



CITY AND COUNTY OF DENVER

PRIVILEGED AND CONFIDENTIAL WORK PRODUCT

Michael B. Hancock
Mayor

To: Mayor Michael B. Hancock
From: Romaine Pacheco, Director
Date: January 13, 2023

BOARD: Denver Women's Commission

POC: Tess Trewin

BACKGROUND:

Members: No less than 7 – No more than 21
Terms: 2 Yrs.
Confirmation: Yes

The Commission advises the Mayor and the Executive Director on the special issues and opportunities affecting women.

RECOMMENDATION:

Demetria "Eejipt" Burgess, Denver (F)(AA)(CD11) to serve as a community representative for a term expiring June 30, 2024, reappointed.

ACTION NEEDED:




Reappoint Burgess

Please provide additional candidates to consider.



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BAC-8657

Contact Information

Contact Name	Demelria "Eejipl" Burgess	Home Address	19464 Mitchell Dr
Preferred Phone	720-708-0083	Home City	Denver
Preferred Email	eejipl@gmail.com	Home State	CO
Other Phone		Home Zip	80249
Other Email		County	Denver
DOB	[REDACTED]	Hispanic or Latino origin or descent?	No
SSN	[REDACTED]	Race/Ethnicity	African American
Gender	Female	Other Ethnicity	
Other Gender		Salutation	

Board Information

Board Name	Denver Women's Commission	Other boards or commissions served	
Status	New	Resigned	
Term Start Date			
Term End Date			

Work Information

Employer	Kaiser Permanente	Work Address	14701 E. Exposition Ave.
Position		Work City	Aurora
Business Phone #		Work State	CO
Work Email		Work Zip	80012

Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Denver	Special Information	
Denver City Council District No	11		

Education and General Qualifications

Name of High School		Name of Graduate School	
Location of High School		Location of Graduate School	
# of Years Attended High school		# of Years Attended Graduate School	

Did you Graduate High School Yes

Did you Graduate

Graduate Major

Name of College

Location of College

of Years Attended College

Did you Graduate College

Undergrad Major

Reference Details

Reference Name #1

Reference Email #1

Reference Phone #1

Reference Address #1

Reference Name #2

Reference Email #2

Reference Phone #2

Reference Address #2

Reference Name #3

Reference Email #3

Reference Phone #3

Reference Address #3

Agree to a background check

Owner Romaine Pacheco

Created By Romaine Pacheco, 1/30/2023 12:55 PM

Last Modified By Romaine Pacheco, 1/30/2023 1:17 PM

Notes & Attachments

Resume-- DEBurgess

Type File

Last Modified Romaine Pacheco

Description

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Files

Resume-- DEBurgess

Last Modified 1/30/2023 1:21 PM

Created By Romaine Pacheco

Demetria D. Burgess
19464 Mitchell Dr.
Denver, Co. 80249
(720) 717-0518
demetriadbaggess@yahoo.com

Objective: Ambitious and responsible employee eager to begin an entry-level position where I can utilize my organizational and time management skills to help better the company

Experience:

September 2017- Present Denver Urban League Young Professionals – Denver, CO
Events/Membership Chair

Recruit, motivate and lead a committee of volunteers, plan events, obtain sponsorship, coordinate ongoing committee meetings and fosters an environment that encourages creativity and the development of new and exciting ideas.

May 2011- Present Kaiser Permanente – Aurora, CO
Business Office Assistant

Performs a variety of functions related to patient eligibility verification, including verifying insurance coverage w/ non-Kaiser insurance providers for MVA cases, will verify CPT coding for accurate billing & reconciliation of accounts, performs data entry into the CCM database, manipulates data, generates reports/graphs & summarizes data by calculating mathematical formulas to assist the CCM Business Service Manager. Engage in face-to-face customer meetings to help facilitate positive relationships and gain feedback necessary to collaborate and properly assess needs, as applicable.

September 2008 –May 2011 Kaiser Permanente – Aurora, CO
Service Associate

Responsible for providing high quality telephone service to Kaiser Permanente members, answering patient phone calls and assist them in obtaining medical services. Scheduling appointments in Colorado/Boulder region primary care facilities. Also providing phone encounters depending on established policies and procedures.

Jan 2008– September 2008 Convergys – Denver, CO
Customer Service Rep

Inbound calls from customers pertaining to USPS inquiries, etc. Answering postage related questions providing zip codes, submitting change of addresses, Take customer concerns and complaints. Submitting hold mail request and Seeking new opportunities redelivery requests

Aug 2007-Dec 2007 Sprint - Englewood, CO
Order Specialist

Sprint Order Specialists assist the sales team in the completion of a sale in a timely, accurate and cost-effective manner by providing end-to-end consultative and technical support for sales account inquires. Duties include assisting sales representatives and end user customers with transactions and inquiries associated to a sell or new activation via inbound calls and electronic means.

Education

- Southern NH University – BA in Communications
Expected graduation: 2020.
- Hinkley High School Grad. 2007 - Aurora, CO
GPA 3.8
International Baccalaureate

Skills

Microsoft Word (45 wpm) Word, Excel, Outlook, Project, and PowerPoint,
Proficient with various CRM systems

Awards

Urban Leadership Foundation of Colorado - 2018 Alumni
Community Service Empowerment Award