

LAURIE BARBOSA

7513 74th DR NE, Marysville, WA 98270
(425) 220-7647
Email : lauriebarbosa07@gmail.com



PROFILE

I am a community advocate, with a focus on mental health, domestic violence advocacy, housing stability, educational equity, and tackling food insecurity in our community.

EXPERIENCE

Over 18 years of service in the public sector, gaining growth and development through the following positions in the City of Marysville:

March 1, 2005-Present

City of Marysville

March 2005- July 2018

Judicial Process Specialist

Provided professional customer service supporting the City of Marysville Municipal Court and customers, visitors, attorneys, and other City Staff. Data entry and processing of citations, clerk court hearings and maintain accurate hearing accounts. Provided Spanish language assistance to Spanish-speaking customers. I interviewed and assigned public counsel to customers that qualified.

July 2018- May 2021

Public Works Customer Service Representative

Provided business office clerical services as first point of contact to the Public Works Department. Provided language assistance to Spanish-speaking clients. Processed work requests, complaints, and inquiries from customers relating to department and city operations. Maintained confidentiality of business records and other department information.

May 2021 – July 2023

Public Works Administrative Specialist

Provided administrative support to directors, managers, supervisors, and employees. Maintain high confidentiality with work processes. Tracked and monitored government agency certifications and licenses. Process

EDUCATION

Western Washington University
Bachelor of Arts in Human
Services
June 2025
Distinction: magna cum laude
GPA: 4.0

2020-2023

Associate in arts & science
Everett Community College
Pathway: Psychology
GPA 3.95, Phi Theta Kappa
Graduated High Distinction

1993-1994

Edutek Professional Business College
Dean's List
Earned Legal Secretary Certification

1989-1993

Chula Vista High School
Earned Diploma

SKILLS

- Bilingual – fluent in Spanish and English
- Multicultural
- Independent worker and Team worker
- Critical Thinker
- Effective communication skills
- Active in Community networking with Nonprofits that give back to community.

timesheets, personnel action forms, drug, and alcohol random tests, CDL physical appointments, Seasonal recruitment and hiring processes. Process travel reservations and training registrations. Develop training to complement department policies. Assist clerical and customer service staff as needed.

August 2023 – Present

Engineering Coordinator

Provide administrative support and project coordination in support of capital improvement and development services for the Engineering division within the Public Works Department. Collaborate with engineers in the execution of capital improvement projects: planning, budgeting, coordinating, and tracking, contract management and project closeout. Coordinate and assist with private development projects. Draft and prepare Agenda Bills, project reports, status reports, and outside agency reports to funding and regulatory agencies, (Title VI reports). Coordinate with department managers/directors on development of policies and procedures to support the department.

COMMUNITY OUTREACH

Churchome- Kirkland – Hospitality Leader. Welcome guests, answer inquiries, participate in community outreach events organized by church. Recently worked with Millennia Ministries delivering food to underprivileged communities.

Millennia Ministries- Volunteer in food distribution communities in need.

Marysville Food Bank-Citywide Fundraiser. Participated in citywide food collection.

Marysville Holiday Store. Assist in shopping for Community Holiday Toy Store.

TECHNICAL SKILLS - PROFICIENCIES

Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook

OTHER

Notary Public

LEADERSHIP

2020-Present

City of Marysville Employee Safety Committee

Served as Safety Committee Chair from January 2021-December 2023.

2021-Present

City of Marysville Diversity, Equity, Inclusion Committee

2022-Present

City of Marysville Wellness Committee

2022 – Present

City of Marysville Domestic Violence Awareness Planning Committee

Partnering with Domestic Violence Services of Snohomish County

2022-Present

The Greater Marysville Tulalip Chamber of Commerce -Latino Leadership Council