reflects long-term, hands-on involvement in community service, youth programs, neighborhood leadership, and capacity-building for nonprofits. I serve as a Girl Scout troop leader, guiding skill development and as a co-director for a regional Spring Encamporee. This involves coordinating programming for more than 150 Girl Scouts and providing safety support as a certified lifeguard. I have contributed to the South Capitol Neighborhood Association as Treasurer, managing annual budgets and financial reporting, as well as overseeing city grant funding for two consecutive years. I also recently lead a survey effort to better understand the priorities and diverse perspectives of our neighbors.

My earlier volunteer work demonstrates a commitment to strengthening community organizations. With Associated Ministries, I facilitated process mapping and problem-solving efforts for the Paint Tacoma Beautiful Project and trained staff in Lean skills. I also contributed to educational support through tutoring students at CIELO and helped increase financial stability for low-income households as a VITA tax preparation volunteer with Sound Outreach.

List your educational and/or professional background and area of study.

I have a strong educational foundation in public administration, finance, and organizational development. I hold a Master of Public Administration from The Evergreen State College and a Bachelor's degree in Finance from Western Washington University. I've completed several professional certifications, including Lean Six Sigma Black Belt and Green Belt training, Prosci change management certification, a strategic planning certification, and a leadership capstone program.

Professionally, I have more than a decade of experience in strategic planning, organizational development, and process improvement within Washington State agencies. I currently serve as an Innovation Administrator at the Department of Revenue, where I lead strategic planning, design thinking efforts, and organizational change services. I previously served as the Director of Strategic Planning at the Department of Veterans Affairs, leading development and performance monitoring of the agency's multi-year strategic plan.

My earlier roles include managing improvement projects, leading organizational change efforts for a major \$72 million systems replacement project, and conducting legislative and tax policy analysis as an Excise Tax Examiner. Across these roles, I've built deep appreciation for data collection, analysis, and collaboration. I have learned about the importance of being inclusive and consider a diverse set of perspectives while staying focused on priorities.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I can commit 10 hours of volunteer hours per month to this advisory board, including meeting attendance and preparation.

Question Applies to the Arts Commission: What art form resonates most with you and why?

The art form that resonates most with me is dance. I tap danced from the time I was five through seventeen, and that early foundation gave me a deep appreciation for rhythm, expression, and movement as a way to express myself and relieve stress. Over the years I've continued to explore other forms of dance like ballroom and modern dance, which has only strengthened my connection to dance as an art that brings people together and communicates emotion in a unique way.

Music is also central to how I experience art. I grew up playing both the violin and trombone, and I've always loved listening to a wide range of musical styles.

I'm also drawn to visual arts. I enjoy creating chalk art on my sidewalk and appreciate public art forms such as sculptures and murals that make creativity accessible in everyday spaces.

Overall, while I connect with many forms of art, dance resonates the deepest because it ties together the rhythm, creativity, and expression that have carried through my life. I want to ensure that citizens have

access to the art forms that connect and bring meaning to their life. It's important that we all experience freedom and expression through art.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

My engagement with the Olympia arts community is somewhat limited, but it is meaningful. I regularly attend Olympia Symphony concert at the Capitol lawn and usually make it to a show or two each year at the Washington Performing Arts Center. I also enjoy watching dance recitals and supporting local performers there.

I make a point of participating in Arts Walk downtown, and many of my walks around Olympia turn into opportunities to appreciate the murals, sculptures, and other public art that give the city its creative character.

While I'm not deeply immersed in every aspect of the arts scene, I consistently seek out opportunities to experience and appreciate the arts in ways that are accessible to me. I want to be part of making arts accessible to others.

Question Applies to the Cultural Access Advisory Board: Describe your experience with and knowledge of the communities and organizations meant to be served by the Olympia's Cultural Access Program.

My experience with Olympia's Culture Access Program has been positive. I've attended performances at the Olympia Family Theater, enjoyed concerts by the Olympia Chorus, and regularly participated in free summer events put on by Free Music Olympia. These opportunities have helped me stay engaged with local arts and make the cultural scene more accessible.

I would love to see even more intentional focus on the Indigenous peoples of this region. Growing up on the Colville Confederated Reservation gave me a deep appreciation for the sovereign nations that coexist in our communities, and I believe cultural programming is an important space to honor their histories, voices, and contemporary contributions.

Overall, while my participation is still growing, the Culture Access Program has connected me to meaningful experiences and I'm eager to see it continue expanding in ways that reflect the full diversity of our community.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

My interest in and use of Olympia's parks is a regular and meaningful part of my life. I frequently visit the tennis courts at Stevens Field and enjoy walking in Squaxin Park, which has become one of my favorite places to unwind and connect with nature. I also make use of several dog parks around town and really value having safe, open spaces where my dogs can roam freely.

My family has also benefited from the city's parks. For example, my stepson loved riding his bike at different parks in Olympia, and those experiences make me especially interested in expanding trails and creating even more opportunities for people of all ages to explore the outdoors.

Overall, the parks system plays an important role in my daily life, and I'm invested in helping ensure these spaces continue to grow, improve, and remain accessible to everyone in our community. Recently I attended an event at Steven's Field to plant flower bulbs and lay decorative bark. This event was coordinated by our park steward. I thought this was an amazing way to leverage neighbors to improve our space. I really appreciated the city supplying materials.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I have a strong interest in park recreation in Olympia, as I enjoy activities like golfing, hiking, playing tennis, and walking in nature. As a scout leader, I have developed a deep appreciation for respecting natural spaces and using resources wisely. I am passionate about creating engaging and meaningful experiences in our parks and recreational programs that encourage citizens to be active, enjoy the outdoors, and

improve both their physical and mental health.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I bring a strong combination of strategic planning, facilitation, and community-centered leadership that would directly support the work of a Cultural Access, Park & Recreation, or Arts advisory board. I have extensive experience leading strategic planning efforts, collaborating with diverse groups, and guiding organizations through complex decision-making processes. I am a thoughtful, organized, and methodical person.

My volunteer work further reflects a commitment to community service and direct engagement. I've served on the South Capitol Neighborhood Association board, including managing city grants and overseeing financial reporting, and I've co-directed large youth programs and events through Girl Scouts. These roles demonstrate my ability to support community projects, coordinate logistics, manage budgets, and elevate community voices in program planning. I recently completed a neighborhood engagement survey in my role as Treasurer on the South Capitol Neighborhood Association. This input will be used as we plan our agenda for 2026.

I am also a regular customer of city parks and have lived experience using tennis courts, soccer fields, trails, and picnic areas.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Contact Information



Education & Certifications

Project & Program Strategic Planning Certification:

South Sound Community College

Department of Revenue:
Leadership Capstone Program

Certified Change Practitioner:
Prosci

Lean Six Sigma Black Belt:
University of Washington

Lean Six Sigma Green Belt:
University of Washington

Masters of Public Administration:
The Evergreen State College

Bachelors in Finance:
Western Washington University

Professional Experience & Accomplishments

April 2024 - Present

Innovation Administrator • Department of Revenue

- Transformed the Lean Transformation Office into a multi-disciplinary organizational development and strategic planning office.
- Introduced design and critical thinking curriculum into leadership development.
- Formalized internal Organizational Change Management services at Revenue.

December 2022 – March 2024

Director of Strategic Planning • Department of Veteran Affairs

- Facilitated the development of the 2023 - 2026 Strategic Plan and established the quarterly strategic plan performance review process including over 50 subject matter experts.
- Identified and established performance measures and resumed performance reporting in the Results Through Performance Management (RPM) System.
- Established a training program and certified over 20 Lean Yellow Belts.

June 2018 – November 2022

Lean Capacity Development Manager • Department of Revenue

- Developed and delivered Lean training to employees. As a result, 41% of employees had process mapping skills, 48% had problem-solving skills, and 48% of managers had Lean leadership skills as measured by training saturation. The department had over 100 certified Lean practitioners who had improved their processes.
- Facilitated over 30 process improvement and process mapping workshops and achieved 75% of teams implementing improvements within 90 days in FY21.
- Project-managed the effort to update Revenue's Fundamentals Map to ensure each employees' work aligns with the organization's goals and outcomes.

May 2016 - May 2018

Organizational Change Management Lead • Department of Revenue

- Led the Organizational Change Management Team on the Tax and Licensing Systems Replacement (TLSR) Project, a 72-million-dollar tax administration system replacement initiative.
- Created and managed a demo environment so that 750+ employees could practice processes before go-live.
- Assessed new process adoption among approximately 1,100+ employees to ensure employees had necessary knowledge to successfully implement the change.

Software Competency

Microsoft Office Suite
MS Forms
Visio Pro
PowerBI
SAS
Qualdratics

Experience & Accomplishments (Continued)

- Engaged a network of 80 employees to champion changes throughout the organization and coordinated a network of staff to facilitate go-live support.

April 2014 – April 2016

Change Management Specialist • Department of Revenue

- Conducted assessments, developed organizational change management strategies and plans, managed adoption risks, and executed change management tactics at the enterprise level.
- Analyzed and presented results to management to initiate interventions where appropriate.
- Implemented, refined, and developed new change management tactics where appropriate.

June 2008 – December 2013

Excise Tax Examiner • Department of Revenue

- Provided technical evaluation of legislative proposals, requiring thorough research, articulate written and verbal communication, and presentation skills.
- Prepared fiscal note responses and administrative assumptions of proposed legislation.
- Administered tax theory reviews of audits for approximately 90 tax examiners and authored the Tax Assessment Manual to formalize standards.

Key Skills

Strategic planning facilitation
Process improvement facilitation
Change management coaching
Leadership mentorship
Problem-solving coaching

Organizational Development Achievements

- Created and implemented a process to formalize and articulate results of strategic initiatives as part of the 2024-2029 Revenue Strategic Business Plan.
- Served as Revenue's first Latino/Hispanic employee resource group, Somos.
- Developed Revenue's Business Fundamentals Map by collaborating with 130+ employees. This is a tool to connect employees' daily work and Revenue's mission and goals and now part of Revenue's new supervisor training curriculum.
- Launched Revenue's Lean Six Sigma Yellow Belt program and certified 60 employees who have used Lean tools to improve their processes.
- Facilitated a series of focus groups to identify critical leadership behaviors that support employee engagement at Revenue, consolidated and analyzed data to identify the top 5 behaviors, worked with leaders to promote the top behaviors, and integrated behaviors into leadership training within the organization.
- Lead the 2022 Revenue Leadership Summit. This included the agenda development, speaker contracting, and leading a team of seven managers to deliver an engaging virtual conference. 98% of attendees reported they found the summit valuable.

Additional Skills

- Certified Red Cross Life Deep Water Lifeguard
- Certified Red Cross First Aid
- Certified CPR/AED
- Boating License

Volunteer Experience

September 2023 - Present

Girl Scout Troop Leader • Olympia, Wa

- Co-leaders of Troop 4471 and primarily responsible for skill development and badge tracking.

February 2023 - Present

South Capitol Neighborhood Association • Olympia, Wa

- Served as Treasurer on the board completing yearly budget and financial reports.
- Managed city grant in 2024 and 2025.

April 2024, May 2024

Girl Scout Encaperee Co-Director • Carnation, Wa

- Co-directed Spring Encamporee for Service Unit 626 for two years, offering weekend learning experiences for over 150 Girl Scouts.
- Served as boating and polar plunge lifeguard in 2024.

September 2023 - May 2025

Department of Enterprise Services Capitol Volunteer • Olympia, Wa

- Served as a Capitol greeter and answered questions.
- Maintained visitor counts.

March 2021 - September 2020

Associated Ministries • Tacoma, Wa

- Facilitated process mapping and problem solving efforts for the Paint Tacoma Beautiful Project.
- Taught staff process mapping and Lean skills.

August 2017 - May 2019

CIELO • Olympia, WA

- Homework lab volunteer helping 3rd through high school students complete course work.

January 2013 - March 2014

VITA Tax Preparation Volunteer with Sound Outreach • Tacoma, WA

- Prepared taxes as a volunteer income tax assistant (VITA) program to increase asset accumulation.

Tuesday, November 18, 2025



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

If you chose "Other" please write-in your area:

Northwest

Which Advisory Body or Advisory Bodies would you like to apply for?

Cultural Access Advisory Board

Metropolitan Parks District Advisory Board

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Parks and Recreation
2. Metropolitan Parks District
3. Cultural Access Advisory

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



Resume 2025.pdf

Briefly describe why you wish to serve on this Advisory Body:

I am excited to apply for a position on this advisory board as a new resident of Olympia who has finally realized a long-held dream of living in this wonderful city. After visiting Olympia for decades and falling in love with its natural beauty, vibrant community, and commitment to arts and culture, I recently relocated here as an empty nester ready to embrace this next chapter of life in the Pacific Northwest. Now that I have the opportunity to truly be part of this community I've cherished for so long, I am eager to give back to the place I proudly call home and to contribute to the programs and spaces that make Olympia such a special place to live.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

As a career education administrator currently serving as Head of School for an accredited online academy, I bring strong qualifications in collaborative decision-making, strategic planning, and community engagement. My professional experience includes managing accreditation processes, developing policies and programs, coordinating diverse stakeholder groups, and analyzing data to inform strategic initiatives. I am accustomed to balancing multiple perspectives, fostering inclusive environments, and working toward shared goals that serve diverse populations. Joining this board would allow me to apply these skills in

service to Olympia's parks and/or cultural offerings while deepening my connection to the community and helping to shape initiatives that enhance quality of life for all residents.

Share the ways you've been involved or have volunteered in the community.

I've worked at community-based schools for over 20 years and was actively involved in education-related volunteer programs throughout my time in Nevada, where I collaborated with parents, teachers, and community organizations to support student success. These experiences taught me the value of grassroots engagement and listening to diverse perspectives when working toward shared goals. Since relocating to Olympia, I've been eager to connect with my new community and have recently applied to volunteer with a group focused on Downtown Olympia. I'm excited to contribute my time and skills to local initiatives while learning about the needs and priorities of this city I've loved for so long, and to work alongside fellow residents committed to making Olympia an even better place to live.

List your educational and/or professional background and area of study.

BA History

M.Ed Educational Technology

M.Ed Educational Leadership

Leadership Team for National Standards of Quality Online Learning (NSQ)

Lead Topic Reviewer and Committee Member for Digital Learning Annual Conference

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

5-10

Question Applies to the Cultural Access Advisory Board: Describe your experience with and knowledge of the communities and organizations meant to be served by the Olympia's Cultural Access Program.

My professional experience as an education administrator directly aligns with Olympia's Cultural Access Program mission to increase access to arts, culture, heritage, and science programs while reducing barriers to participation, especially for historically underserved populations in Olympia, Washington. Throughout my 20-year career, I have championed equitable access to enriching experiences for all students, regardless of their background, regularly evaluating programs and making strategic decisions about resource allocation. These skills directly translate to the advisory board's work. Beyond my professional qualifications, I have a deep personal passion for the arts and culture, and believe that creative experiences have transformative power to build community and enrich lives. Serving on this board would allow me to combine my administrative expertise with my genuine enthusiasm for the arts to help ensure cultural experiences are accessible to all Olympia residents, particularly youth and underserved communities.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

This would be my top choice of committees because of my passion for utilizing the parks. One of the first things I did upon moving here was look up local parks and begin exploring. I have visited around a dozen in the last two months, and many of them multiple times. I live down the street from multiple parks, and I'm fascinated that many here are simply woods or nature areas, unlike the parks I have spent my life growing up and visiting in California and Nevada. I am eager to support them and keep them healthy and thriving so that we can all benefit from them.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I've already looked into joining sports leagues, and I look forward to when more open up in the Spring so that I can join. I have also researched recreation center classes and look forward to more options becoming available after this season. I've been actively involved in community sports, arts, and culture, as well as other local offerings, in my previous city of Henderson, NV, where I lived and raised my son for over 20 years.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

My career in educational leadership has prepared me well for the work of Olympia's Parks and Recreation advisory board, which involves delivering quality outdoor spaces and activities that strengthen community connections. Over the past two decades, I have focused on removing barriers so that all learners can benefit from valuable opportunities. I consistently assess initiatives and make informed choices about how to deploy limited resources, utilizing capabilities that directly apply to board service. Beyond my work experience, I am deeply committed to physical activity, time in nature, and the essential role that public green spaces play in creating vibrant, healthy neighborhoods. Joining this board would enable me to utilize my organizational skills while contributing my genuine passion for the outdoors to ensure that Olympia residents from all demographics can enjoy the trails, facilities, and activities that make our city thrive.

Question Applies to the Metropolitan Park District Advisory Committee: Describe any experience you have in budgeting, accounting or parks-related finance that may benefit this advisory committee.

While I don't have direct experience in budgeting for parks, I have been managing school and small district budgets for the last five years in various education leadership roles. This might not be as good a fit as the other two advisory boards that I requested.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

I listed 3 in this application, and trust that if you could find me an alternative committee that will allow me to share my passions and experience with the community.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

PROFILE

With over 20 years of experience across online, brick & mortar, and blended learning programs from K-12 through adult education, I've developed a unique skill set in the digital learning landscape. My journey as a teacher, professional development coordinator, board trustee and national committee member has informed my leadership approach at both the school and district level. On the forefront of pioneering education models as well of working in traditional models, I've been able to help start multiple schools and grow others from their infancy.

