C.F. 312551

City of Seattle

Notice of Appointment

Name: *Grace Oludiji*		☒ **Executive Appointment** ☐ **Reappointment** ☐ **Legislative Appointment** ☐ **Agency Appointment** ☐ **PDA Council** ☐ **PDA Constituency**
Residential Neighborhood: *Renton Landing*	**Zip Code:** *98057*	**Contact Phone No.:** *n/a*
Appointed to: *Disabilities Commission*		**Date of Appointment:** *September 1, 2012*
Authority (Ord., Res.): *Ordinance 121568*		**Term of Office** **From:** *Confirmation* **To:** *9/1/2013*

FILED CITY OF SEATTLE 2012 SEP -4 PM 3:41 CITY CLERK

Background:

Grace is currently a financial analyst with the Boeing Company, and excel at what she does for two main reasons: She likes to solve problems, and she enjoys working with people. She is directly involved within various company sponsored community service events, and had the opportunity to connect with the Get Engaged program through Boeing.

She has a sincere passion for working with the disabled, and bringing a sense of awareness to those who experience life in a completely different way than most citizens do. She hopes the contributions that she is able to make on the board will address everyday difficulties and struggles for disabled citizens, and the desire for a better quality of life. Having a family member with disabilities, she knows first-hand that we have to speak for those that at times cannot speak for themselves.

She holds an MBA in Finance, and an undergraduate degree in Business Administration: Accounting. In my spare time, she enjoys shopping, running, and hanging out with friends and family.

Authorizing Signature:	**Name and Title of Officer Making Appointments:** *Mayor Mike McGinn*

GRACE OLUDIJI

PROFESSIONAL SUMMARY

Results-focused, quality-driven accountant with 6+ years in financial and analytical accounting, business analysis, financial budget forecasting/estimation, short and long-term range business planning, overhead cost management, and opportunity and risk assessment, and reconciliation of data discrepancies with a willingness to work as part of a complex and diverse team, intent on producing results. Well-noted for positive team building and the contribution of insightful ideas that aim to increase productivity. Advocate of life-long career learning to align one's own identity in the workplace to that of an organization's strategic vision.

COMPETENCIES

Adaptability: Realization of unforeseen aspects of change within work group and the proactiveness to adjust when necessary. Quickly modify behavior to structure to the current work environment, while continuing to perform tasks effectively.
Result: In 2009, saw an increase of workflow from the elimination of 2 support positions added to position, and reorganized the management of workflow with efficiency. Work outflow with crucial deadlines were addressed first and less critical activities subsequently completed.

Building Positive Relationships: Collaborate on working relationships with peers and direct superior to enforce the goals set forth by Senior Management. Aim to simplify working process efficiently through suggestions and ideas from peers that will unite a common objective. Justify actions taken, with the intent on reaching a firm, positive goal.
Result: Synergized cooperation effort for a cross-functional group project aimed to improve company inventory (largest asset). Team comprised operations, sales, and accounting support creating a streamlined ordering process to manage internal company controls.

Contributing to Team Success: Active participation to achieve team goals and perform current work functions with responsibility and respect to team environment. Promotion of useful ideas that reach a common objective, and seek to improve overall work performance.
Result: Brought synergy to a cross-functional group project to improve company inventory management (largest asset). The team, comprised of operations, sales, and accounting support, created a streamlined ordering process to manage internal inventory controls.

Communication: Convey information to individuals or groups conducive to the level of understanding through the use of concise examples, presentations, or historical data, with the further intent on making recommendations.
Result: Provide financial impact visibility reports to Senior Management monthly; preparations include briefings and metrics for key decision making based on financial data. Engage the group's awareness of data by using familiar techniques and thorough explanations conducive to their level of understanding.

Customer Focus: Prioritize customer's needs when performing job functions; respond in a timely manner quickly and efficiently. Develop positive working relationships, with customer-centricity being top priority.
Result: In 2009, assisted the sales staff in addressing a specific customer service concern that would have negatively impacted the company's future business. Contacted affected customers directly to identify concerns and offer resolutions geared towards sustaining their loyalty.

PROFESSIONAL EXPERIENCE

Business Analyst
The Boeing Co, Seattle, WA
2010 - Present

Aerospace company with over $65 billion in annual sales. Work within the Research & Technology Division of Boeing as a financial analyst. Key job components include data forecasting & parametric modeling to foresee future financial impacts on financial budgets. Perform all month end reporting to technical and business management highlighting financial performance, and risks/opportunities. Key liaison between technical and financial management on issues imperative to the success of the organization.

Highlights:
- Co-lead a lean plus team initiative aimed at improving operational processes in 2 technical labs that cut down on redundant procedures (saving time & money).
- Current lead of a new employee engagement team aimed to guide new employees on the many processes & procedures that will enhance their training experience.

Senior Accountant
Blumenthal Uniform Co, Inc., Seattle, WA
2008 - 2010

Uniform manufacturing company with over 60 years in their industry and annual sales of over $20MM. Prepare monthly income statements, balance sheets, and inventory turnover and cost/benefit analysis; in addition to pro-forma budgeting for sales and operations forecasting. Perform all adjusting month end journal entries and reconciliation to the general ledger for six cost centers. Provide senior management with analytical explanations and recommendations to keep costs under control and manage forecasted expenses. Use appropriate financial tools/models to extract data and compile into readable reports outlining company performance.

