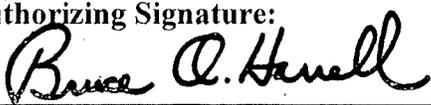


#6
CF 312002

City of Seattle Notice of Appointment

Name: W.M. Gillihan		<input type="checkbox"/> Executive Appointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Greenwood	Zip Code: 98103	Contact Phone No.: 206-684-4500
Appointed to: Seattle Women's Commission		Date of Appointment:
Authority (Ord., Res.): Ordinance 118392		Term of Office: From: December 28th, 2011 To: July 1 st , 2013
Comments: Initial-Appointment <p>W.H. Gillihan earned her Bachelor's degree in Business Administration from Westminster College and her Associate of Applied Science in Accounting from North Seattle Community College. She currently owns Gryffin Business Solutions where she works as a consultant providing assistance to entrepreneurs and non-profits around the Puget Sound. She volunteers as an instructor at the Seattle branch of the Small Business Administration. While she has an interest in a range of women's issues, her passion is in creating change that provides opportunity to rise above the limitations created by poverty. She is motivated by her own experiences growing up in a low-income household. Also, she is inspired to action as a granddaughter of a first generation Hungarian-American who overcame her coal miner's daughter start to work in both the public and private sector at a time when few women had the opportunity to do so. She is dedicated to helping empower marginalized women to achieve their definition of success.</p>		
Authorizing Signature: 		Councilmember Bruce Harrell Energy, Technology, and Civil Rights Committee

Confirmed by the Following Vote at City Council

In Favor:	Against:	Date:
Attested by:		Title:

FILED
 CITY OF SEATTLE
 2011 DEC 28 PM 3:28
 CITY CLERK



W.M. (WENDY) GILLIHAN

• Seattle, WA 98103 •

SUMMARY OF QUALIFICATIONS

- Skilled in all aspects of accounting and human resources for small business and nonprofit organizations.
- Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
- Excellent computer skills; proficient with Microsoft Office Suite, Sage MAS 200, ADP HRIS and payroll products, and Intuit products including QuickBooks and able to learn proprietary systems/applications quickly and easily on a Mac or PC.

PROFESSIONAL EXPERIENCE

Gryffin Solutions, LLC – Seattle, WA

2009 – Present

Accounting/Human Resources Consultant

Provide assistance to entrepreneurs, government, and non-profit organizations in preparing for or responding to audits; creating, reviewing or managing their accounting or human resource systems, improving efficiency and effectiveness and developing and implementing strategies to improve their organizations.

Small Business Administration – Seattle, WA

2009 – Present

Volunteer Instructor

Design and teach courses on bookkeeping, taxes and human resources for entrepreneurs at the Seattle Small Business Administration, Washington Small Business Fair and the Women's Network for Entrepreneurial Training.

UR, LLC – Seattle, WA

2006 – 2009

Controller

Developed strategies to streamline and manage the daily processes of accounting using ADP products, QuickBooks Pro and MAS 200 for the business taxes and financial reporting. Ensured that all accounting functions were handled according to all relevant laws and company policies. Managed administrative vendors and staff. Created and managed the human resources department and a comprehensive record keeping system. Ensured that all relevant employment laws were followed and that all L&I and Unemployment claims were resolved appropriately. Managed all benefits and benefit renewals including health insurance and 401(k).

Seattle Institute for Cardiac Research – Seattle, WA

2004 – 2006

Office Manager

Full charge management of all accounts payable, accounts receivable and general ledger using QuickBooks Pro and MS Excel. Established human resources, recordkeeping and accounting procedures in compliance with 501(c)3 requirements. Reconciliation and allocation of accounts and reimbursed expenses. Managed annual A-133 audit and worked with the auditors to present information to the board members. Logistical coordination for an international research trial.

EDUCATION/CERTIFICATION

- **Bachelors of Business Administration**
Westminster College, Salt Lake City, UT
- **Associates of Applied Science in Accounting**
North Seattle Community College, Seattle, WA
- **Certified Public Accountant Candidate**
Washington Board of Accountancy

- **Professional in Human Resources (PHR)**
- **Certificated Public Bookkeeper (CPB)**
- **Certified QuickBooks Pro Advisor**
- **Notary Public**

Seattle Women's Commission

December 2011

21 Commission members: Per S.M.C. 3.14.920, confirmed by City Council, 2-year terms*

- 9 Appointed by Mayor
- 9 Appointed by City Council
- 2 Appointed by the Commission, confirmed by City Council
- 1 member *Get Engaged: City Boards and Commissions* program: Appointed by Mayor, confirmed by City Council -1-year term-appointed in September

D*	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
2	F	Levonne Abshire Initial	06/21/10	07/01/12	1st		City Council
5	F	Emily Alvarado Initial	03/31/10	07/01/12	1st		City Council
5	F	Mergitu Argo Initial	06/21/10	07/01/12	1st		City Council
5	F	Laura Cava Northrop Initial	08/31/09	07/01/13	1st		City Council
5	F	W.M. Gillihan Initial	08/31/09	07/01/13	1st		City Council
5	F	Mallory Gitt Initial	12/1/09	07/01/13	1st		City Council
5	F	Maha Jahshan-Initial	08/31/09	07/01/13	1st		City Council
5	F	Betsy McConnell-Gutierrez re- appointment	03/13/08	07/01/12	2nd		City Council
5	F	Alison Mondt Initial	08/31/09	07/01/13	1st		City Council
	F	Alison McCaffree Vacant	03/31/10	07/01/12	1st		Commission
	F	Amy Arrington Vacant	03/31/09	07/01/13	1st		Commission
4	F	Abigail Echo/Hawk re-appointment	07/26/10	07/01/13	3rd		Mayor
5	F	Anne Luce Initial	07/26/10	07/01/13	1st		Mayor
5	F	Leslie Grow Initial	07/26/10	07/01/13	1st		Mayor
5	F	Olivia Robinson re-appointment	07/26/10	07/01/13	2nd		Mayor
2	F	Rose Hickman re-appointment	07/26/10	07/01/13	2nd		Mayor
5	F	Erin Kenny	07/26/10	07/01/12	2nd		Mayor
2	F	Jamila Johnson	07/26/10	07/01/12	2nd	Co/Chair	Mayor
5	F	Linnea Westerlind-	07/26/10	07/01/12	2nd		Mayor
2	F	Millicent Newhouse	07/26/10	07/01/12	1st		Mayor
6	F	Kagy, Roslyn	09/01/11	09/11/12	Only	Get Engaged	Mayor

	(1)	(2)	(3)	(4)	(5)	(6)			
	Man	Woman	Vacant	Minority	Asian/American	Hispanic/American	Native American	Other	Caucasian
Mayor	0	9	0	1	0	1	0	5	3
Council	0	9	0	4	0	3	0	4	1
Commission	0	0	2	0	0	0	0	0	0
Get Engaged	0	1	0	0	0	0	0	0	1

<i>Total</i>	<i>0</i>	<i>19</i>	<i>2</i>	<i>5</i>	<i>0</i>	<i>4</i>	<i>0</i>	<i>1</i>	<i>9</i>	<i>5</i>
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*The Get Engaged youth program Commissioner serves a single term of one year.

**Commissioners whose first appointments are for a term of less than twelve months are eligible to serve for two additional two/year terms.