My leadership philosophy strikes a balance between data-driven decision-making and a heart-centered approach, analyzing performance metrics while fostering genuine connections with students and staff. This methodology has yielded measurable success in turnaround schools and systematic improvements in online learning environments. Demonstrating an unwavering commitment to student achievement in virtual, blended and traditional settings, I remain results-oriented, adaptable, and growth-minded while seeking innovative approaches to enhance educational experiences for all stakeholders.

EDUCATION

American College of Education

Masters of Education in Educational Leadership

Boise State University

Masters of Education in Educational Technology

California State University, Northridge California

Bachelor of Arts in History

EXPERIENCE

Head of School, Holston Online Academy

2025- present

As the sole administrator, the Head of School performs all duties required of school leadership, including but not limited to:

- Direct academic operations for a fully online, accredited school serving grades 6-12, including curriculum oversight, teacher management, student enrollment, and compliance with WASC and Cognia accreditation standards
- Manage comprehensive teacher recruitment, onboarding, professional development, and performance evaluation while coordinating course assignments and workload distribution
- Oversee accreditation processes, policy development, and implementation of academic programs, including Advanced Placement courses and specialized initiatives, to maintain institutional recognition and drive continuous school improvement
- Serve as primary liaison between families and the school, managing parent communications, addressing student academic concerns, and resolving conflicts while ensuring high levels of customer service and satisfaction
- Analyze institutional data, including teacher workload, student progress metrics, and enrollment trends, to inform strategic decision-making, resource allocation, and operational improvements

Director of Operations, Legacy Traditional School District, Nevada

2024- 2025

The Director of Operations reports directly to the Superintendent and is responsible for all non-instructional aspects of school and district management.

- Acting Principal in addition to district and school operations.
- Directed district-wide initiatives for multiple campuses, primary location was a turnaround school.

- Student re-engagement, behavior, and increased retention were all focuses that led to improved academic achievement.
- Financial and Faculties Management
- Human Resources, Compliance and Reporting
- School Liaison to Nevada State Public Charter School Authority and to the Legacy Board of Directors

District Director, Acceleration Academies, Nevada

2023 - 2024

The District Director serves as the instructional and operational leader of their designated district (4 schools).

- Direct district-wide initiatives to enhance student re-engagement and dropout recovery, resulting in increased high school diploma attainment among diverse learners.
- Establish and foster community partnerships to expand educational services, directly contributing to improved equity and access for Graduation Candidates.
- Led strategic enrollment efforts, including the development and implementation of orientation and engagement programs, boosting new Graduation Candidate enrollments.
- Implement rigorous data analysis and performance evaluation protocols to inform instructional decisions and personalize learning pathways, significantly improving student outcomes and retention.
- Manage all aspects of program operations within the district, ensuring fiscal sustainability, legal compliance, and adherence to federal, state, and local educational standards.
- Develop and maintain a positive educational culture, leverage technology and Learning Management Systems for effective tracking and support of Graduation Candidate progress towards graduation requirements.

Academy Director, Laurel Springs School

2020- 2023

The Academy Director was responsible for Laurel Springs' unique and rigorous academic program for distinguished and curious scholars in grades 6-12. A school within a school.

- Oversaw all program operations including faculty hiring and training, budgeting, marketing, curriculum development, and the student learning experience.
- Through ongoing feedback, led the professional development team that coaches all teachers in the Academy on best practices with gifted and ambitious learners.
- Led the Curriculum and Instruction team to develop a strategy for course catalog offerings considering including market need, national and state requirements, and clearly identified customer base.
- Continuously evaluated and developed program offerings through feedback from parents and student as well as using market research data and evaluation of competition.
- Collaborated with all Academic Departments to ensure adherence to roadmaps, consistency, clear communication, and a sharing of ideas across and within all academic and organizational departments.
- Spearheaded innovative academic and social programming while collaborating on initiatives around increasing enrollments, retention, student engagement, and evidence of student learning outcomes.
- Piloted innovative programs, integrating technology seamlessly into pedagogy, while providing both synchronous and asynchronous opportunities for learning and engagement.

Academic Department Chair, Laurel Springs School

2015- 2020

As Social Studies Academy Department Chair, candidate was responsible for managing and leading the Social Studies Department for the Upper School including 28 teachers and over 3500 students across 100 countries.

- Hired, trained, coached all Upper School Social Studies Department Teachers.
- Collaborated with curriculum and content vendors to develop digital curriculum and courses in the Learning Management System including videos, eBooks, interactives, and simulations.
- Provided Professional Development focused on best practices in Teaching and Learning as well as training on systems, procedures, and protocols.

Online and Blended Learning Instructor, *Odyssey Charter Schools*

2004- 2015

Odyssey Charter Schools was the first online and blended learning program in Nevada. Helped create the High School and worked closely with school, district and state representatives to launch and operate.

- Department lead in Shared Leadership Model.
- Taught and developed High School online and blended learning courses including Advanced Placement, Honors, and College Prep Social Studies as well as unique elective courses
- Developed dozens of online and blended courses.
- Worked one-to-one with at-risk students whose needs went beyond academics.
- Supported all students by assessing both academic and non-academic needs and providing emotional and social guidance.

Professional Development Facilitator, *Idaho Digital Learning Academy*

2009- 2014

- Facilitated online courses about social media and online teaching with teachers and faculty in the state of Idaho as part of Idaho's initial launch into online education
- Specialized in training educators on how to teach online using emerging technologies in their practice.

Adjunct Professor, *Educational Technology, Boise State University*

2009-2010

- Taught *Beginning Online Teaching* and *Advanced Online Teaching* in the M.ED of Teaching program

RELATED EXPERIENCE**Leadership Team, *National Standards for Quality Online Learning***

2023-present

Chosen to advise on the work of the National Standards for Quality Online Learning. Developed newest set of standards, released in early 2025. Duties include reviewing new and revised NSQ policies and initiatives, the development of new resources, advocating for and networking on behalf of the NSQ, disseminating information about NSQ, and serving on subcommittees and task forces as needed.

Digital Learning Annual Conference, Lead Reviewer

2023- present

The DLAC Program Committee members are integral to planning the overall conference agenda, determining speakers to invite, planning sessions, reviewing proposals, and reviewing the DLC award nominations.

Explore Knowledge Academy, Board of Trustees

2011- 2014

As a Trustee at EKA, we met monthly to discuss policy and procedural matters for a project based charter school. I worked closely with the Executive Director to create the best possible learning environment for students and instructors.

PUBLICATIONS & PRESENTATIONS

- Barbour, Michael and Cory Plough. "Social Networking In Cyberschooling: Helping To Make Online Learning Less Isolating." *Techtrends* 53.4 (2009): 56-60.
- Barbour, Michael & Plough, Cory. (2012). *Odyssey of the Mind: Social Networking in Cyberschool*. *International Review of Research in Open and Distance Learning*. 13. 1-18. 10.19173/irrodl.v13i3.1154.
- Presenter at ISTE, Educon, iNacol, Edcamp and many webinars between 2009 – 2016

CERTIFICATIONS, PROFESSIONAL ORGANIZATIONS and KEY SKILLS

- Nevada- Licensed School Administrator
- Nevada- Licensed Social Studies and Computer Applications Teacher
- California- Administrative Services Credential
- California - Licensed Social Science Teacher
- Google Certified Educator
- International Society for Technology in Education (ISTE)
- Digital Learning Collaborative (DLAC)

- National Association for Gifted Children (NAGC)
- National Association of Independent Schools (NAIS)

Key Skills:

- *Strategic planning*
- *Financial analysis*
- *Project management*
- *Team leadership*
- *Problem-solving*
- *Communication and interpersonal skills*
- *Technology proficiency*
- *Organizational management*
- *Conflict resolution*
- *Adaptability*



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Eastside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



7.pdf

Briefly describe why you wish to serve on this Advisory Body:

I have an extensive background in forestry, ecology, land management, and recreation. I would like to deepen my ties to the local community and offer the professional experience I have from my career to the most relevant advisory committee. I have always believed in that it's possible to impact local politics through engagement and would like to follow through on that belief. If I am selected for the next round of consideration I will go into more detail on my motivations to join an advisory committee. Thank you for your consideration.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have 12 years of experience in land management across Washington, Oregon, and California. I am a qualified herbicide applicator, and have a drone pilot license. I've reached the limit of involvement and responsibility in my current position as the Natural Areas Manager for South Puget Sound Region of the Washington State Department of Natural Resources and am looking for more ways to use the professional skills I've developed to do good in the community. I am very technologically savvy, solutions oriented, and continually push myself to grow and evolve. I am actively seeking budgeting and supervisory experience to continue my professional development.

Share the ways you've been involved or have volunteered in the community.

I am a wildland firefighter and while that isn't true volunteer experience it is a type of emergency response that I have voluntarily pursued that directly benefits many communities. I am in the process of becoming a big sister with big brothers big sisters. I have done mostly invasive species, trail work, and native plantings by attending one off volunteer events.

List your educational and/or professional background and area of study.

Professional: Forestry, Ecology, and Recreation

I have two bachelor's degrees from the University of Washington in Chemistry and Environmental Studies

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

5-15 depending on the needs of the committee. I have spare time to donate to a good cause and no children.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I love outdoor spaces. I believe and have experienced mental and physical health benefits from spending more time outdoors than most. I walk my dog at parks. I try to ID plants where ever I go and I prioritize learning something new about each park I visit. I read every informational sign and respect the rules of every park that I recreate in. I follow leave no trace principles and believe access to the outdoors is a human right.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I benefitted and took part in many municipal sports leagues, summer camps, and classes in my youth in Spokane Washington. I never would have had exposure to different types of recreation without those programs being offered affordably. My family couldn't afford club sports or school teams. I do not currently take part in any programs offered by Olympia but I would love to learn more about what classes are offered.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I would bring my unique perspective to the committee based on some of the principles I've already shared as well as my very relevant professional background. I have many skills but my true superpower is continually improving the skills I've already developed and developing new skills from my weaker areas. I'm not afraid of discomfort and know that growth is uncomfortable. I can offer and receive feedback without dismissing criticism. I truly believe that the best ideas are created from a team of different backgrounds and experiences that combine their opinions into a stronger proposal. I want to think differently and push myself to evolve. I welcome change as both inevitable and an opportunity.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

OBJECTIVE	My long-term goal is to develop my fieldwork experience into a career in forestry and land management. I have enjoyed the undergraduate experience and I am entertaining the idea of perusing a master's degree. I work well supporting programs, and working with others and I would like to continue developing those skills with a non-governmental or governmental agency.	
EDUCATION	University of Washington, Seattle, WA Graduated	March 2012
Coursework/ Awards	Bachelor of Arts in Chemistry, Bachelor of Arts in Environmental Studies Restoration ecology, marine biology, ecosystem management, computing for data analysis, interviewing methods, and environmental education. Dean's list school year 2010-2011.	
	Gonzaga University, Spokane, WA; Florence, Italy Attended August 2006- May 2009	
	Completed undergraduate coursework in chemistry and studied abroad with the Gonzaga in Florence program.	
	Joel E Ferris High School, Spokane WA; High School Diploma June 2006	
Acknowledgements in Academic Publications	Collins, B.M., Lydersen, J.M., Everett, R.G., Fry, D.L., Stephens, S.L. 2015. Novel characterization of landscape-level variability in historical vegetation structure. Ecological Applications 25: 1167-1174. Dissertation: CA Cansler. 2016. Multi-scale Analysis of Fire Effects in Alpine Treeline Ecotones.	

PROFESSIONAL EXPERIENCE

Lomakatsi Restoration Project July	2015- Present
Forestry Technician, Program Associate, Ashland Watershed Youth Training and Employment Program Coordinator	
<ul style="list-style-type: none"> Conducted inventory plots, cruising, layout and design, and monitoring of ecologically based commercial thinning projects. Preformed timber marking based on various complex silvicultural prescriptions regarding forest health, spatial orientation, basal area, wildlife habitat and skip identification, riparian buffers, implemented the Hawksworth six-class dwarf mistletoe rating system, and marked for a desired future stand composition. Tallied units with stratified samples and cruise trees for the Forest Service. Wrote the prescription methodology for noncommercial thinning projects. Used maps and GPS for navigation within units and to determine acreage while recording basal area targets while marking. Trained seasonal/permanent employees in and piloted new method of tree tally data collection. Developed an instructional presentation for a Forest Service and Nature Conservancy workshop to teach managers how to collect field metrics with tablets through an application developed by Stewardship Forestry. Assisted Individual Clumps and Openings (ICO) marking crews of the Klamath tribe on the Fremont-Winema National Forest by laying out, prescription development, pre-cruising plots, and GPS'ing wildlife units. Analyzed data to determine TPA and BA/ Acre for summary and reporting to private landowners and NRCS. Management and organization of membership data in a database. Wrote archival procedure for monitoring photograph data. Taught youth ages K-12 about riparian habitat, forest inventory, plant identification, and proper planting techniques Repaired irrigation tubing for riparian planting projects. Provided support to other Lomakatsi staff projects as needed. Created outreach flyers in Microsoft Publisher for restoration projects in various locations. Wrote agendas and meeting notes for administrative meetings of Lomakatsi's Board of directors, Ashland forest resiliency stewardship project outreach meetings, and meetings with Tribal Partners. Provided on the ground and community outreach support for the Ashland Forest Resiliency Stewardship Project during a helicopter based commercial timber sale. 	

- Tabled at many community events to promote the Mission of Lomakatsi to restore ecosystems and the sustainability of communities, cultures and economies.
- Coordinated The Ashland Watershed Youth Training and Employment Program
 - Hired a twenty-person crew to perform manual labor in support of Lomakatsi Projects and in support of the project of Lomakatsi's partners.
 - Developed safety plans for the crew in the event of illness or injury while on the job.
 - Coordinated with local experts from governmental agencies and non-governmental organizations to present to the crew on a variety of topic related to natural resource management.
 - Developed the schedule for the program.
 - Purchased the needed supplies for the work crew to perform daily work duties.
 - Developed curriculum for the program.

Stewardship Forestry

Forestry Application Development Associate

November 2015

- Updated the user manual for a complex silvicultural marking prescription method to enhance special orientation diversity of a tree stand called Individuals Clumps and Opening or ICO
- Developed teaching materials for future training workshops with Stewardship Forestry clients.

Google Maps in Bothell

Visual Data Specialist II

January 2014-July 2015

- Maintained quality control with exceptional quality and accuracy as a digital cartographer contracted through Aerotek and Randstad.
- Created new data, analyzed and triaged errors with high priority political features in Google Maps using proprietary geospatial tools.
- Led a team of country specialists to triage more complex user related problems with the Google Maps application.
- Created and maintained policy and workflow documentation for worldwide map data.

UC Berkeley Department of Environmental Science June 2013- December 2013

Lab technician II

- Implemented the Sierra Nevada Adaptive Management Plan protocol in Tahoe and Sierra National Forests.
- Investigated control and treatment plots using, brown transect, canopy, ladder fuel, and forest inventory measurements.
- Navigated with compass, topographical maps, and GPS to plots with 750-meter spacing.
- Worked 10 hrs a day with an 80-hour workweek at 3000- 6000 ft elevation.
- Organized and entered data from multiple scientific investigations into Excel and completed carbon biomass calculations for academic reports.

Eastern Oregon Agricultural Research Center March 2013- June 2013

Field Research Assistant

- Identified four native perennial grass species in the five life stages of growth (germination, emergence, establishment, reproductive, and seed) at 16 sites in Oregon, Nevada, and Idaho to determine management methods and environmental factors that favor growth of perennial grass species over the invasive grass species of cheatgrass.
- Corresponding lab work involved counting germinated seeds of forbs, cheatgrass, and native perennial grass species with sieves, and soil moisture and texture analysis.

University of Washington Fire and Mountain Ecology Lab September - October 2012

Lab Assistant

- Backpacked in the Bob Marshall Wilderness in Western Montana and in North Cascades National Park to conduct research identifying and measuring seedlings, facilitators, vegetation, and all tree species in a 20 m by 5 m plot.
- Experience using the Hitchcock dichotomous key.
- Determined seed dispersal agents with Impulse Lasers, and estimated severity of fire in burned areas radially out 60 m from plot center.

- Worked 10-12 hrs a day with an 80-hour workweek at 7000 ft elevation.

2011, August 2012, December 2012, July 2012, November 2012

- Identified all woody species in 25.6 ha old growth forest plots as well as conducted a comprehensive mortality assessment of factors associated with tree death including fungal pathogens, insects, mistletoes, mechanical damage and suppression.
- Used Impulse 200LR lasers to measure snag heights.
- Field crew during plot establishment in 2011.
- Identified, measured, and mapped the location of coarse woody debris of greater than 50 cm diameter and all shrub patches greater than 2 m^2 .
- Installed dendrometer bands on over 500 trees of varied diameter classes to measure seasonal growth.
- Independent collection and cataloging of shrub species to determine accurate biomass allometry equations.

SKILLS

- Language: intermediate Spanish and Italian.
- Software: Garmin GPS, Microsoft office suite, Constant Contact, Donor Source, and experience with ArcGIS and programming.
- Certifications: Chainsaw proficiency certificate from OREGON 2012; CPR/ First Aid, 2016.

INTERESTS AND AFFILIATIONS:

- 2011 – 2012. University of Washington; Forestry Club.
- 2003– 2006. Joel E Ferris High School Orchestra; First Chair Viola.
- 2004. Joel E Ferris High School softball team
- Hobbies: Backpacking and crafting.