Highlights:
- Synthesized three operational processes through the streamlining of three software programs into one: Microsoft Dynamics in 2008. This lead to an expedited delivery of month end financial data to Senior Management.
- Initiated training of new Dynamics software to staff in Accounting Department through visual tools and various work illustrations.

Financial Analyst
Compass Bancshares, Scottsdale, AZ
2006 - 2007
Publicly traded banking firm in the Southwest with over $15 billion in annual sales. Worked in the Commercial Banking region, specializing in commercial loans and lines of credit ranging from $300,000 to $30 million. Performed quantitative ad-hoc analysis on new businesses to determine the level of financial opportunities and risks, based on short and long-term range business plans. Developed and maintained annual audit reviews of existing loan contractual portfolios to ensure compliance was in order.

Highlights:
- Utilized risk models from historical financial data to forecast levels of financial stability and amortize schedules of customer repayment; reported the analysis to a loan committee; made recommendations that either supported or rejected the loan request.
- Interacted with personnel from various sectors of business: accounting, real estate, engineering, and business development to align their working capital needs with bank goals; adaptability was crucial in this environment.

Staff Accountant
Arizona Federal Credit Union, Phoenix, AZ

2001 - 2006
Mid-size retail banking institution with $2 billion in annual sales. Responsible for conducting monthly audit reviews of 21 branch locations and reviewed detailed transactions that took place in various general ledger accounts. Ensured proper general ledger utilization occurred for disbursements, reimbursements, fee recovery and loan transaction revenue. Assisted with revenue audits to ensure income flowed to correct revenue accounts.

Highlights:
- Summarized monthly financial statements for Senior Management that concluded findings on revenue collected.
- Identified organizational trends through the extrapolating of company data; developed trend reports, and provided training suggestions to appropriate areas for improvement in consistent and accurate knowledge.
- Assisted in the implementation of two system upgrades, and one accounting software conversion.

EDUCATION

Grand Canyon University, May 2008
Ken Blanchard College of Business
Masters of Business Administration (MBA)
Concentration: Finance

Arizona State University, May 2005
Bachelors of Science in Business Administration
Concentration: Accounting

Proficient in MS Office Suite Products (Word, Excel, Access, Publisher, PowerPoint, Outlook). Extensive first hand knowledge of Microsoft Dynamics and FRx Reporting software as an enterprise resource planning (ERP) solution for business. Strong problem solving and analysis skills.

PROFESSIONAL MEMBERSHIPS
Seattle Urban League Young Professionals (SULYP)

National Society of Black Engineers (NSBE), Seattle Chapter

National Association of Black Accountants, Seattle Chapter
- *Secretary for 2009- 2010 fiscal year*

TRAINING
- Discovering Your Strengths Leadership Seminar
- Franklin Covey Training "7 Habits of a Highly Effective Person" Seminar
- Ken Blanchard's Six Dimensions within High Performing Organizations Leadership Seminar
- Dale Carnegie Training (2009) "How To Win Friends and Influence People"

Seattle Commission for People with Disabilities

August 27, 2012

15 members, confirmed by City Council, who serve a term of 2 years:

- 7 appointed by Mayor, confirmed by City Council
- 7 appointed by City Council
- 1 appointed by the Commission, confirmed by City Council

1 Get Engaged Member, confirmed by City Council who serves a single term of 1-year

D	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
		Vacant (Cory)		4-30-2014	1st		City Council
1	F	Vickie Foster	5-10-2010	4-30-2014	2nd		City Council
		Vacant (Lum)		4-30-2014	1st		City Council
6	F	Deborah Witmer	5-10-2010	4-30-2014	2nd		City Council
6	M	Mike Barta	9-22-2011	4-30-2013	1st	Co-Chair	City Council
6	F	Laura Gramer	5-10-2010	4-30-2013	2nd	Co-Chair	City Council
6	M	Gary Stobbe	5-10-2010	4-30-2013	2nd		City Council
-	-	Vacant (McKee)	-	4-30-2013	1st		Commission
6	M	Mark Adreon	5-10-2010	4-30-2014	1st		Mayor
1	M	Steve Ferreira	8-20-2012	4-30-2014	1st		Mayor
2	F	Hope Drummond	5-10-2010	4-30-2014	1st		Mayor
3	F	Paloma Reza	8-20-2012	4-30-2014	1st		Mayor
6	M	Joshua Caple	5-10-2010	4-30-2013	2nd		Mayor
6	F	Patricia Copeland	5-10-2010	4-30-2013	2nd	Co/Chair	Mayor
2	M	Jonathan Porter	8-20-2012	4-30-2013	2nd		Mayor
2	***F***	***Grace Oludiji***	***9-1-2012***	***9-1-2013***	***1st***	***Get Engaged***	***Mayor***

(sorted by appt auth, term end date and name)

Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other	(6) Caucasian
Mayor	4	3	0	4	1	2	1	0	0	3
Council	2	3	2	1	1	0	0	0	0	4
Commission	0	0	1	0	0	0	0	0	0	0
Get Engaged*	0	1	0	1	0	1	0	0	0	0
Total	***6***	***7***	***3***	***6***	***2***	***3***	***1***	***0***	***0***	***7***