

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

All fields must be completed.

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: November 28, 2011

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. **Title:** (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)

To approve the Mayoral appointments of Gabriela Barbosa and Courtney Law to the Denver GLBT Commission for a term effective immediately and expiring on May 1, 2012 OR until a successor is duly appointed.

3. **Requesting Agency:** Mayor's Office

4. **Contact Person:** (With actual knowledge of proposed ordinance/resolution.)

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** Anthony.aragon@denvergov.org

5. **Contact Person:** (With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** Anthony.aragon@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

[Insert general description here.]

****Please complete the following fields:** (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)

- a. **Contract Control Number:**
- b. **Duration:**
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

7. **Is there any controversy surrounding this ordinance?** (Groups or individuals who may have concerns about it?) **Please explain.**

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

GABRIELA BARBOSA

2301 S. Williams Street, Denver, CO 80210 ~ gbarbosa24@gmail.com ~ (414) 736-0504

Qualifications Profile:

- Experience with fundraising , planning, management and execution of special events
 - Consulting, strategic planning, and reporting experience in non-profit organizations
 - Over four years of highly technical and administrative experience in fast-paced legal setting
 - Knowledge of Microsoft Office, Foley Client Suite, Summation iBlaze, ECF and other legal databases
 - Speak, write and read Spanish fluently; Read and speak intermediate Portuguese
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Education:

Josef Korbel School of International Studies, University of Denver Denver, CO
Master of Arts in International Human Rights June 2011

- Concentrations in Latin America and International Law and Administration
- Relevant coursework: Financial Management and Fundraising in Non-Profit Organizations, Non-Profit Management: Issues and Techniques, Advanced Fundraising

Marquette University Milwaukee, WI
Bachelor of Arts in Criminology and Law Studies May 2007
Minor in Spanish

Relevant Experience:

Denver Justice and Peace Committee (DJPC) Denver, CO
Legislative Intern for the Human Rights Advocacy Committee Sept. 2010 – April 2011

- Tracked pending legislation and maintained contact with US Representatives and Senators in order to promote human rights initiatives throughout Latin America
- Participated in strategic planning, consulting, and prioritizing with the Advocacy Committee in order to steer the organization's advocacy and lobbying efforts
- Prepared agenda and conducted monthly strategic meetings for Advocacy Committee

Together with the Children (TWC) Denver, CO
Fundraising Committee Intern April 2010 – Oct. 2010

- Planned and executed a photography exhibit on the Santa Fe Art Walk as the organization's first large special event in order to raise awareness and funds
- Cultivated donors and sponsorship through direct asks and partnership building
- Participated in strategic planning meetings with fundraising team and Executive Director
- Compiled detailed reports for Executive Director and Fundraising Committee regarding progress, logistics, and updates in special event planning process
- Utilized social media and other marketing initiatives in order to promote the organization's mission and upcoming events

University of Colorado – Denver School of Medicine, Pediatric Nutrition
Research Assistant

Aurora, CO
March 2010 – Oct. 2010

- Bilingual pediatric research assistance in coding tapes, transcribing and translating text into Spanish and English
- Actively participated in research team meetings and conference calls, worked independently and within group context

Foley and Lardner LLP
Assistant – Labor and Employment Department (Aug. 2007 – Aug. 2009)

Milwaukee, WI
May 2005 – Aug. 2009

- Developed strong working relationships with clients and colleagues
- Edited and proofread documents for clients, courts and colleagues, with sharp attention to detail
- Reported to attorneys with daily client updates and incoming documents
- Maintained an organized filing system for record retention of individual cases, handling pleadings, correspondence and other legal documents
- Prepared training materials, presentations, seminars and travel arrangements for legal staff

Seasonal Assistant – General Litigation Department (May 2005 – Aug. 2007)

- Administrative, technical and operational support in order to meet critical deadlines for attorneys, paraprofessionals and support staff
- Aided attorneys and staff with simultaneous projects, document productions, trial preparations, and handling of confidential documents
- Reviewed, tracked and uploaded legal documents into litigation databases such as Foley Client Suite and Summation iBlaze
- Familiarity with litigation specific procedures
- Assisted and adapted to other departments such as Labor and Employment, Intellectual Property, Business and Tax Law when on demand assistance was needed

Educational Opportunity Program (EOP), Marquette University
Tutor

Milwaukee, WI
Oct. 2004 – April 2007

- Assisted low-income high school and college level students with reading, exam preparation, papers and daily assignments in Spanish, English, history, theology and political science

Campus and Community Engagement:

Latin American and Caribbean Studies Association (LACSA)

Chair (Sept. 2010 – May 2011): Promoted the study of Latin American issues outside of the classroom through speakers, panel discussions and facilitating opportunities for utilizing foreign language skills

Queerbel Student Alliance

Vice-President (April 2010 – May 2011): Promoted and built an LGBT community within DU and greater Denver area, planned and executed educational events, attended and facilitated networking events

SUMMARY OF QUALIFICATIONS

I am a capable, reliable and conscientious employee with a history of escalating responsibilities. I am a strong writer and editor, a dedicated advocate and a team player.