REFEREENCES

A horizontal bar chart with 10 categories on the y-axis and a single data series represented by black bars. The categories are labeled with black squares and dots on the left. The bars have thin white outlines. The approximate values for each category are: 1 (~10), 2 (~10), 3 (~10), 4 (~10), 5 (~10), 6 (~10), 7 (~10), 8 (~10), 9 (~10), and 10 (~10).

Category	Value
1	10
2	10
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	10



Wednesday, November 12, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Eastside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



-2025.pdf

Briefly describe why you wish to serve on this Advisory Body:

I would like to serve on the Parks and Recreation Advisory Committee (PRAC) to continue my engagement with the community. I bring an inclusive, positive, and healthy mindset that supports the City's efforts on related initiatives, projects and other opportunities with the intention of fostering a healthy, engaged and active community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have a combination of analytical, technical, program, and managerial experiences that can aid in strategic planning, project planning, budgeting, cost-benefit analyses, communication, collaboration, facilitation, managing/monitoring/tracking goals and accomplishments, and continuous process improvement consultation. I believe my combined professional and volunteer experiences can support the PRAC and their short- and long-term goals, including the community engagement perspective.

Share the ways you've been involved or have volunteered in the community.

I have been volunteering from youth to adulthood, including work with the Special Olympics (soccer), youth/club/high school coaching, procession of the species, youth activities counselor, volunteer on local community/school projects (playgrounds), stream team, fundraising (Demo Burger Booth), initiative support (sign-waving), local climate change activities, and a Board member for the Thurston Climate Action Team (TCAT) and President of the Thurston County Pickleball Club.

List your educational and/or professional background and area of study.

- WG Washington - Master of Science, Management and Leadership.
- The Evergreen State College - Bachelor of Science, Physical Sciences/Energy Systems.
- The International Critical Stress Management Foundation - Certification CISM.
- SPSCC - Program Management, Certification.
- Prosci - Change Management Practitioner, Certification.
- SPSCC - Project Management, Certification.
- WSU Energy Program – Principal Investigator: project/budget management, communication, technology development, national and regional collaboration, customer service.

- Cowlitz PUD – Energy Efficiency Manager: program management, customer/community relations, strategic planning, collaboration and state/federal compliance.
- Employment Security – Insurance Specialist: customer service, policy interpretation, effective communication.
- Labor & Industries – Portfolio Project Manager: strategic/project planning, program coordination, project/change management, safety & health programming, legislation and rulemaking.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I can contribute 10-20 hours per month but can commit to more depending on request/need.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

My interest in parks is driven by my upbringing in the area. Having explored Squaxin Park and many non-designated trails/forests in the past, our surrounding environment is critical in maintain our connection to nature. I consistently use several city parks for group activities, social activities, volunteer work, reflection time and joy. These include Mission Creek, Percival Landing, Friendly Grove, Heritage, Woodruff, and Stevens Field.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I have a high interest in recreational activities that allow me to engage with others, play, explore and have fun. I currently participate in pickleball, which includes playing in leagues and recreational play as well as coaching/teaching this sport.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I have seen the change in our community that has allowed for the diversity of parks and recreation to evolve and, with my professional and community experiences, I can bring in unique correlations between community health and cost-effective approaches or processes that encourage sustainable solutions in support of this Advisory Committee's efforts.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

[REDACTED]

Innovative – Collaborative – Driven – Enthusiastic – Dependable – Accountable

SUMMARY

I am an extremely reliable professional with expertise in program delivery and evaluation, strategic project planning and communication, and team and stakeholder engagement to enhance and optimize the execution of complex programs and services.

EDUCATION/CERTIFICATION

Master of Science, Management and Leadership, WGU-Washington	2019
Bachelor of Science, Physical Sciences/Energy Systems, The Evergreen State College	1997
Critical Incident Stress Management, The International Critical Stress Management Foundation	2024
Program Management, Certification, South Puget Sound Community College	2019
Change Management Practitioner, Certification, Prosci	2019
Project Management, Certification, South Puget Sound Community College	2012

EXPERIENCE

Portfolio Project Manager August 2023 – Present

Department of Labor and Industries; Division of Occupational Safety & Health

- Oversee a Portfolio of Projects within the Division; planned, executed, managed and completed projects for Rulemaking Improvement, Peer Support Team, Supervisor/Manager Training, Engagement Survey Data Analysis, Internal Evaluation, Divisional Communication, Rule Tracking, and Safety & Health Retaliation Program Update.
- Coach and mentor project managers through the project management framework; provide project oversight, guidance and leadership other critical safety and health programs and projects.
- Initiate, coordinate and facilitate strategic team meetings, analytical and technical assessments, and standardizations or process improvements for DOSH programs or services.

Management Analyst/Project Manager July 2018 – August 2023

Department of Labor and Industries; Division of Occupational Safety & Health

- Coordinated, planned and implemented strategic work for the Division of Occupational Safety and Health (DOSH) programs: Explosives, Cranes, Asbestos, Standards, and Laboratory Services.
- Utilized project management, change management and lean six sigma practices for Rule Project Tracking, Discrimination Program Rulemaking, and Employee Engagement Data projects.
- Led and facilitated a collaborative implementation of the rulemaking adoption process; coordinated state legislation analysis; and implement program and project structure for rulemaking improvement.
- Collaborated on and initiated stakeholder management engagement strategies; deploy and support Agency-Wide Executive Steering Committee for rulemaking and communication standardization.

Unemployment Insurance Specialist October 2017 – July 2018

Employment Security Department

- Demonstrated knowledge of and applied federal and state policies in support of Washington's workforce initiatives and unemployment insurance benefits.
- Effectively communicated reporting requirements, benefits and eligibility rights to claimants, employers, and third parties; provided exceptional customer service and professionally written correspondence to all stakeholder inquiries.

Energy Efficiency Manager

August 2014 – February 2017

Public Utility District No. 1 of Cowlitz County

- Managed the District's energy efficiency programs, policies and established plans and goals; developed and monitored \$24 million program budgets; compliance with state law and federal mandates.
- Analyzed data and developed program baselines to forecast economic impact; assessed conservation effectiveness and performance including costs, cost avoidance, sustainability and energy savings
- Led coordination of utility providers to explore opportunities for program alignment, increase community engagement and improve economic solutions to enhance the quality of services.
- Enhanced collaboration with local contractors, suppliers, vendors, Chamber, local municipalities, businesses and non-profit organizations to increase awareness of economic incentives.
- Led a team of 5 professional staff that incorporated a strategic acquisition of biennial energy savings of 18.1 aMW ('14-'15) & 17 aMW ('16-'17).

Principal Investigator - Senior Project Manager

December 1997 – July 2014

Washington State University (WSU) Energy Program

- Oversaw technical assistance call-center services and technology research program; developed and monitored budgets totaling \$7 million; designed and used innovative tracking methodology.
- Evaluated project performance: researched, analyzed, and produced data for presentations, written documents, and applicable reports. Provided consistent progress reports and met deadlines.
- Conceptualized and created a database of emerging technologies (200+); tracked technology progress, analyzed potential savings and cost effectiveness; reported back to the public with a tailored analysis.
- Developed, prepared and delivered user education to include presentations on conservation to a broad range of audiences; boosted relationships with utility providers, federal, state, and local governments.
- Supported federal Resource Efficiency Manager (REM) program; served as technical resource for conservation assistance; implemented marketing strategies including website and newsletter.

COMMUNITY ENGAGEMENT

Professional Pickleball Instructor

June 2023 – Present

23|Kitchens

- Certified International Pickleball Instruction Professional (IPTPA Level II); provide programming insights, develop and execute clinics/player evaluations, implement tactical and strategic knowledge within lessons and develop community relationships with stakeholders.

President and Class Instructor (Volunteer)

April 2022 – Present

Thurston County Pickleball Club (TCPC)

- Develop and implement strategic planning, organizational policies and operational systems to effectively execute the mission of the club; increase economic viability and feasibility of club and improve community engagement through inclusiveness and intentional communication.
- Collaborate with local municipalities in parks long-term planning and project implementation to improve community development and opportunity.
- Professionally instruct and demonstrate pickleball skills and strategies to a diverse community.

Candidate, Thurston County Commissioner

March 2020 – August 2020

Thurston County District 1/TCD

- Engaged and communicated with community stakeholders, residents, businesses and key stakeholders on local planning issues, economic sustainability, climate change and affordable housing. Campaigned for funds, organized team and community outreach events, and collaborated with local organizations.

Secretary, Board Member (Volunteer)

January 2019 – May 2022

Thurston Climate Action Team (TCAT)

- Provide guidance on strategic planning and climate policy impacts; share insights on differing perspectives while aligning common goals; and increase customer and stakeholder awareness.

Associate Coach

July 2016 – May 2021

Blackhills Football Club

- Build relationships through communication and collaboration between coaches, parents and student athletes to foster a competitive and healthy training environment; analyze match and individual data for opportunities to improve the performance atmosphere.



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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

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Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Design Review Board

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Parks and Recreation Advisory Committee
2. Design Review Board
3. Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



Version.pdf

Briefly describe why you wish to serve on this Advisory Body:

I want to serve because this is the community I chose to build my life in and I want to be part of the work that makes it better. I do not want to just live here. I want to contribute to the place I call home.

I also know from my background in government work that small decisions about process and structure can have real impacts on how accessible and fair things feel to the public. I can bring that perspective and I want to use it to support good policy, transparency, and decision making that actually reflects the people who live here.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I've worked in public sector roles for years, so I'm used to dealing with rules, policies, and processes, and making sure things get done the right way. I'm also used to working with different agencies and the public, so I'm comfortable hearing different viewpoints and helping find a reasonable path forward.

I'm good at taking a lot of information, sorting it out, and helping make decisions that are practical and useful for the community. I think those skills would be helpful on this advisory body.

Share the ways you've been involved or have volunteered in the community.

I've been involved in a few different ways. I've worked as a substitute teacher, I currently volunteer at the Point Defiance Aquarium, and I served 21 years in the military. These experiences have allowed me to support young people, contribute to the community, and give back in different ways.

List your educational and/or professional background and area of study.

MASTER OF ARTS | NAVAL POSTGRADUATE SCHOOL

- Major: National Security Studies – Latin America and the Caribbean
- Public Policy Emphasis

BACHELOR OF ARTS | UNIVERSITY OF TEXAS AT DALLAS

- Major: Psychology

ASSOCIATE OF ARTS | DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER

- Major: Spanish

I have more than 20 years of combined military and public sector experience in program management, compliance, records administration, and operations. My background includes leading large teams, overseeing complex state and federal programs, and developing systems that improve transparency and efficiency. I've also managed statewide grants, worked extensively with public disclosure and records retention, and have a strong foundation in policy interpretation and organizational process improvement.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I can commit approximately 10 hours per month, including meeting attendance and preparation. I'm open to additional time when the committee's workload or special projects require it.

Question Applies to the Arts Commission: What art form resonates most with you and why?

Architecture, sculpture, and street art resonate most with me. I'm drawn to how each blends creativity with structure – shaping how people experience their surroundings and express identity in public spaces.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I regularly attend Olympia's art walks and visit installations along the marina. I've also worked with ArtsWA through my role at WDVA, which gave me a deeper appreciation for how local and state initiatives support artists and public art projects.

Question Applies to the Design Review Board: Describe your experience, training, or education in architecture, urban design, landscape architecture, or development (residential, commercial, or other).

While I don't have formal training or professional experience in architecture, urban design, or landscape architecture, I have a strong personal interest in these areas. I enjoy observing and appreciating building designs, urban layouts, and public spaces, and I'm eager to learn more and contribute a thoughtful, community-focused perspective.

Question Applies to the Design Review Board: What do you consider influences on building and/or site design?

I think building and site design are influenced by how the space will be used, how it fits with the area around it, and making sure it's safe and easy to get around. I also notice how landscaping, local history, and the character of the neighborhood can make a difference. Good design just makes a place feel right and works for the people who use it.

Question Applies to the Design Review Board: What does good design mean to you?

Good design, to me, means something that works well in practice but also adds to the community as an art form. It's about balancing usefulness with creativity so that the space or building is both functional and visually engaging.

Question Applies to the Design Review Board: Describe your experience reading site plans and design drawings.

I studied construction management for a few semesters after retiring from the military, and part of that coursework included drafting and reading design plans, so I have some experience interpreting site plans and design drawings.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I believe in realistic access to outdoor spaces, which includes access for everyone. I use the parks in Olympia almost every day, whether walking the trails in one of the many city parks. I especially enjoy walking around Capitol Lake with its views of the Capitol building and diverse wildlife. I also enjoy sitting in the sunshine, when it happens, at my favorite local park, West Bay Park.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I believe sport and recreation build community and can create connections between people from different backgrounds and demographics. I want to help create and support these spaces so that everyone has the opportunity to participate and benefit from them.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I bring skills developed as a military officer, including strategic planning, team leadership, organization, and problem-solving. I can help coordinate efforts, manage projects, and ensure that initiatives are executed efficiently and effectively for the community.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

I am interested in serving on any advisory body where I can contribute to the betterment of our city and support initiatives that benefit the community. My priority is to be involved in helping Olympia grow and thrive.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Summary

Accomplished leader and former military officer with extensive experience directing complex programs, operations, and teams across military, state, and federal environments. Expertise spans strategic leadership, policy interpretation, regulatory compliance, grants administration, program oversight, records management, and stakeholder engagement. Skilled at guiding diverse teams, optimizing processes, and providing the critical support that enables decision-makers to succeed. Drives mission success by turning complex regulations into actionable strategies, ensuring accountability, and empowering teams to achieve operational, fiscal, and environmental objectives.

Education

MASTER OF ARTS | NAVAL POSTGRADUATE SCHOOL

- Major: National Security Studies – Latin America and the Caribbean
- Public Policy Emphasis

BACHELOR OF ARTS | UNIVERSITY OF TEXAS AT DALLAS

- Major: Psychology

ASSOCIATE OF ARTS | DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER

- Major: Spanish

Skills & Abilities

- Strategic Leadership & Team Management: Proven ability to lead diverse teams in military, state, and federal environments; adept at building cohesion, mentoring personnel, and driving mission success across operational, administrative, and programmatic domains.
- Policy Interpretation & Regulatory Compliance: Expertise in analyzing, interpreting, and applying complex laws, rules, and regulations (including RCW 42.56 and federal policy) to ensure compliance, guide decision-making, and optimize program execution.
- Grants & Program Administration: Comprehensive experience designing, implementing, and managing state and federal grant programs, including application review, award allocation, monitoring, and reporting; skilled in training stakeholders for compliance and performance.
- Records Management & Public Disclosure: Advanced skills in document and records management, including retention, redaction, auditing, and responding to public records requests; ensures transparency, confidentiality, and legal compliance.
- Operational & Logistical Oversight: Extensive experience planning, coordinating, and executing large-scale operations, logistical missions, and training exercises, both domestically and internationally, with attention to safety, efficiency, and environmental stewardship.
- Stakeholder Engagement & Collaboration: Strong track record of working effectively with internal teams, tribal communities, government partners, military organizations, and the public to achieve shared goals and resolve complex issues.

- Analytical & Investigative Skills: Proficient in conducting detailed research, audits, and data analysis to evaluate program performance, identify risks, and implement solutions for improved compliance and efficiency.
- Training Development & Delivery: Experienced in creating and delivering formal and informal training programs for military personnel, state employees, and external partners; skilled at translating complex policy into actionable guidance.
- Fiscal Management & Reporting: Capable of managing multi-million-dollar budgets, reconciling financial records, preparing detailed reports for leadership and legislative bodies, and ensuring accountable use of public funds.
- Technical Proficiency: Advanced use of Microsoft Office Suite (Excel, Word, PowerPoint), electronic records management systems, case management software, and operational tracking tools.
- Process Improvement & Continuous Learning: Identifies inefficiencies, implements workflow enhancements, and adapts to new systems, regulations, and operational challenges to continuously improve organizational effectiveness.

Experience

SUICIDE PREVENTION GRANT MANAGER | WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS (WDVA) | 09/2023 – 07/2025

- Designed and established a statewide Suicide Prevention grant program from inception, interpreting legislative mandates and RCWs to develop grant policies, application procedures, and compliance frameworks.
- Led full lifecycle management of the grant program, including application review, award distribution, ongoing monitoring, and compliance enforcement with state and federal regulations.
- Delivered targeted technical assistance and training workshops to applicants and community partners, improving understanding of eligibility, reporting requirements, and regulatory compliance.
- Conducted site visits and project oversight to ensure adherence to grant terms, resolve compliance issues, and support milestone achievement.
- Collaborated with tribal communities, academic institutions, and internal finance teams to align program operations with legislative intent and community needs.
- Developed and implemented specialized training curricula, including lethal means safety programs impacting over 350 personnel across multiple military installations.
- Prepared comprehensive financial and programmatic reports for agency leadership and state legislature to ensure transparency, accountability, and informed decision-making.
- Collaborated with internal teams to ensure grant documentation and reporting adhered to state transparency and records retention standards, supporting compliance with public disclosure laws.
- Resolved complex programmatic challenges by designing innovative solutions to enhance efficiency, equity, and regulatory compliance.

GUEST TEACHER | VARIOUS SCHOOL DISTRICTS, COLORADO SPRINGS, CO; KEY WEST, FL; OCEAN SHORES, WA | 07/2017 – 09/2023

- Delivered instruction across various grade levels and subjects, adapting teaching methods to diverse learning styles and utilizing various technologies to enhance comprehension and engagement.
- Communicated effectively with students, parents, and teaching staff to foster a positive and productive learning environment and maintain strong knowledge of course requirements and school policies.

