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BAC-9636

Contact Information

Contact Name	Alana Pettaway	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Other Phone		[REDACTED]	[REDACTED]
Other Email		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Hispanic or Latino origin or Descent?	No
Gender	Female	Race/Ethnicity	Two or more races
Other Gender		Other Ethnicity	
Title		Salutation	Ms.
		Pronouns	She/Her

Application

Status	New	Council Resolution Number	
Notes			

Board Information

Board Name	Denver Asian American Pacific Islander Commission (DAAPIC)	Original Start Date	
		End Date	
		Other boards or commissions served	

Work Information

Employer		Work Address	
Position		Work City	
Business Phone #		Work State	
Work Email		Work Zip	

Additional Information

Are you a registered voter?		Objection to appointment?	No
If so, what county?		Special Information	
Denver City Council District No	4	Registered Lobbyist	No
Conflict of Interest Explanation		Conflict of Interest	No

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	
Name of College		Graduate Major	
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 Esther Lee Leach

Created By Denver Integration, 10/23/2024 4:35 PM

Last Modified By Denver Integration, 10/23/2024 4:35 PM

Notes & Attachments

Image (52).jpg

Type	Attachment
Last Modified	Denver Integration
Description	View file

Resume 2024.pdf

Type	Attachment
Last Modified	Denver Integration
Description	View file

Brief Bio_AKP.docx

Type	Attachment
Last Modified	Denver Integration
Description	View file

ALANA PETTAWAY



OBJECTIVE

Being described as someone with a very positive behavior and work ethic, I find myself drawn towards careers of which I am helping others and learning new concepts. I am quick learner and thrive with detail oriented work.

SKILLS & ABILITIES

- Microsoft Office Proficient
- EPIC trained
- Colorado Shines Certified
- Previous certification in CPR, First Aid

EXPERIENCE

Office Manager, University of Colorado November 2021 – Present
Aurora, CO

- Work with faculty and staff creating and implementing policies and procedures surrounding space/facilities/furniture needs
- Manage and coordinate lease agreements and billing for department copiers and other equipment.
- Create and manage process for phone/extension accounts and key/access requests.
- Create protocols and oversee technology in shared conference spaces.

Project Coordinator, UC Health November 2020 – November 2021
Aurora, CO

- Develops operational policies. Identifies barriers to implementation, works to remove barriers and engages leaders in resolution.
- Uses process improvement techniques to facilitate operational change.
- Coordinates special projects. Interprets new systems, processes, and policies that result from projects and how they impact workflows. Recommends improvements while minimizing negative impacts on current operations. Analyzes operational and contract costs.

Patient Access Liaison, UC Health September 2019 – November 2020
Aurora, CO

- Answers calls for primary care clinics for UC Health, scheduling appointments, insurance verification, requests referrals, medication refills. Provides explanation of visit, instructions, and addresses concerns. Communicates thoroughly with patients.

Patient Access Representative, UC Health December 2018 – September 2019

Aurora, CO

– Meets with patient/ to exchange necessary information and documentation. Provides explanation of visit, instructions, and addresses concerns. Communicates with referring office to exchange necessary information and determine schedule.

Lead Teacher, Kiddie Academy of Parker March 2015 – December 2018

Parker, CO

– Created curriculum based on student's age developmental level and assessed progress semi-annually. Maintained student's current information and communication between teachers and families. Hosted and helped organize networking events encouraging enrollment for prospective families.

EDUCATION

Metropolitan State University of Denver – Denver, CO – Studying BS of Psychology

– Among psychology courses, I have completed courses in communication, sociology and other common core classes.

Aloha kākou!

My name is Alana Kahalampuana Pettaway. I am 31 years young, born and raised in Denver, Colorado. I have a 10-year-old daughter named Kailani. I am an Office Manager at the Department of Psychiatry at CU – Anschutz Medical Campus. I love being able to help others and advocate for mental health care! During my free time, I am a student of Hālau Lei Hulu, where I am continuing my learnings in Hawaiian culture including Hula, Olelo (native language) and Oli (native chant). When I am not in class, you can catch me in the crowd cheering my daughter's volleyball team on!

I have previous experience on a Board of Directors for 2 years, first few months as Fundraising chair, then moved to Marketing chair. Although I currently work in higher education, I love children & have had the best experience as an Early Child Educator for 4 years.

Looking forward to all the exciting opportunities to come!