

**Mary Etta Curtis**

20366 E. 49<sup>th</sup> Avenue, Denver, CO 80249

mecurtis@comast.net

---

Dear Kurt Schlegel,

I am excited to be applying for the position of board member. Please accept this letter and attached resume as my interest in this position.

Currently, I am responsible for the Human Resources administration support for the office and employees, related to the nonprofit organization, Montbello Organizing Committee.

I am a resident of Green Valley and have lived here 24 years, building my own home, and was one of the eight homes built in August of 2001 called, "Foxtails." I am familiar with the neighborhood where I have seen the community of Green Valley change, grow, the ethnicity and diversity of our neighbors expand. I have been a member of the Green Valley Golf Club, when they had members over 24 years ago when we had individual lockers, and access to the golf course. I am familiar with every staff member of the Green Valley Golf Club as well as a team member of the upcoming 2025 Golf fundraising tournament with Colorado Black Arts Movement (CBAM) and Montbello Organizing Committee.

My experience is an excellent fit for the list of requirements in this role:

- Reside and own property in Ebert Metropolitan District
- Registered voter in the State of Colorado.
- Knowledge of board rules, policies, and procedures.
- Registered with the State of Colorado as a licensed notary.

Thank you for taking the time to review my application.

Sincerely,

*Mary Etta Curtis*

Mary Etta Curtis

**Mary Etta Curtis**  
**20366 East 49<sup>th</sup> Ave Denver, CO. 80249**  
**mecurtis@comcast.net**

---

### **SUMMARY**

Business professional that provides excellent customer service in high end Retail and Non-Profit Organizing setting the highest standard for my clients. I pursue all necessary resources to maintain my skills and to provide my clients with up to date and accurate information to ensure my clients success.

---

### **Education**

**Michigan State University, E. Lansing, MI 9/1969 – 6/1973**

- BSN, Michigan State University

**Nonprofit Insurance, Online, 6/2023**

- Certificate: Accounts Receivable

**Cornell University, Online, 12/2023 - Present**

- Certificate: Entrepreneurship

### **Professional Background**

**Montbello Organizing Committee 6/2013 – Present**

**Executive Bookkeeper/Human Resources Manager**

- Bookkeeping, A/R, A/P, time sheet overview, billing, invoicing, licensure renewal, insurance renewals,
- Client liaison- overseeing document control, coordinate travel arrangements, purchases, and assisting with client requests,
- Focus on ensuring that projects are completed on time and in an excellent manner.
- Coordinate all administrative activities related to an organization's personnel.
- Develop recruitment strategies, implementing systems for managing staff benefits, payroll, behavior, and onboarding new employees.

**Neiman Marcus 1994-2009**

**Sales Consultant**

- Sold all St John's designer knits, fine apparel: Furs, Accessories, Cosmetics, Gifts & Escada.
- Performed customer service duties while meeting monthly sales goals.

**Neiman Marcus, Troy Michigan 1994-2001**

**Sales Consultant**

- Managed the implementation of large complex accounts.
- Worked directly with account teams, customers, equipment vendors and other internal departments to introduce new seasonal merchandise for St John's and other designer lines.
- Processed requests for specific clothing and jewelry items customers had difficulty finding.
- Wrote reviews of sales operations and developing work goals.
- Scheduled list of potential customers for invitations to trunk shows by designers- (fashion shows introducing new clothing lines and seasonal options on an ongoing basis)

**Customer Care Representative**

- Managed hundreds of inbound calls from customers assisting them with service problems and billing issues.
- Trained and assisted employees to communicate effectively with clients improving quality assurance measurements.
- Assisted customers with basic shopping needs as well as extra ordinary request for difficult to locate items.

Mary Etta Curtis  
20366 East 49<sup>th</sup> Ave Denver, CO. 80249  
mecurtis@comcast.net

---

### **Guidance and Mentoring**

#### **Dress for Success Denver-Mentoring Board Seat-2/2008 – 6/2020**

- Promoted the economic independence of disadvantaged women by providing a network of support and career development tools.

#### **Shaka Board-Coordinator-1/2002-01/05/2011**

- Provided suicide prevention support for young adults.

#### **South Africa Relief-Volunteer-2/2008**

- Assisted in relief efforts by providing aid for children and students.

#### **United Church of Montbello Council Member**

##### **Board Seat 04/2013-04/2015**

- Assisted in the administration of rites and sacraments of the church.
- Aided the Pastor with the spiritual nurture and worship experience of the Church and Community.

#### **Pastoral Relation Committee**

To facilitate the effective relationship between the Pastor and the congregation; to negotiate a contract with the Pastor; to review annually with the Pastor the adequacy of his/her salary and other remuneration; to propose policy to Council including but not limited to salary and pension.

- **Friendship/Fellowship United Church of Montbello Committee**

##### **Seated: 01/2001/12-Present**

- Provide a network for emergency communication within the congregation.
- Coordinate and implement social function throughout the church year to the congregation and community via church, letter, bulletins, community publications etc.

#### **Just Good Friends, Inc.**

##### **Member Seat 01/25/05- Present**

- Members consist of women of high ethical and moral standards who are interested in promoting friendship through stimulating and exciting social activities, and who shall equally all right.

##### **Treasurer - 10/01/05-Present**

- Receive and deposit all funds of the organization in the name of Just Good Friends INC. in a timely manner.
- Disburse all funds in accordance with the approved budget. Keep an accurate bookkeeping record of such funds.
- Present the budget of estimated income and expenditures to the National Council and National Body.
- Bonded by an approved bonding company in an amount to be determined by the National Executive Council.

#### **Melmec – 11/2001 – Present**

##### **Arbonne International Consultant**

- Beauty, Health, and Wellness

**Computer Skills:** MS Office, Data Entry, Account Data Base, Quick Books for Windows

**Certifications:** Licensed Notary for the State of Colorado: 12/2022 – 12/2026