- Maintained detailed records of student progress and communicated relevant information to school administrators and teachers.

MULTINATIONAL DEFENSE COOPERATION PROGRAM OFFICER | US ARMY SOUTH, FORT SAM HOUSTON, TX | 04/2016 – 07/2017

- Directed funding and operational support for multinational training programs and conferences across Central America, South America, and the Caribbean, evaluating proposals and aligning them with U.S. defense and foreign policy objectives.
- Developed, implemented, and oversaw a regional program funding process functionally equivalent to a federal grant system—managing planning, vetting, award, and post-event evaluation phases.
- Reviewed and approved funding requests from U.S. military elements operating across more than a dozen countries, ensuring compliance with policy, strategic objectives, and legal requirements.
- Coordinated directly with U.S. Embassies, partner-nation military leaders, and Department of State representatives to ensure activities met bilateral agreements and diplomatic standards.
- Prioritized and managed a budget of over \$2.5 million annually, ensuring responsible use of federal funds and detailed documentation for audits and command-level oversight.
- Spearheaded U.S. participation in multinational environmental security initiatives, including regional conferences on climate change impacts and disaster preparedness.

DEPUTY ARMY SECTION CHIEF | US SOUTHERN COMMAND, US ARMY, SAN SALVADOR, EL SALVADOR | 09/2015 – 04/2016

- Provided senior-level briefings on regional political-military developments to U.S. military leadership, synthesizing intelligence, diplomatic input, and media analysis to inform decision-making.
- Coordinated operational schedules and logistics for executive-level personnel, including security cooperation engagements and meetings with Salvadoran Ministry of Defense officials.
- Collaborated across U.S. Embassy departments and with partner-nation leadership to support programs aligned with U.S. foreign policy goals, demonstrating skill in interagency coordination.
- Participated in regional initiatives addressing gang violence, organized crime, and illicit trafficking—programs that required evaluation of mission alignment, partner capacity, and policy constraints.
- Supported strategic planning and reporting for bilateral security cooperation programs, contributing to policy adherence and alignment with legal frameworks.

COMPANY COMMANDER | A COMPANY, 704 BSB, US ARMY, FORT CARSON, CO | 12/2012 – 09/2013

- Commanded 160 soldiers, prioritizing health, safety, environmental compliance, and operational readiness through consistent enforcement of Army and federal standards.
- Managed \$35M+ in military vehicles, fuel systems, and mission-critical equipment, ensuring accountability, efficiency, and environmental safety.
- Directed reintegration of deployed personnel, fostering unit cohesion and resilience through clear communication, structured training, and team-building across diverse backgrounds.
- Designed and executed multi-tiered training programs focused on deployment readiness, logistics operations, and regulatory compliance, incorporating adult learning principles.
- Built a culture of collaboration, inclusion, and respect—working with soldiers and families from diverse cultural, socioeconomic, and geographic backgrounds.

COMPANY COMMANDER | A COMPANY, 704 BSB, US ARMY, JALALABAD, AFGHANISTAN | 04/2012 – 12/2012

- Led 80 soldiers operating in remote, high-risk environments—managing safety, environmental compliance, and infrastructure operations supporting over 1,000 personnel.
- Oversaw water purification, fuel distribution, and warehousing operations, ensuring critical services met environmental standards and mission demands.
- Managed airlift and overland convoy logistics across Eastern Afghanistan, coordinating movements in partnership with local and international forces.
- Maintained accountability of \$35M+ in tactical vehicles and equipment, upholding strict standards for safety, serviceability, and environmental stewardship.
- Conducted field inspections, environmental risk assessments, and mission planning aligned with Army, NATO, and host nation protocols.
- Promoted cross-cultural awareness and inclusive leadership while working with Afghan nationals, coalition partners, and a socioeconomically diverse force—strengthening collaboration, mutual respect, and mission cohesion.

OPERATIONS AND TRAINING MANAGER | 57 TRANSPORTATION BATTALION, US ARMY, FORT LEWIS, WA | 05/2010 – 10/2011

- Developed and implemented a battalion-wide training and certification program focused on logistical operations, operational safety, and regulatory compliance for 750 soldiers.
- Planned and coordinated large-scale, multinational training exercises involving diverse agencies including FBI, CIA, DoS, DHS, and allied military forces, ensuring smooth integration across organizational cultures and protocols.
- Led rapid response planning and execution for emergency situations, including wildfire suppression operations across Western U.S., coordinating interagency resources with attention to environmental impact and personnel safety.
- Fostered teamwork and effective communication among a culturally and functionally diverse workforce, promoting inclusion, accountability, and shared mission focus.

TACTICAL OPERATIONS CENTER SUPERVISOR / INCIDENCE RESPONSE MANAGER | 57 TRANSPORTATION BATTALION, US ARMY, CAMP ARIFJAN, KUWAIT | 05/2009 – 05/2010

- Managed 100+ soldiers and civilian contracted drivers, prioritizing health, safety, environmental compliance, and operational readiness through consistent enforcement of Army and federal standards.
- Planned, tracked, and documented up to 20 simultaneous missions across a vast operational area, ensuring compliance with operational standards and maintaining clear, detailed records of personnel, resources, and employee actions.
- Analyzed convoy routes and mission timelines, identifying inefficiencies and implementing optimized procedures; documented changes, outcomes, and relevant personnel records for leadership review.
- Developed and implemented process improvement protocols based on operational data, audits, and after-action reviews, ensuring thorough documentation and compliance with safety, operational, and personnel standards.
- Managed high-stakes, long-distance crisis operations, providing clear, documented recommendations and communicating findings to leadership, stakeholders, and teams to support evidence-based decision-making.

DEPUTY SUPPORT OPERATIONS OFFICER | US ARMY, FORT LEWIS, WA | 02/2009 – 05/2009

PLATOON COMMANDER | US ARMY, FORT LEWIS, WA | 06/2008 – 02/2009

PLATOON COMMANDER | US ARMY, FOB TQ, AL TAQQADDUM, IRAQ | 03/2007 – 06/2008

PLATOON COMMANDER | US ARMY, FORT LEWIS, WA | 12/2006 – 03/2007



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Other

If you chose "Other" please write-in your area:

I am moving to Olympia in February 2026.

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Bicycle and Pedestrian Advisory Committee

Cultural Access Advisory Board

Metropolitan Parks District Advisory Board

Parks and Recreation Advisory Committee

Planning Commission

Utility Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Parks and Recreation Advisory Committee
2. Bicycle and Pedestrian Advisory Committee
3. Arts Commission
4. Metropolitan Parks District Advisory Board
5. Planning Commission
6. Cultural Access Advisory Board
7. Utility Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



.pdf

Briefly describe why you wish to serve on this Advisory Body:

My entire career has come in and around government. I am also new to Olympia, and I wish to begin contributing to the community via service on one of the advisory bodies.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

My professional specialty is public sector operations and administration. I possess skills such as budget

management that may benefit an advisory body.

Share the ways you've been involved or have volunteered in the community.

I was an Americorps VISTA Volunteer for a year with Food Lifeline in Seattle. I was a Peace Corps Volunteer for over three years in Bolivia. I volunteered with a food bank in the Washington, D.C. area for two years. I served as a board member on the Arlington County Fair Board in Arlington, Virginia.

List your educational and/or professional background and area of study.

My professional background is as a federal employee in internationally-oriented agencies such as the U.S. Department of State, USAID, and Peace Corps.

I possess a Master of Science in Public Policy and Management and a Bachelor of Arts degree in Archaeology.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I am willing to commit up to fifteen hours per month as a volunteer.

Question Applies to the Arts Commission: What art form resonates most with you and why?

The literary art form resonates most with me because reading is my favorite and most longstanding leisure activity.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I am moving to Olympia in February 2026, so at present I have no engagement with the Olympia arts community.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Describe your participation with walking, rolling and biking in Olympia.

I am moving to Olympia in February 2026, so at present I have no such participation. I frequently walk and run where I live, and I will be doing the same in Olympia.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Do you have a unique perspective on walking, rolling and biking? If so, please explain.

I have lived in many areas of the U.S. and also in several other countries, so my perspective on walking, rolling, and biking has diverse inputs.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Have you done any other volunteer work in the community? If so, please describe it.

I was an Americorps VISTA Volunteer for a year with Food Lifeline in Seattle. I was a Peace Corps Volunteer for over three years in Bolivia. I volunteered with a food bank in the Washington, D.C. area for two years. I served as a board member on the Arlington County Fair Board in Arlington, Virginia.

Question Applies to the Cultural Access Advisory Board: Describe your experience with and knowledge of the communities and organizations meant to be served by the Olympia's Cultural Access Program.

I am moving to Olympia in February 2026, so my experience and knowledge in this area is limited.

Question Applies to the Planning Commission: In your own words, describe the role of a Olympia Planning Commissioner?

The overall role of a Olympia Planning Commissioner is to ensure that development in Olympia occurs in a manner that complies with city code and other relevant policy and regulation.

Question Applies to the Planning Commission: What interests you the most about community planning?

Community planning has a large and long-term impact on the lives of community residents. While it is a technical discipline, it is crucial in influencing how residents interact with their neighborhoods and cities.

Question Applies to the Planning Commission: What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I possess experience in long-term planning, such as planning multi-year budgets. I hope to learn about Olympia in general and the discipline of planning specifically.

Question Applies to the Planning Commission: Have you ever taken a Short Course in Local Planning, read an Olympia Planning Commission meeting packet or attended a meeting?

No, I have not. I plan to attend a meeting after I move to Olympia in 2026.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I am moving to Olympia in February 2026. Generally I am a frequent user of parks. I lived across the street from a park in my most recent U.S. residence in Arlington, Virginia, and I used the park several times per week. I am very interested in parks generally as they greatly impact quality of life for residents of any given area.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I am interested in recreation as a means to provide life-enriching services and experiences to community members. I believe recreational activities to be very important in communities.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

My professional specialty is public sector operations and administration. I possess skills such as budget management that may benefit the Parks and Recreation Advisory Committee.

Question Applies to the Metropolitan Park District Advisory Committee: Describe any experience you have in budgeting, accounting or parks-related finance that may benefit this advisory committee.

My professional specialty is public sector operations and administration. I have significant experience in budgeting.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

1. Heritage Commission
2. Design Review Board

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .



PROFILE

Accomplished leader with 6+ years managing high-performing, at times fully remote teams in federal and international public service. Expert in customer support, training development, and operational oversight for diverse stakeholder groups. Proven record of driving continuous improvement, effective communication, and team development across large, geographically dispersed organizations.

CORE COMPETENCIES

- Team Leadership & Coaching
- Stakeholder Engagement & Relationship Building
- Training Development & Delivery
- Continuous Quality Improvement
- Analytical Problem Solving & Decision Making
- Budgeting & Financial Management
- Advanced MS Office Suite

PROFESSIONAL EXPERIENCE

2023 - 2025: US Agency for International Development

Washington, D.C. and Indonesia

FOREIGN SERVICE EXECUTIVE OFFICER

Served as advisor to the Director of an overseas USAID Office (Mission) on operational matters, and oversaw HR, IT, and administrative functions.

- Deployed analytical, problem solving, and consultative skills in detail assignment as facilitator for a Foreign Service promotion board, ensuring that the executive-level Foreign Service and community board members had the tools and information they needed to conclude board activities on schedule

2021 - 2023: US Department of State

Washington, D.C.

STRATEGIC PLANNING UNIT CHIEF, EXECUTIVE OFFICE OF THE BUREAUS OF THE COMPTROLLER AND GLOBAL FINANCIAL SERVICES (CGFS) AND BUDGET AND PLANNING (2023)

Led strategic planning, data analytics, records management, and emergency preparedness functions for the bureau of the Comptroller and Global Financial Services (CGFS) and the bureau of Budget and Planning

- Managed Executive Office's participation in CGFS's Quality Management System; drafted unit metrics

RESOURCES DIVISION DEPUTY DIRECTOR, GLOBAL ENGAGEMENT CENTER (GEC) (2021-2023)

Led the GEC's acquisitions and financial management programs and assisted in overseeing its facilities, human resources, information technology, and security functions.

- Served as subject matter expert on all aspects of contract management and the procurement lifecycle, including defining user requirements and creation of procurement request package deliverables such as statements of work and independent government cost estimates
- Oversaw \$45 million in annual contract spend and the activities of more than 100 contractor personnel, including staffing and performance management
- Identified analytics and research contract costs reductions necessitated by reduced organizational allotment; used Microsoft Word, Excel, Outlook and PowerPoint to communicate needed reductions to GEC leaders
- Saved the government \$160,000 by identifying a vendor's calculation error on a firm-fixed price contract proposal prior to contract execution

2019 – 2021: Peace Corps

CHIEF ADMINISTRATIVE OFFICER, OFFICE OF MANAGEMENT (2020-2021)

Washington, D.C.

Drive Office of Management strategic and tactical activities in parallel, liaising with domestic offices and overseas posts to accomplish the Office of Management's broad, cross-functional objectives.

- Led full remote team, including codifying post-pandemic remote work norms and expectations
- Developed and managed \$19 million annual budget, leading budget justification, presentation, and execution support activities including the application of standard and ad-hoc reporting tools

- Communicated Office of Management procurement user requirements to Contracting Officers

DIRECTOR OF MANAGEMENT AND OPERATIONS (2019-2020)

Saint Lucia

Managed, coordinated and supervised the full range of resource management activities and administrative support functions for the Peace Corps Eastern Caribbean country program including budgeting and financial management, supervision of administrative units, facilities management, procurement, property management, human resources management, Volunteer support, and safety and security.

- Served as first-line supervisor to twelve staff members spread across four island nations; managed program-wide transition to remote work at pandemic's outset
- Administered program-wide HR functions, including setting goals and expectations, providing effective direction and feedback, promptly addressing issues, and conducting timely performance appraisals

2010 – 2018: US Department of State Foreign Service Officer

GENERAL SERVICES OFFICER (2017-2018)

China

Led a 17-member team in delivering the US Consulate General Chengdu's operations services of procurement, housing and real estate, travel, motor pool, logistics, and property management, supporting more than 130 employees.

- Led a 17-member team, including setting goals and expectations, providing effective direction and feedback, promptly addressing issues, and conducting timely performance appraisals
- Negotiated and administered commercial and residential leases; ensuring landlord and tenant comply with lease terms; for example, successfully obtained \$80,000 in compensation from a landlord that defaulted on a Consulate lease
- In addition to regular duties, concurrently served as acting management officer and acting facilities manager for two months upon arrival at post, guiding 39 staff members through major tasks such as assessing state of Consulate facilities following a major earthquake

MANAGEMENT OFFICER (2013-2015)

New Zealand

Led a 7-person staff in managing the US Consulate General Auckland's administrative functions and security.

- Used continuous quality improvement principles to implement standardized business processes for visitor access, information technology assistance, procurement requests, mail delivery, and motor pool requests, resulting in increased customer satisfaction and operational efficiency

2006 – 2010: Deloitte Consulting LLP

MANAGEMENT CONSULTANT, PUBLIC SECTOR STRATEGY AND OPERATIONS PRACTICE

Provided strategy and operations consulting services to U.S. federal and state government organizations.

- Implemented the U.S. Department of Energy's (DOE) information technology capital planning and investment control program (CPIC) program, supervising a team of 5 practitioners and serving as trusted advisor to the Deputy Chief Information Officer
- Developing and implemented CPIC training, delivering training online and in person to DOE audiences in Atlanta, Las Vegas, and Richland, Washington
- Reengineered business processes on-site with the Office of the New York State Comptroller's New York State and Local Retirement System in advance of a planned IT system implementation, developing a comprehensive understanding of how the system operated and how participating employers interacted with system staff

EDUCATION

Carnegie Mellon University, Master of Science in Public Policy and Management

University of Virginia, Bachelor of Arts in Archaeology with a minor in Anthropology

TECHNICAL SKILLS

Advanced proficiency in Microsoft Word, Excel, Outlook, PowerPoint (2016+); data analytics tools.

Monday, November 3, 2025



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



3.25 (1).pdf

Briefly describe why you wish to serve on this Advisory Body:

I want to serve on the Parks and Recreation Advisory Committee because I believe that parks and green spaces are at the heart of a thriving, resilient community. They're where people connect—to nature, to one another, and to a shared sense of belonging. Through my work with the Southwest Olympia Neighborhood Association, I've seen how community-led efforts around food access and sustainability can transform not only a space, but a neighborhood's spirit. From building free food pantries and community garden boxes to collaborating with local organizations like GRuB, Thurston Conservation District, Thurston County Food Bank, and local churches, I've witnessed the power of collaboration to address food insecurity in a way that's both practical and deeply human.

I'm passionate about continuing that work at a broader level—helping ensure our parks and public spaces serve as places of connection, nourishment, and resilience. As a mountaineer and outdoor enthusiast, I know firsthand how access to nature can heal, inspire, and strengthen people. I hope to bring that same energy and vision to helping Olympia's parks evolve as inclusive spaces that sustain both our environment and our community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

My experience leading community-based initiatives with the Southwest Olympia Neighborhood Association has given me a deep understanding of how collaborative planning, creative problem-solving, and grassroots engagement can drive meaningful change. I currently oversee projects focused on food access and sustainability—coordinating volunteers, building partnerships with local organizations and developing community gardens and free food pantries that strengthen local resilience.