EMPLOYMENT

Strategies 360, Colorado Office

Communications Specialist, 08/11-present

- Manage Colorado communications efforts of national Know Your Care, Protect Your Care initiative to educate citizens about the Affordable Care Act.
- Organize media strategy and various events to highlight aspects of Affordable Care Act, including media pitches, press releases and statements, press conferences, opinion articles and letters to the editor.

Colorado House Minority

Communications Director, 12/10-08-11

- Created and implemented the House Minority communications plan for 2011 legislative session.
- Organized media interviews for legislators and responded to press inquiries daily, quickly becoming a reliable and respected source for capitol corps reporters.
- Created consistent and positive statewide news coverage by writing and editing over 100 press releases during the 2011 legislative session, as well as regular opinion articles and letters to the editor.
- Planned press conferences and availabilities for leadership and legislators.
- Successfully pitched targeted media outlets to give legislators better visibility in their communities.
- Strategized with senior staff on how to best execute the legislative agenda.
- Supervised the Deputy Communications Director and three communications interns.
- Interviewed and hired legislative aides for 25 legislators and organized their intern placement.

Colorado House Majority

Deputy Communications Director, 07/10-12/10

Outreach Coordinator, 01/10-07/10

- Organized House Majority community outreach program for 37 legislators, including planning their town halls, authoring and editing newsletters, managing web content and social media presence.
- Authored over 100 press releases and 50 media advisories during the 2010 legislative session.
- Authored and edited opinion articles for local and statewide newspapers on a wide range of topics, including renewable energy, seniors and military issues.
- Managed 12 legislative aides to help them effectively monitor their Representatives' constituent services; edited their written materials and offered insight into how they could better serve their Representative.
- Planned, organized and executed four job fairs hosted by 10 Representatives, attended by over 1,200 job-seekers and 50 hiring companies.

New York City Campaign Finance Board

Candidate Liaison, 01/09-01/10

- Served as primary agency contact for 40 candidates running for city office, helping them navigate complex regulations to successfully receive public funding for campaigns.
- Trained candidates to run their campaigns in compliance with NYC Campaign Finance Program rules.
- Wrote, edited, and disseminated campaign finance tip sheets to help demystify laws and Board rules.

Press Aide, 03/07-01/09

- Conducted extensive research on pertinent policy issues and coauthored policy paper.
- Wrote regular press releases and the monthly newsletter sent to several thousand interested parties.
- Helped organize successful 20th anniversary conference and secured a \$10,000 grant to fund it.

New York City Teaching Fellows

Teacher, 06/05-08/06

- Selected through rigorous interview process to teach a second grade class at an inner-city public school.
- Created lesson plans, organized fieldtrips, and coordinated parent/teacher conferences.

American Civil Liberties Union of Colorado

Intern, 09/03-12/03

- Conducted legal research for cases on ACLU's docket.
- Represented ACLU at local Denver political and legal functions.

University of Colorado at Boulder Student Union

Representative at Large, 09/03-06/04

- Served as appointed and later elected member of the student government.
- Oversaw operating budget of \$30 million for University's major cost centers.
- Led boards for the campus radio station and diversity committee.

EDUCATION

University Of Colorado at Boulder, 09/01-05/05

BA in Political Science, Women's Studies minor

Phi Sigma Theta Honor Fraternity

Chancellor's Leadership Program and Ethnic Learning and Living Community, 09/01-05/02

- Accepted as elite member through academic and extra-curricular performances in high school.
- Attended classes, retreats and workshops focused on leading in a multicultural world.

VOLUNTEER EXPERIENCE

New Era Colorado – Board of Directors member, 10/11-present

Hancock for Mayor - 12/10-6/11

- Canvassed, phone-banked, and co-hosted fundraisers for the election of Mayor Michael Hancock.
- Served on Neighborhood and Community Partnerships Transition Committee.

Re-election Campaigns of Colorado House Democratic Candidates – 05/10-11/10

- Canvassed, phone banked, and wrote and edited copy of campaign literature for the re-election campaigns of State Representatives Joe Rice, Sara Gagliardi, Jeanne Labuda, and Max Tyler.

New York Cares – New York Cares Day Volunteer, 08/08

- Assisted in remodeling a dilapidated New York City public school; specifically painting a classroom and organizing books in a library.

Democratic Party of Boulder County, Boulder, CO – Precinct Captain, 08/04-06/05

- Led precinct voter outreach for the county party, knocking on doors to collect voter registration forms and for get-out-the-vote efforts.

American Civil Liberties Union of Colorado – Legislative Committee Member, 01/04-05/04

- Investigated Colorado State legislation for potential violations of civil liberties.
- Worked with board members to development testimony against specific bills on behalf of the ACLU.

Lone Star Ride Fighting AIDS, Dallas, TX, 12/00-10/03

- Founding member of the ride and steering committee member.
- Served as a representative to 25 riders to assist with training and fundraising.
- The inaugural ride raised 101% of profits and continues to thrive as a major local fundraiser.