Professionally, I work in data analytics for the Washington State Health Care Authority, where I specialize in translating complex information into actionable insights. That background has strengthened my ability to evaluate programs, identify opportunities for improvement, and make informed, balanced recommendations—all skills directly applicable to advisory work.

Combined with my passion for outdoor recreation and environmental stewardship as a mountaineer, I

bring a unique perspective that bridges community development, sustainability, and recreation. I'd bring both strategic and hands-on experience to help guide Olympia's parks and recreation priorities in ways that support equity, access, and long-term community well-being.

Share the ways you've been involved or have volunteered in the community.

I currently serve as the treasurer for the Southwest Olympia Neighborhood Association (SWONA), where I've helped revitalize the organization by strengthening partnerships, creating new community programs, and expanding our outreach. I lead initiatives focused on food access and sustainability, including the installation of free food pantries, construction of community garden boxes, and collaboration with local organizations like the Thurston County Food Bank, GRuB, Thurston Conservation District, and local churches to support community-based food resilience.

I also help organize quarterly community meetings and seasonal events, such as neighborhood picnics and food drives, to bring residents together and encourage civic participation. Beyond SWONA, I've supported citywide efforts through the Coalition of Neighborhood Associations (CNA), participating in discussions around community resilience, emergency preparedness, and connectedness.

Additionally, as a member of The Mountaineers, where I've developed skills in outdoor leadership, environmental stewardship, and risk management. My experiences in mountaineering and outdoor education have deepened my appreciation for access to public lands and the importance of creating inclusive outdoor spaces where people of all backgrounds can connect with nature.

Together, these roles have strengthened my ability to bring people together, manage projects, and advocate for community resilience and access to nature through thoughtful, collaborative action.

List your educational and/or professional background and area of study.

I hold a Master of Science in Public Administration from Florida State University with a concentration in Public Financial Management, as well as a Bachelor of Arts and Sciences from the same institution. My career began in government finance, where I spent several years managing budgets, fiscal analysis, and financial reporting for state agencies before transitioning into IT data management and analytics.

I currently serve as an IT Data Specialist Supervisor at the Washington State Health Care Authority, leading data operations that support transparency, accountability, and evidence-based decision-making for public programs. My background combines public sector financial expertise with advanced data analysis and program management—skills that strengthen my ability to assess systems, interpret data, and make well-informed recommendations in a collaborative advisory setting.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I'm willing to commit 10–15 hours per month to the Parks and Recreation Advisory Committee, which includes attending evening meetings, reviewing materials in advance, and participating in subcommittee or community engagement activities as needed. I understand the importance of being prepared, responsive, and consistent in this role and am fully committed to dedicating the time necessary to contribute meaningfully to the committee's work.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I use Olympia's parks often and consider them an essential part of what makes this city feel like home. Living next to Decatur Woods Park, I visit almost daily—to walk, unwind, and connect with neighbors. It's a small but vibrant community space that shows how parks can bring people together and foster a sense of belonging. I also spend time at Priest Point Park, Watershed Park, and Friendly Grove Park, exploring the trails and enjoying how each space offers a different way to connect with nature.

As a mountaineer and outdoor enthusiast, I've seen firsthand how access to the outdoors supports both physical and mental well-being. Through my work with the Southwest Olympia Neighborhood Association, I've also come to appreciate how parks can serve a broader purpose—supporting sustainability, community resilience, and even local food access through partnerships and shared green spaces.

I'm passionate about ensuring Olympia's parks continue to serve as inclusive, accessible spaces that nurture connection, health, and environmental stewardship for everyone in our community.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

My interest in recreation centers on outdoor exploration, skill-building, and community connection. I'm passionate about splitboard touring, mountaineering, and hiking, and I spend much of my time in nature year-round. These activities have given me a deep appreciation for how recreation programs—whether it's outdoor education, classes, or community events—create accessible entry points for people to experience the outdoors safely and confidently.

While I don't personally participate in team sports, I recognize their tremendous value in fostering community, inclusion, and lifelong fitness. I deeply appreciate Olympia's recreation leagues, summer camps, and classes, which play an important role in keeping residents active and connected. I'd like to help ensure the city continues to support a wide range of recreation opportunities that reflect our community's diverse interests—from traditional sports to outdoor adventure and environmental education.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I bring a unique combination of data-driven problem-solving, financial management expertise, and grassroots community leadership. My professional background in state government—spanning both public finance and IT data analytics—has taught me how to interpret complex information, balance budgets, and make evidence-based recommendations that serve the public good.

As a community leader with the Southwest Olympia Neighborhood Association, I've helped design and lead initiatives around food access, sustainability, and neighborhood engagement, coordinating volunteers and partnerships that connect residents to shared goals. These experiences have strengthened my ability to listen, collaborate, and translate community needs into actionable plans.

I would bring to the committee an analytical mindset paired with a deep appreciation for how parks and recreation programs enhance public health, inclusion, and resilience. My goal is to help ensure decisions are equitable, forward-thinking, and grounded in both data and lived community experience.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

N/A

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Summary

- Demonstrated achiever with practical and foundational knowledge of database development and administration, data management, technical leadership, data and business analysis, script automation, Tableau, BI data visualization, MS SQL Server, PostgreSQL Power Query, software programming, and Python. Proven ability to lead and mentor teams while remaining hands-on with technical work.
- Experienced manager with a strong track record of overseeing data operations, supervising staff, and driving process improvements to enhance efficiency and data integrity. Skilled in balancing strategic leadership with deep technical expertise to deliver high-quality data solutions.
- Exceptional knowledge of statistical and quantitative analysis, modeling and forecasting, analytics, relational database design and modeling, VBA automation, data analysis expressions (DAX), procurement, contract management, grant evaluation and scope of work writing, policy analysis and program evaluation, financial management, and public sector budgeting.
- Strong administrative, leadership, and stakeholder management skills, with a background in customer service and sales. Adept at managing cross-functional teams, driving data-driven decision-making, and translating business needs into actionable insights. Extensive experience interpreting, analyzing, and applying policies, regulations, and laws, with a keen ability to synthesize complex legal and regulatory information into clear, actionable guidance for technical and business stakeholders.
- Experienced at implementing new concepts at an exceptionally quick pace, working well under pressure, managing competing priorities, and fostering a high-performance team environment. Skilled in leading projects, mentoring staff, and effectively communicating complex ideas to both technical and non-technical audiences.
- Extensive computer training, including an above-average proficiency in Microsoft Office Suite, Power BI, Visual Studio, Tableau, SQL Server, and SPSS.
- Microsoft Excel Power User with expertise in automation and optimization of data workflows.
- Certified Lean Six Sigma Green Belt, with a strong focus on process improvement and operational efficiency.

Education

Master of Science <i>Florida State University, Tallahassee, FL</i>	2016
Bachelor of Arts and Sciences <i>Florida State University, Tallahassee, FL</i>	2013
Associate of Arts and Science <i>The Honors College of Miami Dade, Miami, FL</i>	2011
High School Diploma <i>Felix Varela Senior High School, Miami, FL</i>	2009

Career History

ERB Data Manager <i>Washington State Health Care Authority, DATA</i>	2024-Present
<ul style="list-style-type: none">• Lead and manage ERB data operations, overseeing data integrity, reporting, and analytics to drive informed decision-making for the Employee and Retiree Benefits program.• Manage a team while remaining hands-on with technical work, ensuring high-quality data analysis, automation, and reporting.• Develop and maintain complex Tableau dashboards that transform raw data into actionable insights for internal and external stakeholders.• Design and optimize SQL queries and stored procedures to streamline data processing, improve efficiency, and enhance reporting accuracy.• Oversee data governance, security, and compliance, ensuring alignment with regulatory and organizational standards.	

- Collaborate with actuarial, finance, and policy teams to analyze enrollment trends, model impacts of plan changes, and provide strategic recommendations.
- Automate reporting and analytics workflows, leveraging SQL, Tableau, and other business intelligence tools to enhance operational efficiency.
- Translate business needs into scalable data solutions, working closely with leadership to support high-impact decision-making.
- Support open enrollment reporting, analyzing trends and surfacing key insights to inform program strategy and performance evaluation.
- Act as a subject matter expert on ERB program data, providing technical expertise and leadership to drive data-driven improvements across the organization

IT Data Management - Journey

2021-2024

Washington State Health Care Authority, DATA

- Develops and implements data ingestion using SSIS, SQL®, or Tableau Prep.
- Designs tables to hold data necessary to carry out PEBB and SEBB information functions.
- Creates use cases, test queries, and scenarios for use of data.
- Extracts the data and loads into relational tables or standalone data extracts. (ETL functions)
- Develops testing processes for evaluation of data products for quality and completeness.
- In coordination with ETS (Enterprise Technology Services) ensures that the proper data security measures are implemented and maintained.
- Develops and implements communication and presentation strategies for the data products to ensure that it is comprehensive and accessible to appropriate staff and management.
- Works collaboratively with staff from Portfolio Management and Monitoring (PMM), Benefits Strategy and Design (BSD), Clinical Quality and Care Transformation (CQCT), and Finance staff to develop interactive dashboards that support the mission of the Division.
- Determines what data is required to answer the question, making recommendations, and collaborating with the customer, as necessary, to ensure the final product is meaningful and responsive.
- Explains/clarifies any known potential issues in the quality or completeness of the source data.
- Determines where the data can be found (which database among a variety of databases on a variety of database platforms, including but not limited to SQL® Server, Tableau Server, and Excel).
- Extracts the data from a variety of different databases using SQL® Server Management Studio, SQL® Server Integration Services, or Tableau.
- Provides complex data analysis/decision support using the data. Assists users with understanding the significance of the data and of any potential gaps in the data.
- Provides metrics related to implementation of new programs/initiatives, as well as data discrepancy testing between systems.
- Researches and evaluates the clinical and cost implications of current and new medical policy for programs and services, assisting in the development of recommendations regarding benefit design.
- Participates in agency dashboard style guide design and rulemaking. Analyzes industry-wide trends and makes recommendations for improvements and efficiencies in reporting, application development, and information management.
- Utilizes information from health plans, non-insurance benefit providers, and other public employees' benefits administrators in developing standards for reporting of statistical information.
- Participate in agency data governance, strategy, and open data initiatives.

Budget Reporting and Systems Manager

2020-2021

Washington Department of Health, Financial Services – Project Position

- Responsible for the development, implementation and management of an effective and efficient agency financial reporting and data systems infrastructure
- Ensuring effective IT financial data management and reporting, including compliance with Washington state reporting requirements
- Serves as the Financial Services IT Systems Liaison. Provide support to FS managers and HTS in the development, replacement, maintenance, and upgrade of FS IT systems, including the Grants Management System; Contracts Management System; RemitPlus; Time, Leave and Attendance; and the Cost Allocation System (CAS).
- Oversees the development of the agency's standard budget monitoring reports utilizing available budget reporting systems (e.g. Enterprise Reporting, Web Intelligence, etc.); coordination of agency wide budget reporting and systems DOP 12-058 (11/23/10) WMS Position Description communications (e.g. updates) and training, and; assurance of robust stakeholder engagement and feedback for consideration in budget reporting and system development. The position also plays a vital role in responding to ad hoc data requests from agency leadership and external stakeholders such as the Office of Financial Management and the Legislature.

- Serves as the agency's primary representative on statewide budget system issues, including: The One Washington Initiative; Agency Financial Reporting System (AFRS); Agency Budget System (ABS); Capital Budget System; etc.

Fiscal Information & Data Analyst

2018-2020

Washington State Health Care Authority, Financial Services Division – Employee and Retiree Benefits Finance

- Perform and provide complex analysis and financial modeling for decision packages under consideration by the HCA director, CFO, OFM, and legislature that outlines issues with current funding and/or initiate policy proposals to address anticipated future fiscal needs
- Create financial models and determine the fiscal impacts of legislative, policy, or rulemaking proposals put forth by the HCA, or state or federal legislative bodies related to the SEBB and PEBB Program, including alternative scenarios if appropriate
- Lead the development of modeling and strategies for sound fiscal projections to ensure adequate programs
- Annual development, updating, and reconciliation of financial models and data used for budgeting and fiscal notes, involving SEBB and PEBB funds
- Develop and review fiscal notes, bill analyses, and budget versions during the legislative session
- Monitor and analyze agency expenditures, including comparisons to relevant budgets, forecasts, and projections
- Plan, lead, organize, and control the work performed by the organization related to SEBB and PEBB benefits budget and rates, including the SEBB and PEBB Financial Models
- Perform financial analysis for SEBB and PEBB benefits procurement processes, including development and/or revision of the bid analysis model, rate tables, rate adjusters, and the application of risk score methodologies
- Develop and distribute the annual SEBB and PEBB rate book that details all rates/premiums charged to subscribers and employer groups, and paid to health plans
- Participate on agency procurement teams in coordination with agency staff and actuarial consultants with regard to issues related to SEBB and PEBB rate development and budgets
- Perform financial analysis and recommend strategies for the design of financial aspects of RFPs and contracts, to include performance guarantees, trend guarantees, thresholds, withholdings, maximums/caps, etc.

Financial Specialist

2016-2018

Florida Department of Management Services, Planning and Budget – Office of Fiscal Integrity

- Understand and interpret program rules and regulations (WAC's, RCW's, provider and billing guides)
- Assess the validity of reported contract or budget savings resulting from contracting activity, administrative efficiencies, forecasting, analysis, or other means.
- Prepare, collaborate, or review financial analyses, studies, contracting impacts, impact statements, or surveys.
- Streamline work processes through the use of VBA automation/stand-alone Excel applications
- Develop and administer Excel training courses for internal-customer groups throughout the Agency
- Manages the assessment, support, and finance elements of federal disaster cost recovery efforts for the Agency
- Develop procedures, process maps, publications, and desk-guide manuals related, but not limited to, emergency financial preparedness, financial operations and processes, flow of funds, functionality of stand-alone applications, etc.
- Collaborate with senior management to determine functionality requirements, resolve data quality issues, and improve source data quality.
- Collaborate with management in the development of data collection, assumptions, methods, models, or reporting of financial data or information. Responsible for data collection and reporting related to key performance data indicators.
- Perform quality assurance reviews to ensure appropriateness, validity, and completeness of financial data or information.
- Review statutory and administrative rule requirements, other relevant governing guidelines, and business processes and make recommendations for fiscal policy modification and/or process improvement.
- Participate in the development of the legislative budget request and budget schedules. Assist divisions with return-on-investment calculations for budget issues and other business cases analyses.
- Perform fiscal impact analysis on legislative bills.

Regulatory Analyst IV

2015-2016

Agency for Health Care Administration, Florida Center for Health Information and Policy Analysis

- Performs data abstracting and analysis in conjunction with the Agency's health information transparency website, FloridaHealthFinder.gov, and existing data systems within the Agency and other agencies relating to comprehensive data sets on health care topics.
- Facilitates in contract agreement development for RFA 001-15/16, Community and Primary Care Services, grant recipients, as it relates to the scope of service and the budgetary cost analysis.
- Manages state contracts for RFA 001-15/16 grants—for a total of 14 cost-reimbursement agreements. Contract management duties include, but are not limited to, clarifying goals with all interested parties, evaluating the needs of customers and clients, managing invoices from generation to payment, monitoring contract budgets and forecasts, leading complex contractual negotiations, overseeing and signing off on departmental invoices, and regularly monitoring the performance of contracted services to ensure the effectiveness of services being performed.
- Performs research tasks, report analysis and preparation, bill analysis assistance, and technical assistance in conjunction with the advisory council, boards or other additional meetings.
- Communicates evaluation findings, outcome measures, and consumer information in an easily understandable format through Bureau publications and web content.
- Outlines and conducts health service research, quality assurance, compiles and analyzes statistical data, writes findings on health care issues and other additional projects.
- Maintains a working knowledge of various health databases and applicable data query and manipulation tools including inpatient, outpatient, emergency department, licensure, and hospital financial databases.
- Provides technical and professional advice and assistance in efforts to improve the efficiency of data dissemination activities through technological improvements and periodic review of data dissemination procedures.
- Retrieves, interprets and reports data and information as requested by individuals, public and private entities and agency staff.
- Assists in developing new approaches to community outreach which includes conducting webinars, attending benefit fairs and open enrollment, to educate the public on how to use FloridaHealthFinder.gov and how the website can assist in making health care decisions.
- Reviews feedback regarding the FloridaHealthFinder website from the public, website surveys, etc. to identify opportunities to improve, enhance, and promote the website.
- Works with the Advisory Council and any technical workgroups, as needed, particularly with communication issues.
- Maintains detailed knowledge of relevant health care statutes, rules and policies as it pertains to the Florida Center.

Operations Analyst II

2014-2015

Florida Department of Health, Division of Medical Quality Assurance

- This is independent work analyzing, developing and assisting in the Operational Support Services section, within the Division of Medical Quality Assurance (MQA), regarding the public record requests process.
- Serve as team leader in receiving and responding to public record requests for MQA. Retrieve and manage workflow, through the web-based public records management system, GovQA. Utilize the GovQA system to assign, escalate, manage and track requests, deadlines and fees.
- Perform quality assurance checks, using a standardized methodology, of the responses to public records requests and prepare reports for management documenting the quality assurance findings, analyses and provide recommendation.
- Collect, analyze and prepare reports documenting trend data regarding the public records requests for MQA and prepare reports for management on the findings, analyses and provide recommendations.
- Assist in responding to complex public records requests involving investigatory files and/or disciplinary files for MQA in the event the workload meets the threshold for the Regulatory Specialist II. Ensure public records requests are fulfilled in accordance with all laws and regulations set forth in chapter 119, Florida Statutes.
- Assists management in the data conversion effort of the microfiche/microfilm to ensure production schedules are met and target dates for completion are met. Answer and respond to incoming telephone calls, retrieve and respond to voicemail messages.

Senior Paralegal/Staff Supervisor, Howard & Associates, P.A.

2013-2014

- Litigation assistance on Deepwater Horizon Economic Claims/ British Petroleum Claims resulting from April 20, 2010 Oil Spill.
- Financial analysis for Business Economic Loss Claims in terms of tax return to checkbook revenue and expense reconciliations, financial report preparation through the collection, analysis and summary of account information, trends and financial forecast in compliance with federal, state, and local financial requirements.

- Drafting Memorandums, Motions, Complaints, Notices, Appeals and Press Releases for British Petroleum Claims, Engle Progeny Tobacco Cases, Goldman Sachs Antitrust Class Action Lawsuit, Cast Iron Soil Pipe & Fitting Antitrust Class Action Lawsuit, OxyElite Product Liability Case, Maidenform Product Liability Case, Vouge International (dba Todd Christopher International) Product Liability Suit, Johnson & Johnson Product Liability and FUDPTA Suits, Walgreens Glucosamine FDUPTA Suit, Walmart Stores Equate FDUPTA Suite, Coca-Cola Product Liability Suit, Target Data Breach Suit, and U.N. Haitian Cholera Endemic Class Action Lawsuit.
- Practical experience in handling sensitive and confidential client documents in accordance to state and federal rules and regulations (HIPAA, attorney client confidentiality, etc.)
- Proficiency in electronic court filing (CM/ECF & PACER) for all Federal Courts and Florida state court.
- Direct client communication regarding claims and litigation process, review, and guidance of financial documentation (i.e. Tax Returns, Lodging Tax Returns, Bank Statements, Profit and Loss Statements, etc.)
- Case Researching via Lexis Nexus, Law360, and Google Alerts.
- Knowledgeable in QuickBooks

Legal Intern, Law Office of Matthew Liebenhaut

2013

- Worked directly with Attorney Matthew Liebenhaut and clients regarding Social Security Disability legal cases.
- Researching and writing Social Security Administration Disability Cases, reports concerning case files and legal briefs.
- Played key role in the preparation of legal documents (through research and writing of legal blog posts).

References

1. [item 1] [item 2] [item 3] [item 4] [item 5] [item 6] [item 7] [item 8] [item 9] [item 10]

Length scale: 0 25 50 75 100

Item	Length (approx.)
1.	25
2.	45
3.	35
4.	75
5.	20
6.	30
7.	40
8.	60
9.	25
10.	50



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Southeast

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

N/A

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



[REDACTED].pdf

Briefly describe why you wish to serve on this Advisory Body:

I have been spending a lot of time at my neighborhood dog park. Historically I have not been a dog park fan nor frequent park goer, but I was driven to the dog park by my dog's loss of his play companion. I was surprised to see how important the social interaction became to my dog & his dog pals. I was also surprised to see such a strong community develop as the patrons volunteered for work parties to keep the park clean & donated resources for park restoration. This community developed through active individual contribution to a collective need. I would like to help be a conduit between park management & park patrons to foster more of this community development.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

In addition to my being a very active park patron & previous dog park steward, I have strong team organizational & interpersonal relationship training as a professional RN & project manager. In both roles I have honed skills in developing & implementing work plans, facilitating meetings, as well as communicating & consensus building across a broad base of stakeholders often in highly charged situations.

Share the ways you've been involved or have volunteered in the community.

I have served as Ward Lake Dog Park Steward & led many work parties to engage park clients in park cleanup & restoration. While no longer steward, I still work with park staff to maintain the park with active patron participation. Since 2010 I have been a member of the Thurston County Medical Reserve Corps as an RN, helping with emergency preparedness & most recently vaccination clinics. I cross trained with the Thurston County Community Emergency Response Team & served a year as an Olympia Harbor Patrol crew volunteer, learning the waterside support of the Olympia community.

List your educational and/or professional background and area of study.

My educational background includes a BS Nursing, MS Software Engineering, & BA Economics and

Business/Political Science; I had a long career as a technology project manager with the associated professional certifications: Certified Project Management Professional (PMP), Certified Professional in Healthcare Information and Management Systems (CPHIMS); My second career merging technology & nursing were launched when I became a certified Registered Nurse in Washington State.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I am willing to commit to 16-20 hours per month as an appointee to the Advisory Body.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I am an avid dog park patron & I regularly use other leashed dog park & people walking trails. I donate a significant part of my time to dog park work parties to remove invasive brush, improve landscaping, & clean up trash. I would like to contribute to the long term health of our parks & engage community patrons to do the same.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I scrutinize the recreational pamphlet that is published regularly – that's how I found the park steward opportunity. I've passed on classes & trip info to my neighbors & friends. I've taken Aikido, Zumba, kayaking class, & came close to signing up for a few trips! I continue to look for senior age team sports but have not found any to date. I would wholeheartedly be delighted to actively support PRAC in continuing this great community resource.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I would bring a strong positive patron perspective to the PRAC, & one that includes the dog park perspective, which has a bit of a divergence from the traditional people park experience. A large percentage of people in the city own dogs & seek a safe place for them to interact with other dogs. A huge opportunity exists to create spaces, classes, & other community tools to improve everyone's experience with the ever growing dog population. I have a strong background in bringing diverse groups of people together to pursue common interests through constructive communication, effective planning, & decision-making.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

N/A

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Goal: Retired Project Manager and Registered Nurse engaged with my local dog park community of amazingly diverse people & their dogs, seeking to contribute more toward supporting growth of the Olympia park communities.

Professional Experience:

Project Manager Public Sector 2008 – 2021 *Wide range of temporary grant-funded project management roles with Washington State agencies:* Puget Sound Partnership water clean-up program data reporting, Department of Fish & Wildlife technology infrastructure upgrades, Office of Superintendent of Public Instruction online application for USDA reduced-price school lunches, Department of Licensing driver licensing system modernization pilot roll-out, University of Washington radiology outpatient clinic streamlining, Department of Health & Social Services psychiatric hospital electronic health system pilot, Department of Health immunization system data exchange hub implementation & Women Infants & Children system upgrade.

Career switch 2003-2008 *Healthcare re-focus:* Pursued Bachelors of Science degree in nursing as part of plan to focus technology career in the healthcare sector after working in a hospital clinical setting as a certified Registered Nurse.

Project Manager Private Sector 1995 - 2003 *Wide range of project management roles:* Irvine Company, Western Wireless, Sequent Computer Systems, Microsoft Corporation, Immunex Corporation.

Technology Systems Programmer 1980 – 1994 *Hands-on computer programming with several large transportation companies.*

Education: 2006 BS Nursing, 1996 MS Software Engineering, 1978 BA Economics and Business/Political Science

Volunteer Experience Includes:

Volunteer Nurse Medical Reserve Corps (MRC) 1/2010 – present

Provide emergency responder RN expertise during public health incidents / events. Recent activities include serving as COVID-19 volunteer vaccinator and test specimen collector. Assisted Thurston County COVID-19 Contact Investigation / tracing and disease investigation process definitions. Participated in vaccination clinics for back-to-school children and homeless populations. Deployed to Hurricane Sandy 1/2013-2/2013 as Staff Wellness RN for the American Red Cross through MRC.

City of Olympia Dog Park Steward 10/2024 – 6/2025

Build positive relations between park patrons and the City, identify issues and needs, organize work parties, and monitor park grounds.



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Name

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Bicycle and Pedestrian Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



-6.pdf

Briefly describe why you wish to serve on this Advisory Body:

I wish to serve on The Bicycle and Pedestrian Advisory Committee because I want to contribute to making Olympia a more walker and bicycle friendly city. As an avid walker, I know Olympia well as a pedestrian. I'd love to encourage more walkers, and to find ways to increase each neighborhood's Walk Score. I'm interested in encouraging residents to use the infrastructure we already have, such as the neighborhood paths, as well as advocating for more sidewalks.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

My husband and I have made Olympia our beloved home since 2018, which is when we moved from Seattle. I was hired by the school district, and worked at Pioneer Elementary until I was transferred to Hansen Elementary several years ago before I retired this fall. I walked back and forth from my home to Hansen daily, which gave me ample opportunity to observe the walking infrastructure of this neighborhood. I live in a little subdivision off of Walnut/14th Avenue NW. Part of my commute involved cutting through the woods over to Ethel, and on to the very limited sidewalk to Walnut. The most difficult part of my commute was crossing Cooper Point Road, especially during the afternoon rush hour.

Share the ways you've been involved or have volunteered in the community.

Since I retired from teaching at the end of this past school year, I have volunteered in the community with an organization called Sound Learning. I tutor adult English language learners to help them learn English. I have also done some trail work with Olympia Ecosystems in West Bay Woods.

List your educational and/or professional background and area of study.

Antioch University / Teaching Certificate 2004, Seattle, WA

University of Idaho/ MS.ED (Environmental Science and Science Education) 1996, Moscow, ID

Southern Illinois University/BA/Physical Anthropology/ Zoology, 1989, Carbondale, IL

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I would be willing to commit 8 to 10 hours per month, give or take.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Describe your participation with walking, rolling and biking in Olympia.

I'm looking forward to participating with walking, rolling, and biking in Olympia.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Do you have a unique perspective on walking, rolling and biking? If so, please explain.

Yes, I do. I am an avid walker, who loves to get out and walk in all sorts of weather. I walk for exercise, relaxation, companionship, and errands. For the last several years before I retired, I walked to my teaching job at Hansen Elementary. I also was able to walk to work for the last several years I was in Seattle, because I transferred to a school that was closer to my home.

I also bought myself and bicycle, and started riding again after nearly 35 years of not riding. So far I have been sticking to the bike trails, but anticipate venturing beyond the Chehalis Western as I gain confidence.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Have you done any other volunteer work in the community? If so, please describe it.

I tutor ESL for Sound Learning.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

Yes, I would considering serving on the Parks and Recreation Board.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .



Special Educator

Objective

My objective is to teach students who qualify for special education or intervention services in a public elementary school.

Experience

RESOURCE TEACHER

- Case managed 25 or more students depending overload numbers
- Evaluated students to determine academic eligibility for services
- Developed and implemented Individualized Education Plans (IEPs)
- Provided individualized or small group instruction
- Collaborated with classroom teachers, families, and other staff
- Tracked student progress towards goals
- Directed instructional assistants in their support of students
- Developed professionally to teach students with special needs

Hansen Elementary 2022-2024 school years, and Pioneer Elementary 2018-2022 school years/ Olympia School District (Extended leave 2024-2025 school year).

SPECIAL EDUCATION INCLUSION TEACHER

- Served students in both regular and pullout classrooms
- Worked with classroom teachers, families, and other staff
- Team taught (e.g., math workshop, social skills, science)
- Tracked student progress towards goals
- Directed instructional assistants in their support of students
- Created and implemented Individualized Education Plans (IEPs)
- Developed professionally to teach students with special needs

Access Teacher/ Licton Springs K-8 School, 2014-2018 school years, Autism Inclusion Teacher/John Muir Elementary, 2008-2014 school years/Seattle Public Schools

Family Educator–Head Start

- Taught children early childhood curriculum
- Worked with families of diverse cultural and socio-economic backgrounds
- Created a literacy-rich learning environment
- Tracked student progress towards goals
- Welcomed and trained parents and community-member volunteers

Long Term Subsstitute–Head Start, 2006-2008 school years/Seattle Public Schools

Special Education Substitute

- Substituted in developmental preschools, full inclusion programs, resource rooms, and all categories of self-contained programs

2006-2008 school years/Seattle Public School

Education

- Antioch University / Teaching Certificate 2004, Seattle, WA
- University of Idaho/ MS.ED (Environmental Science and Science Education) 1996, Moscow, ID
- Southern Illinois University/BA/Physical Anthropology/ Zoology, 1989, Carbondale, IL

Volunteer Work

Tutor adult English language learners for Sound Learning, May 2025 to present

Friday, December 12, 2025



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Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



[REDACTED] df

Briefly describe why you wish to serve on this Advisory Body:

I want to serve on an Advisory Body to be able to serve and assist my community utilizing my love for advocacy.

I want to serve on the Art Commission specifically because I believe art is integral to our culture, identity, and fulfillment as a city. As someone involved in arts in the community, I've seen how impactful public art can be, especially to young people. Art helps people express themselves and connect with each other.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have several years of experience in learning and participating in local and school level advocacy, my skills include: communication, creativity, open-mindedness, collaboration, and most importantly passion.

Share the ways you've been involved or have volunteered in the community.

I volunteer with National Honor Society, I volunteer at Saint Michael's Parish, and I'm a part of the Capital High School Theatre program.

List your educational and/or professional background and area of study.

I currently attend Capital High School, I'm a full IB diploma candidate (similar to AP). Notably, I take IB Theatre High level.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I'm extremely flexible on how many hours to put in each month, so I will be able to put in as many as needed, other than special or emergency circumstances.

Question Applies to the Arts Commission: What art form resonates most with you and why?

Theatre and performing arts resonate with me the most. Through my time and education in Theatre I've learned the value of performing arts, how it can be used to express identity or tell stories of culture and history. Poetry also deeply resonates with me, I personally love to write and read poetry, and I believe it's integral to facilitate poetry in the city.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I've been involved with the Capital High School theatre program for almost two years, and I've passionately held several different roles throughout my time with the program, including publicity, actor, Box Office Manager, Assistant Stage Manager, and most recently, Director. I also enjoy watching local community theatre productions, and viewing local public art.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

I would love to be considered for any other Advisory Body, especially the Parks and Recreation Advisory Committee, Planning Commission, or Cultural Access Advisory Board.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

EDUCATION

Capital High School (September 2023 - Present)

EXTRACURRICULAR ACTIVITIES & LEADERSHIP

OSD Student Led Advisory Council (SLAC) - SLAC member (October 2024 - Present)

- Advise and provide input to the OSD school board on district wide policies such as disciplinary and safety policy.

YMCA Youth and Government-

- A program that involves legislative writing and debating, along with learning and practicing mock legislature at the Washington State Capitol Building.

Capital High School administrative advisory council-

- Advising the Capital High School administration on school wide policy and the needs and concerns of students.

DECA - VP of competition (June 2024 -June 2025), VP of Leadership (June 2025 - Present)

- Assist with running meetings and planning events.
- Advise members on competition and test preparation.
- Manage service project events.
- Develop member's leadership skills for Capital DECA.

Student Body Government - Class of '27 President (June 2024 -June 2025) Executive Treasurer (June 2025 - Present)

- Provide support managing finances for student body leadership organization.
- Confirm purchase approvals.
- Provide fundraising guidance.
- As class president, lead a team of officers and represent the class as a whole.

Speech & Debate - Team co-captain (September 2025 - present)

- Co-lead debate team, to include planning events, communicating with the team, and directing the overall vision of the team.

CHS Christian Youth Group - founder/leader (September 2025 - present)

- Organize and lead a youth group that focuses on Bible study, worship, and service.

WORK/VOLUNTEER EXPERIENCE

Capital High School Theater - (May 2024 - Present) Director (October 2025 - November 2025)

- Directed *The Great Gatsby* for Capital High School theatre. Responsible for the artistic vision of the show, and all elements of the show coming together to be presented on stage.
- My background in theatre starts in May of 2024, since then I've participated in theatre as an actor, assistant stage manager, Box Office Manager, and most recently, director.

Altar serving - Saint Michael's Parish Altar Server (August 2025 - present)

- Assist in preparing the altar before and after service
- Work in a team to assist the priest during mass and ensure the service runs smoothly.

AWARDS/CERTIFICATIONS

DECA

- **3rd place Business Law and Ethics Team Decision Making area competition (January 2024)**

- **1st place Hospitality and Tourism Team Decision Making area competition**
(January 2025)

Industry certification in project management (*Certified March 2024*)

Speech and Debate

- **2nd place Public Forum debate competition** (*November 2025*)
- **3rd place Oratory Speech competition** (*November 2025*)



Friday, December 12, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name

[REDACTED]

Email

[REDACTED]

Primary Phone Number

[REDACTED]

Address

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Metropolitan Parks District Advisory Board

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

- 1 - Parks and Recreation Advisory Committee
- 2 - Metropolitan Parks District Advisory Board

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



2025G2.pdf

Briefly describe why you wish to serve on this Advisory Body:

I am seeking appointment to the Parks and Recreation Advisory Committee as my first choice, and the Olympia Metropolitan Park District Advisory Committee as my second choice, because I believe city parks play a vital role in supporting recreation, health, food access, and community connection - and that these priorities can and should coexist.

Through my work with the Southwest Olympia Neighborhood Association (SWONA), particularly on the Food Access & Sustainability Committee, I have seen how parks and park-adjacent spaces can support community gardens, gleaning efforts, and food access programming while also serving as places for play, exercise, and gathering. I am especially interested in how well-designed parks can accommodate a range of uses - from playgrounds and pickleball courts to trails, open lawns, and community spaces - in ways that serve people of different ages, abilities, and interests.

Before moving to Olympia, I lived in Tacoma for over 25 years and experienced the benefits of a strong metropolitan park district firsthand. Tacoma's parks offered a wide mix of amenities, including recreation facilities, playgrounds, trails, environmental education, and food access programs. That experience shaped my understanding of how intentional park planning can support both active recreation and broader community wellbeing, rather than forcing a choice between them.

I am personally drawn to city parks as places for everyday recreation - walking, hiking, and spending time outdoors close to home - as well as gateways to larger state and national park systems. I value stewardship and accessibility, and I am especially interested in ensuring that recreation amenities and park investments reflect the needs of the whole community, including families, seniors, and people who may not otherwise feel welcome in outdoor spaces.

I want to serve on this advisory body to help support a parks and recreation system that balances play, physical activity, food access, environmental care, and inclusive design. I believe parks are most successful when they are flexible, welcoming, and responsive to community needs, and I would be honored to contribute my perspective and experience to that work.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I bring a combination of community-based experience, public-sector analytical expertise, outdoor stewardship, and collaborative decision-making skills that align well with the role of a Parks and Recreation advisory body.

Through my involvement with the Southwest Olympia Neighborhood Association (SWONA), particularly on the Food Access & Sustainability Committee, I have worked on community-led efforts that intersect with parks, public land use, and shared neighborhood spaces. This work requires balancing diverse perspectives, identifying common ground, and thinking holistically about how public spaces can serve recreation, food access, environmental stewardship, and community connection simultaneously. These experiences closely mirror the advisory process of reviewing proposals, weighing tradeoffs, and making thoughtful recommendations.

Professionally, I bring over a decade of experience working in public-sector and healthcare systems, where I regularly analyze complex information, evaluate program impacts, and support data-informed decision-making. In my current role with the Washington State Department of Health, I design and maintain enterprise-level data systems, develop reports and dashboards, and support high-visibility, mission-critical projects. This background has strengthened my ability to review detailed materials, ask clarifying questions, and assess long-term implications - skills that are directly applicable to reviewing park plans, capital investments, and policy recommendations.

Earlier in my career, I worked in fiscal analysis and program management roles with the Washington State Health Care Authority, where I collaborated with leadership, external partners, and legislators on budgeting, forecasting, and program design. That experience has given me a strong appreciation for public accountability, equity considerations, and the importance of aligning limited resources with community priorities.

I also bring lived experience with outdoor recreation and stewardship, including mountaineering and hiking on public lands. Through these activities, I have developed a strong respect for land stewardship, trail maintenance, environmental protection, and safety in shared outdoor spaces. Mountaineering, in particular, has reinforced the importance of preparation, risk awareness, Leave No Trace principles, and respect for natural systems - values that translate directly to thoughtful parks planning, trail design, and long-term land management. This perspective helps me consider how city parks can support both everyday recreation and broader connections to regional, state, and national public lands.

Having lived in Tacoma for over 25 years, I also bring firsthand experience with a metropolitan park district that successfully integrates playgrounds, sports courts, trails, environmental education, and food access programming. That experience informs my understanding of how parks can be designed and managed to support a wide range of recreational uses while remaining inclusive, accessible, and environmentally responsible.

Finally, I bring strong communication and collaboration skills. I am comfortable working in group settings, engaging in respectful dialogue, and contributing constructively to discussions with people who hold differing views. I value public process and transparency, and I am committed to centering community needs while supporting thoughtful, well-reasoned recommendations.

Together, these experiences allow me to contribute a balanced, informed perspective to the advisory body - one that supports recreation, food access, environmental stewardship, and inclusive use of Olympia's parks for the benefit of the entire community.

Share the ways you've been involved or have volunteered in the community.

I have been actively involved in community-based work focused on food access, sustainability, and

neighborhood connection through the Southwest Olympia Neighborhood Association (SWONA) and broader regional partnerships.

Within SWONA, I have participated in the Food Access & Sustainability Committee, supporting efforts that improve access to fresh food and strengthen neighborhood resilience. This work includes collaborating with neighbors, committee members, and partner organizations to explore community gardens, gleaning efforts, food distribution, and the use of shared public or park-adjacent spaces to meet community needs. Through this role, I have been part of conversations that balance food access, recreation, stewardship, and neighborhood use of public spaces, while remaining responsive to local concerns and priorities.

In addition to neighborhood-level work, I have recently been involved with regional food system conversations through the South Sound Food Systems Network. This has included engaging with organizations, advocates, and community members working across jurisdictions to address food insecurity, sustainable food systems, and equitable access to resources. Participating in this broader network has reinforced the importance of collaboration, shared learning, and coordination between local efforts and regional strategies.

My community involvement is grounded in relationship-building and collaboration. I value working across differences, listening to community voices, and contributing in ways that support long-term, inclusive outcomes rather than short-term fixes. Whether at the neighborhood or regional level, I approach volunteer work with a focus on mutual respect, shared responsibility, and practical solutions that strengthen community wellbeing.

Through these experiences, I have developed a strong appreciation for how local government, neighborhood groups, and community networks can work together to support parks, public spaces, and programs that serve diverse needs. I would bring this collaborative, community-centered approach to my service on a City of Olympia advisory body.

List your educational and/or professional background and area of study.

I hold a Bachelor of Arts in Communications with a focus on communications and marketing from the University of Washington Tacoma and an Associate of Arts and Science from Pierce College.

My educational background in communications and marketing informs how I approach public service and collaborative work. It has strengthened my ability to communicate clearly, translate complex information for non-technical audiences, and think strategically about outreach, messaging, and community engagement. These skills are especially relevant in advisory settings that rely on public input, transparency, and effective communication between government and the community.

Professionally, I have extensive experience in public-sector data services and analytics, primarily within Washington state agencies. I currently work at the Washington State Department of Health in a data services role focused on database management, system administration, and reporting infrastructure. My work includes managing enterprise databases, developing and maintaining SSIS packages and reporting systems, supporting system upgrades, managing system access and security, and ensuring the reliability and integrity of data systems that support critical public programs.

Previously, I worked at the Washington State Health Care Authority in fiscal and analytical roles supporting Medicaid finance and hospital reimbursement programs. In these positions, I was directly involved in public financial management activities such as forecasting, budget analysis, program modeling, and evaluating fiscal impacts to support leadership and legislative decision-making. This experience gave me a strong understanding of how public dollars are managed, the importance of accountability, and how data informs policy and operational decisions.

Together, my background in communications and marketing, public financial management, data analytics, and data services allows me to contribute a balanced and practical perspective. I am comfortable engaging in detailed reviews, understanding financial and operational implications, and communicating clearly with both technical and non-technical audiences. I believe this combination of skills would be a strong asset to a City of Olympia advisory body, where thoughtful analysis, collaboration, and clear public communication are essential.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I understand that service on this advisory body includes attending monthly evening meetings, reviewing materials in advance, and participating in additional committee work as needed.

I am willing to commit approximately 25–35 hours per month as a volunteer. This includes:

- 2–3 hours for the regular monthly committee meeting
- 4–10 hours for meeting preparation, including reviewing agendas, staff reports, planning documents, and background materials
- 5–10 hours for committee working groups, follow-up discussions, special projects, or policy and program review outside of regular meetings
- An additional 10–15 hours per month dedicated to community outreach and engagement, including connecting with neighborhood groups, community organizations, and residents to better understand how parks and recreation programs are used and where there may be unmet needs or opportunities for improvement

I view community outreach and preparation as essential to effective advisory work and am committed to investing the time needed to be informed, responsive, and engaged. I am prepared to consistently contribute at this level and to increase my involvement as needed during periods of heightened activity or special initiatives.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

My interest in Olympia's parks is shaped by extensive experience recreating on national and state public lands, including hiking and mountaineering, as well as by a strong desire to bring that same sense of care, stewardship, and belonging closer to home through city parks.

Through outdoor activities such as hiking and mountaineering, I have spent significant time in national and state parks and public lands, where I have developed a deep appreciation for well-maintained trails, thoughtful land management, safety, and environmental stewardship. These experiences have reinforced the importance of preparation, shared responsibility, and long-term planning to protect natural spaces while making them accessible to the public. I carry those values with me when I engage with local parks.

At the city level, I regularly use Olympia's parks for walking, outdoor recreation, and time spent in nature close to home. I see city parks as essential everyday spaces that allow residents to experience the benefits of being outdoors without needing to travel long distances or have specialized gear. I am especially interested in how Olympia's parks can support a wide range of uses, from playgrounds and courts to trails, open space, and natural areas, while remaining welcoming to people of all ages, abilities, and backgrounds.

I am motivated by a desire to help bridge the gap between large-scale public lands and neighborhood parks by bringing the values I have learned through outdoor recreation into local decision-making. That includes a focus on stewardship, accessibility, safety, and inclusive design, as well as recognizing how parks can also support broader community needs such as gathering, health, and food access when thoughtfully planned.

Ultimately, I want to help ensure Olympia's parks reflect both a love of the outdoors and a strong commitment to community wellbeing. City parks have the power to make nature, recreation, and connection part of daily life, and I am passionate about supporting a park system that serves the full spectrum of community needs while protecting the natural character that makes Olympia special.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I am interested in Olympia's recreation programs as important tools for promoting health, connection, and equitable access to active opportunities for people of all ages. I value recreation programming not only for the activities themselves, but for how well-designed programs can create welcoming entry points into physical activity, outdoor experiences, and community engagement.

My personal recreation interests center on outdoor activities such as hiking and mountaineering, which has shaped my appreciation for programs that build skills, confidence, and safety over time. From that perspective, I am particularly interested in how city recreation offerings - including classes, youth programs, and guided activities - can help people develop foundational skills, discover new interests, and feel comfortable participating in outdoor and recreational spaces.

I also recognize the importance of structured recreation such as sports leagues, camps, and classes in supporting families, youth, and seniors. These programs provide safe, affordable opportunities for physical activity, social connection, and skill development, and can be especially impactful for households that may not otherwise have access to organized recreation. I am interested in how Olympia's recreation programs are designed, scheduled, and priced to ensure broad accessibility and inclusion.

From an advisory perspective, I am motivated by how recreation programs can complement parks and facilities, activate public spaces, and respond to community needs. I am especially interested in programs that emphasize inclusivity, adaptability for different abilities, and opportunities to engage residents who may not traditionally participate in organized recreation.

Overall, my interest in Olympia's recreation programs is grounded in a belief that recreation should be accessible, welcoming, and reflective of the community it serves. I would bring a thoughtful, community-centered lens to discussions about sports leagues, camps, classes, and trips, with a focus on ensuring programs support healthy activity, skill-building, and connection for all residents.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I would bring a well-rounded perspective that combines community-based experience, strong analytical and data-informed thinking, communications-centered public engagement, and public financial management.

My background in communications and marketing shapes how I engage with public process and community input. I am attentive to how information is shared, how programs and decisions are communicated, and whether messaging is accessible, inclusive, and responsive to community needs. This perspective is especially valuable for a committee that helps bridge city staff, policy decisions, and the public.

I also bring experience in public-sector data services, analytics, and fiscal analysis. My professional work includes supporting public financial management through forecasting, budget analysis, program modeling, and evaluation of fiscal impacts, as well as working with enterprise data systems and reporting infrastructure. This allows me to engage thoughtfully with topics such as capital investments, maintenance planning, program evaluation, and long-term sustainability, and to ask questions that help clarify tradeoffs and responsible use of public resources.

In addition, I bring a strong stewardship and recreation lens informed by extensive experience on national and state public lands through hiking and mountaineering. These experiences reinforce the importance of safety, accessibility, environmental care, and long-term maintenance. I am particularly interested in how these values can be applied at the city level to support parks that are both actively used and thoughtfully protected.

Finally, my involvement in neighborhood and regional food access efforts has given me experience working collaboratively across diverse perspectives and priorities. I am comfortable navigating competing interests and finding ways to integrate recreation, community use, stewardship, equity, and fiscal responsibility into cohesive recommendations.

Together, these perspectives allow me to contribute as a thoughtful, prepared, and collaborative advisory committee member. I would bring a balanced approach that values recreation and play, protects natural resources, responsibly stewards public funds, and centers community needs, with the goal of helping Olympia's parks and recreation system continue to serve the full spectrum of residents.

Question Applies to the Metropolitan Park District Advisory Committee: Describe any experience you have in budgeting, accounting or parks-related finance that may benefit this advisory committee.

I bring extensive experience in public-sector budgeting, fiscal analysis, and financial oversight that would be directly relevant to service on the Metropolitan Park District Advisory Committee.

Earlier in my career, I worked in fiscal and analytical roles with the Washington State Health Care Authority, where I supported public financial management for large, complex programs. My responsibilities included budget analysis, forecasting, program modeling, and evaluating fiscal impacts to support leadership and legislative decision-making. This work required careful stewardship of public funds, clear documentation, and an understanding of how financial decisions affect service delivery and long-term sustainability.

In addition to fiscal analysis, my professional background includes extensive experience working with data systems and reporting infrastructure at the Washington State Department of Health. In my current role, I support enterprise data services, including database management, reporting systems, and data integrity for mission-critical programs. This experience strengthens my ability to assess financial and operational data, understand cost drivers, and evaluate performance metrics - skills that are valuable when reviewing budgets, capital investments, and ongoing maintenance costs for parks and recreation assets.

While my professional experience is not specific to parks finance, the principles of public budgeting, accountability, and long-term asset stewardship are directly transferable. I am comfortable reviewing financial documents, asking informed questions, and considering tradeoffs between capital investments, operating costs, and community priorities.

Overall, my experience in public financial management, analytics, and data-informed decision-making would allow me to contribute meaningfully to discussions about budgeting, financial sustainability, and responsible stewardship of park district resources.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

[REDACTED]

- Results-oriented IT professional with extensive experience in SQL Server Database Administration, advanced SQL querying, and database optimization. Expertise in designing, implementing, and maintaining enterprise-level applications using SQL Server (T-SQL, SSRS, SSIS), .NET Framework, and Visual Studio to deliver high-performing, scalable solutions.
- Skilled in analyzing and managing large datasets, writing complex queries, and performing database utility functions, including creation, configuration, optimization, and maintenance, while ensuring data integrity, security, and compliance with organizational policies and industry standards.
- Demonstrated expertise in developing IT policies, procedures, and standards, including documentation and implementation, to align with organizational objectives and ensure compliance with regulatory requirements. Proven success in IT risk management and resource allocation for mission-critical projects.
- Proficient in business process improvement and IT governance, with a strong background in process modeling, vendor management, and disaster recovery planning to ensure operational continuity and system resilience.
- Proven ability to lead cross-functional teams and collaborate with leadership to implement strategic initiatives, including developing disaster recovery plans, continuity of operations plans (COOP), and IT security policies.
- Experienced in managing contracts and vendor relationships, including negotiation, compliance monitoring, and policy development, ensuring adherence to contracting laws and procurement standards.
- Adept at applying advanced data analysis techniques, developing logical and physical data models, and creating dashboards and reports using Power BI, Tableau, and SQL Server Reporting Services to support data-driven decision-making.
- Recognized for developing and maintaining IT processes, policies, and governance frameworks that enhance operational efficiency and support organizational goals.
- Extensive technical proficiency, including expertise in SQL Server Management Studio, Azure, Visual Studio, Tableau, Power BI, Power Automate, and Microsoft Office 365. Experienced in project management and Agile methodologies to ensure successful project delivery and continuous improvement.
- Broad knowledge of enterprise systems and tools, including SalesForce, WHALES, EPIC, Drupal, 3M, On-base, Cerner Millennium (ACIS) – PowerChart, McKesson HBOC Star, PCON, CMS Pricer, Sharepoint, Service Now, Emptoris, Amisys, Microstrategy, Golden, AWD, CRM, Portico, TruCare, ADP eTIME, Crystal Reports, and Final Cut Pro.

Education

Bachelor of Arts and Sciences 2005
University of Washington, Tacoma, Washington

Associate of Arts and Science 2003
Pierce College, Lakewood, Washington

Career History

IT Data Technical Specialist 2021-Present
Washington Department of Health, Office of Innovation & Technology

- Designed, developed, and maintained enterprise-level and complex organizational databases using SQL Server 2012/2019.
- Built, deployed, and maintained SSRS reports, Microsoft SQL Integration Services solutions (SSIS) packages, and data pipelines to support high-visibility and mission-critical projects.
- Directed system upgrades and modernization efforts, ensuring seamless integration with emerging technologies and maintaining system compatibility.
- Managed Tableau Server infrastructure and supported data visualization and reporting needs across multiple teams.
- Applied Agile practices for iterative development and addressed security protocols and SDLC best practices.
- Configured and maintained robust data systems, encompassing the design, creation, and maintenance of reports and automated scripts.

- Implemented system upgrades, ensuring maximum system availability, enhanced performance, and smooth technology integration.
- Executed daily database maintenance, monitoring, and performance tuning tasks, guaranteeing system reliability and efficiency for enterprise operations.
- Performed enterprise-level SQL Data Administration using SQL Server Management Studio 2012/2014/2016/2019.
- Delivered expertise in data architecture, data analysis, modeling, reporting, pipeline development, and database administration.
- Hands-on experience with installing, configuring, and upgrading a variety of critical systems such as Tableau Server, Salesforce, SQL Server Management Studio, and WHALES, across environments.
- Supported and administered Tableau infrastructure, including security policies, installation, and server configuration.
- Experienced in Server Backup, Restoration, and implementing Disaster Recovery Plans to safeguard critical data assets.
- Assisted with Windows Server configuration and management to optimize SQL Server Management Studio performance and deployment.
- Submitted and managed firewall rule tickets for new servers to ensure secure and seamless team access across devices.
- Led the upgrade of SQL Server Management Studio from 2014 to 2019 across 80+ servers in QA, DEV, and PROD environments, coordinating with multiple teams and ensuring timely resolution of technical issues.
- Created Active Directory (AD) groups for 80+ servers and 1,200+ databases, managing user permissions and enforcing data security protocols.
- Registered new servers on Central Management Servers and created automated processes to enhance database functionality and reliability.
- Offboarded users leaving the agency to maintain security by revoking database and server access.
- Created reports in ServiceCentral and worked on submitted tickets, writing T-SQL queries for data retrieval and cleanup.
- Developed new and updated preexisting reports in Microsoft SQL Reporting Services (SSRS), ensuring access and functionality for end-users.
- Created and managed databases for various departments across testing, development, and production environments, tailoring configurations to specific departmental needs.
- Processed and executed data change requests, maintaining data accuracy and consistency.
- Managed MFT accounts for internal teams and external vendors, monitoring security credentials and ensuring secure file transfers.
- Performed WHALES upgrades in testing and production environments, coordinating after-hours deployments to minimize operational impact.
- Authored detailed user guides for team members and other departments, providing step-by-step documentation for operational continuity.
- Created and maintained user guides for tasks, enabling effective cross-coverage and team collaboration.
- Performed and managed daily database maintenance, monitoring and optimizing system performance to meet organizational needs.

Fiscal Information & Data Analyst

2018-2021

Washington State Health Care Authority, Financial Services Division – Medicaid Rates Section

- Developed ETL processes and database models to support Medicaid financial forecasting.
- Delivered actionable insights using Power BI and SQL-based reporting tools.
- Ensured data integrity and compliance with security and privacy standards.
- Collaborated with stakeholders to align solutions with business and technical needs.
- Served as the liaison and lead analyst for forecast workgroup meetings, between HCA, OFM, and legislative staff, involving research and analysis of service utilization, clinical outcomes, legislative fiscal impacts, and expenditures for financial forecasting.
- Extracted data from various enterprise SQL Server and PL SQL databases, utilizing Excel Power Query reporting tools for complex financial analyses.
- Developed ETL database models and created dimensions for database warehouses to facilitate efficient reporting and modeling.
- Collaborate with senior management to determine functionality requirements, resolve data quality issues, and improve source data quality and data collection processes.
- Experience pulling data from AFRS/Enterprise Reporting and applying ETL procedures to incorporate expenditure and allotment data into a relational database.
- Perform quality assurance reviews to ensure appropriateness, validity, and completeness of financial data/information.

- Performs data abstracting and analysis in conjunction with internal and external data system relating to comprehensive healthcare data sets.
- Maintains a working knowledge of various health databases and applicable data query and manipulation tools including inpatient, outpatient, emergency department, licensure, and hospital financial databases.
- Led and managed development, implementation, and maintenance of financial reporting, modeling, and data systems infrastructure related to Medicaid finance and rates.
- Provided complex financial analysis and modeling for decision packages considered by senior management and legislature.
- Tracked allotments, conducted departmental budget reviews, and analyzed trends to guide strategic financial decisions.
- Retrieves, interprets, and report data and information as requested by individuals, public and private entities, and agency staff.

Inpatient Rates Program Manager

2016-2018

Washington State Health Care Authority, Financial Services Division – Hospital Finance

- Translated clinical data requests into financial requirements, reviewed functional specifications and design documents for compliance with business requirements.
- Collaborated with data analysts on SQL query review and validation.
- Submitted system changes to OMSD/ProviderOne.
- Identified outdated program processes and updated to better streamline steps to reduce redundancies.
- Produced data extracts for both external and internal customers, which included the incorporation of claim reimbursement calculations using nesting formulas.
- Communicate provider changes to provider enrollment team and OMSD via ProviderOne help ticketing system – ensuring the availability of the most up-to-date data for claims processing.
- Manage all WAC's and SPA's related to program and updated external facing program materials via Drupal.

Senior Contract Implementation Analyst, Centene Corporation – Coordinated Care

2014-2016

- Tested contract implementation and configuration, including User Acceptance Testing (UAT), Change Requests (CRs), to ensure system accurately reflect providers negotiated contract terms.
- Troubleshoot and remedied system configuration issues.
- Reviewed provider contracts, established state guidelines, assessed risk, and assigned pay classes based on contract language.
- Assessed the need for system enhancements and/or business process change.
- Created and tested CRs, updated Configuration Tracker, reviewed First Signature Reports, and assigned Contract Effective Date for all contracts.
- Provided status reports on testing activities to internal teams and other stakeholders.
- Reviewed HCA websites for benefit, provider guides, and fee schedule changes – ensuring that CRs were implemented and tested within the system to provide proper claim adjudication.
- Performed provider setup audits within system to ensure accurate contract implementation and subsequent claims processing – ensuring claims paid systematically with little to no manual intervention.
- Trained other team members on department processes and duties.

Contract Reimbursement Specialist, Catholic Health Initiatives

2011-2014

- Reviewed third-party payor contracts and participated in system testing, auditing, and validation of contract management system databases.
- Identified and corrected billing issues, maintained documentation for appeals, and reviewed past claims for underpayments.
- Coordinated with Clinical Resource Center and generated appeals for inappropriately denied claims.
- Managed and Identified claim overpayments and triaged to refund department.
- Training new department staff on EPIC, Cerner (ACIS), Citrix, ACE, PCON and other Revenue Cycle systems.
- Developed steps to reduce financial waste within the department.

Financial Access Counselor, Franciscan Health System

2009-2011

- Prepared patient accounts for billing which included collecting insurance information for eligibility of benefits, obtained pre-certification and authorization.
- Provided patients with quotes on cost of services and payment arrangements.
- Coordinated and collaborated with Utilization Review, Case Management, Social Services personnel, physician offices, payors, to obtain pre-certification and medical necessity information to maximize insurance reimbursement for services rendered.

- Researched CPT codes for patients' future procedures when not listed in account.
- Researched old accounts that may have been denied due to incorrect coding/billing errors, to remedy bad debt and to optimize max allowable/covered costs by insurance.

Pre-Registrar/Lead, Franciscan Health System

2007-2009

- Collected patient demographic and financial information for pre-registration via various channels.
- Researched patient appointment information via various systems.
- Managed patient inquiries, ensured compliance with HIPAA guidelines, and directed inquiries to appropriate hospital resources.
- Served as acting supervisor in absence of management, assigning daily tasks to department members.

References

Horizontal bar chart showing the distribution of 1000 samples across 10 categories. The x-axis represents the number of samples (0 to 1000) and the y-axis represents the categories. Each category has a group of 5 bars. Categories 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 are represented by the first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, and tenth groups of bars from the left respectively. Category 1 has 4 bars. Category 2 has 5 bars. Category 3 has 5 bars. Category 4 has 5 bars. Category 5 has 5 bars. Category 6 has 5 bars. Category 7 has 5 bars. Category 8 has 5 bars. Category 9 has 5 bars. Category 10 has 5 bars. The total length of all bars in Category 10 is approximately 950 samples.



City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Briefly describe why you wish to serve on this Advisory Body:

I have been a huge advocate of the Olympia Parks and Recreation Department ever since I first worked for the program in 2014. The outdoor preschool program I run spends time at Olympia Parks regularly and I am very interested in the future plans for the parks we visit. I feel that serving on the committee would be an opportunity for me to give back to the parks and programs that I appreciate on a regular basis. I feel a loyalty to helping the parks thrive. I am also interested in working on the playground projects at both Squaxin and Decatur woods parks and would be excited to brainstorm ways to continue moving forward with the aquatic center project.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I worked for the city of Olympia for a number of summers, including under Luke Burns as the Lead for SKIPP Camp, under Tad Earley as a camp assistant for Mini Camp and OlyWahoo, and under Mike Baker as an assistant for Variety Camp. I have proficient computer, writing and communication skills. I would bring to the committee my understanding of young children, playground risks and safety, comparisons and contrasts of Olympia and other parks, an awareness of how the needs of park users change during different seasons, and feedback that I receive from interactions with public citizens I meet at the park. In the past 2 year I have had meaningful encounters with over 150 people in the parks, including park staff, parents and their children, dog walkers, foster parents, and houseless individuals.

Share the ways you've been involved or have volunteered in the community.

I volunteered at The Free Store at the Olympia Food Coop once per week for a number of years. I served on the board for The Olympia Peace Choir. I host a public board game day once a month at The Mystic downtown. My outdoor preschool has served 80 individual children and their families over the last 3 years. I taught Head Start for 7 years and helped match families up with community resources.

List your educational and/or professional background and area of study.

I graduated from The Evergreen State College (TESC) with a focus on alternative education and psychology. I have been a professional early childhood educator since 2008.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I am willing to commit up to 10 hours per month on a regular basis and additional hours as needed for

surge capacity on specific projects.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

My outdoor preschool spends 9-1 pm at public parks, Monday through Friday all year round. We have used 9 Olympia Parks, 3 State Parks, 2 Tumwater Parks and a handful of county and private parks over the last several years. We spend time in the woods, at the beach, and on the playgrounds. We utilize the picnic shelters and the bathrooms. We form relationships with the park staff and rangers. I would love to see the Olympia Parks flourish year round.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I have been on staff for the city of Olympia's SKIPP camp, OlyWahoo, Mini camp and Outdoor Variety Camp. It was my work for the city of Olympia that inspired me to start my own outdoor preschool program and summer camp. Roots and Rhythms has served 80 children and their families. I have watched as the use of the parks for outside programs has increased and would like to help the city form support and respond effectively to this trend. I have attended programs put on by the Parks and Recreation Department and can be seen dancing inside the Winter Programs brochure.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

My daily experiences at the parks throughout the year with my preschool give me a variety of perspectives. I see the parks through the eyes of a parent who is potty training, or supporting a child with differing abilities. I see the parks through the eyes of houseless individuals who are trying to maintain health and hygiene. I see the parks through the eyes of the staff who are trying to maintain order and cleanliness. I see the parks through the eyes of camp staff who work to share space with a variety of other camps and teach stewardship to their campers. I am eager to learn and research to serve the needs of the committee.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .



City of Olympia Advisory Body Application

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Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Southeast

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



Resume.pdf

Briefly describe why you wish to serve on this Advisory Body:

I am eager to serve my hometown in an area I am familiar with and passionate about. I believe that our city's parks, recreation programs, and outdoor spaces are critical to our community and I am excited for the opportunity to be able to be a voice for the community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I am active in several City of Olympia sports leagues, I am a Special Olympics coach, and I used to work for the City of Port Angeles Parks & Recreation Department where I also served as the secretary for their Parks, Recreation & Beautification Commission, so I am familiar with this line of work.

I have both personal and professional experience that tie directly into the work that Parks & Recreation Advisory Committee will be doing.

Share the ways you've been involved or have volunteered in the community.

I currently volunteer with the Thurston County Special Olympics, serving as the head basketball coach for one of their top-level teams. I volunteered as an assistant basketball coach for the Clallam County Special Olympics for three seasons from 2015-2018.

I am also currently a volunteer for the Indian Summer Women's Golf Club, serving on their board as the secretary since 2024.

In 2021, I volunteered at mass COVID-19 vaccine clinics in the Thurston County area, helping with the documentation for first responders and essential workers to receive their COVID-19 vaccine before it became widely available.

I served on the Clallam County Fair Advisory Board, where I was appointed by the Clallam County Board of Commissioners, providing strategic advice to the management of the organization. I was elected board secretary in October 2015 and re-elected each year of my term through my departure in 2018.

I served as the secretary of the Parks, Recreation & Beautification Commission for the City of Port Angeles Parks & Recreation Department. This role included preparing agendas and packets, keeping minutes, creating PowerPoints, and maintaining proper records.

I also served as the City representative on the Dream Playground Foundation's board of directors, strategizing and assisting with fundraising opportunities and playground maintenance projects.

List your educational and/or professional background and area of study.

I received my bachelor's degree in Public Relations with a minor in Communication Studies from the University of Idaho.

I have worked for the state of Washington for more than seven years. I worked for the Department of Children, Youth & Families with a focus on early learning and early childhood development. I currently work for the Department of Corrections, where I help share the positive stories of rehabilitation of those incarcerated at state prisons.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

As many as are needed! I can fully commit to the time commitment of the monthly board meetings and will use as much time as needed to prepare for each meeting and educate myself on the various topics and issues the board is involved with.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

As a lifelong Olympian, I have frequented the city's parks, trails, and facilities for as long as I can remember. From exploring Watershed Park as a young child (where my mother would "magically" find our favorite snacks hidden behind logs along the way), to having birthday parties at Squaxin Park, to launching my kayak for a day of paddling Ward Lake, the City of Olympia has provided me with endless opportunities to be active, get outside, and enjoy my community.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I am very interested in all recreational opportunities. I am currently active in multiple of the City of Olympia's adult co-ed softball leagues, playing in the spring, summer, and fall at Stevens Field and Yauger Park since moving back to Olympia in 2019. Thanks to the Parks Department's "free agents" list, I have landed on multiple teams, often playing on two or three teams each season!

I am also impressed at the number of offerings the City of Olympia has for summer camps, trips, and classes, as well as other sports leagues outside of softball.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I am a good listener who takes multiple perspectives into consideration. I like to look at issues from a variety of angles and use careful thoughts in my decision making.

My unique insight from both sides of the field will benefit the Parks and Recreation Advisory Committee. I have the perspective of being a user of the city's parks and recreation programs, while I also have the perspective of previously working for a municipal parks department and what it entails. This allows me to look at and better understand the full scope of work that the advisory committee will be making recommendations on.

I also have a great deal of experience in collaborating and building relationships with both the public and the private sectors, which will be beneficial for working with parks staff, the council, and other important groups.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for
appointment to another Advisory
Body?

No

**Thank you for your interest in serving on a City of Olympia
Advisory Body!**

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WORK HISTORY

COMMUNICATIONS MANAGER | WA State Department of Corrections

Nov. 2022 – Present

- Manage the department's social media platforms. Provide critical cross-departmental synchronization of internal and external messaging regarding highly volatile day-to-day operations, policy decisions, and reputation management. Develop communication plans, lead social media programs, and serve as a high-level advisor to senior leadership.
- Coordinate complex internal messaging, providing professional advice to leadership, divisions, and programs on internal communication strategies, including newsletters, internal messaging, talking points, articles, all staff emails from the Secretary and other leadership, and other products that communicate issues significant to department staff.
- Advise senior leadership on emerging issues in response to high-profile and often controversial incidents that could have significant impacts on employees. Identify when these issues may also have public interest and coordinate messaging to the public.

COMMUNICATIONS CONSULTANT | WA State Department of Children, Youth & Families

Dec. 2018 – Nov. 2022

- Plan, develop, and control information and public relations strategies for the Early Learning, Child Care Licensing, and Family Support Programs divisions.
- Write press releases, brochures, flyers, fact sheets, documents, and other materials and correspondences for various stakeholders and audiences. Consult with subject matter experts to ensure information is accurate. Review, edit, and proofread documents to ensure grammatical accuracy.
- Deliver high-quality, creative, and integrated content to meet the needs of different audiences. Communicate frequently with and directly to key stakeholders, including state legislators, families in Washington State, early learning and intervention providers, and licensed child care providers. Collaborate with clients to align and amplify messaging.
- Serve as the on-call supervisor of three full-time employees. Assist with employee onboarding and training, offering continuous advice, guidance, and mentorship on duties and best practice.

MARKETING & COMMUNICATIONS SPECIALIST | City of Port Angeles

ADMINISTRATIVE ASSISTANT | City of Port Angeles Parks & Recreation

June 2015 – Nov. 2018

- Provided writing, advertising, marketing, communication, editing, and media relations services to support all City departments. Published bi-monthly newsletter distributed via mail to all city residents (approximately 19,000). This included story development, research, interviews, photography, and design.
- Served as the webmaster, maintaining the City's official website as a tool to communicate and further the City's mission, services, programs, and initiatives.
- Assisted with public records requests and worked with the City Clerk to manage the department's records. Selected by the City Manager to serve as the back-up City Clerk in their absence.
- Served as the Secretary of the Parks, Recreation & Beautification Commission. This role included preparing agendas and packets, keeping minutes, creating PowerPoints, and maintaining proper records.
- Served as the City representative on the Dream Playground Foundation's Board of Directors, strategizing and assisting with fundraising opportunities and playground maintenance projects.

MARKETING ASSISTANT | First Federal Savings & Loan

March 2014 – June 2015

CORPORATE COMMUNICATIONS SPECIALIST | Intellectual Ventures

Nov. 2012 – March 2014

COMMUNICATIONS COORDINATOR | Tacoma Regional Convention & Visitor Bureau

Aug. 2011 – July 2012

WRITER/JOURNALIST | ThurstonTalk.com

April – Sept. 2011

PUBLIC RELATIONS PROGRAM ASSOCIATE | Voxus PR Agency

July 2010 – Aug. 2011

EDUCATION

BACHELOR'S DEGREE | Public Relations, Minor in Communication Studies | University of Idaho

Graduated May 2010

COMMUNITY INVOLVEMENT

COACH | Thurston County Special Olympics

Nov. 2025 – Present

SECRETARY | Indian Summer Women's Golf Club Board of Directors

Sept. 2024 – Present

SCRIBE | Mass COVID-19 Vaccine Clinics | Providence Medical Group

2021

SECRETARY | Clallam County Fair Advisory Board

Aug. 2015 – Nov. 2018

COACH | Clallam County Special Olympics

Dec. 2015 – Dec. 2018