

#9

CF 312234

City of Seattle  
Notice of Appointment

|   |                    |  |
|---|--------------------|--|
| Name:<br><b>Mohamed Sheikh Hassan</b>   |                    | <input checked="" type="checkbox"/> Executive Reappointment<br><input type="checkbox"/> Legislative Appointment<br><input type="checkbox"/> Agency Appointment<br><input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency |
| Residential Neighborhood:<br>Rainier Valley   | Zip Code:<br>98118 | Contact Phone No.:<br>206-684-4500   |
| Appointed to:<br>Seattle Immigrant and Refugee Advisory Board   |                    | Date of Appointment:<br>March 19, 2012   |
| Authority (Ord., Res.):<br>Ordinance 118392   |                    | Term of Office:<br>From: Confirmation<br>To: 01/31/2014  |
| Comments:<br><b>Mohamed Sheikh Hassan</b> , a long-standing leader in the community and founder and Director of Afrique Service Center in Rainier Valley, with the relationships and trust to bring the African immigrant and refugee communities to the table where their issues and concerns can be addressed and their talents can be shared. Mohamed has worked tirelessly to strengthen the base of immigrants and refugees in King County through community organizing, building grassroots leadership, and advocating for issues that are very important for resources within the community. Currently, Mohamed is a Community Jobs Program Coordinator assisting refugees from Africa, Asia and Eastern Europe in partnership with the Seattle Jobs Initiative, the program assists clients in obtaining employment, budgeting skills, and guidance for social issues related to immigration. Mohamed is multi-lingual in English, Somali, Arabic, and Swahili. |                    |  |
| Authorizing Signature:<br>   |                    | Name and Title of Officer Making Appointment:<br>Mayor Michael McGinn  |

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CITY OF SEATTLE  
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CITY CLERK



## Mohamed Sheikh Hassan

### SKILL OF QUALIFICATIONS

Management & Supervisory Experience      Excellent Decision Making Skills      Financial Rules and Regulations  
Multilingual: English, Somali, Arabic, Swahili      MS Office Suite, Access, Excel      MACS, Quattro Pro, Lotus 1,2,3  
Assessment, Consultation & Strategic Planning      Multi-Cultural Working Environments      Effective Communicator

### PROFESSIONAL EXPERIENCE

**Community Jobs Program Coordinator** - TRAC Associates Seattle WA      1999-Present  
Oversee caseload of over 65 refugees representing Africa, Asia, and Eastern Europe. Handle budgeting, scheduling and social issues related to immigration. Maintain contact and build relationships with area employers to assist clients in obtaining employment in the US economy. Work under contract with Department of Social and Health Services and the Seattle Jobs Initiative. Navigate federal, state and city contractual agreements; act as liaison between governmental system, client and potential employer.

**Assistant General Manager** - Extended Stay America, Seattle WA      1997-1998  
Managed, supervised and trained over 35 employees. Handled daily, monthly and quarterly accounting activities. Responsible for reviewing all financial transactions. Utilized industry specific account code system. Prepared monthly, quarterly, and fiscal year reports. Communicated with Corporate Headquarters to ensure accuracy of all reports and expectations. Recognized for strong leadership among staff members and management.

**Financial Specialist** - Dept. of Social & Health, Seattle WA      1994-1996  
Managed \$85 million annual budget, distributed funds to over 1,000+ low-income families in the form of monthly cash grants, food stamps, medical, GAU etc. Obligated unearmarked funds for commitment and liquidation. Coordinated funds according to budget line items. Prepared monthly, quarterly, fiscal year reports and progress reports. Communicated contractual rules and guidelines to all clients prior to enrollment in program and as program guidelines fluctuated. Acted as liaison between immigrant population and industry representatives.

**Senior Accountant** - Halliburton Company, Dhahran Saudi Arabia      1990 -1993  
Designed, and managed adequate financial accounting systems for joint companies. Managed annual budget of \$250 million annually. Supervised and trained 12 account technicians. Handled international funds allocations, expert's contracts, and travel expenses. Reconciled various international & regional bank accounts, HQ advice of charges and reports. Exceeded financial goals and expectations on quarterly and annual bases. Liaison between Saudi government and representatives of Halliburton Company.

**Administrative/Financial Manager** - K & D (World Bank), Mogadishu Somalia      1986-1989  
Provided strategic leadership and top quality management of people & resources. Provided program management within complex and difficult contexts including security. Demonstrated ability to make difficult choices and decisions in an effort to lead strategic planning processes and convert strategy into clear implementation plans. Established and provided overall management and annual budget of 120 million grant and loan. supervision for finance and administration of K & D. Managed properties, equipments and the annual administrative and project budgets in line with standards and procedures of K & D. Responsible for the recruitment and training of national staff. Supervised expatriates to carry out all administrative and financial management functions. Acted as country director.

**Chief Project Accountant** - USAID, Mogadishu Somalia      1980-1986  
Established, supervised, and maintained USAID Mission Project budgeting/fiscal reporting system for 15 grants, loans. (bilateral and unilateral) annual budget of \$ 350 Million/year projects. Initiated and undertook review of accounting procedure to ensure efficiency and evaluate the adequacy and effectiveness of management controls. Participated in the conceptualization, development and implementation of computerized financial systems. Prepared and monitored cash flow and resource utilization forecasts. Prepared monthly, quarterly, and fiscal year financial reports.

### EDUCATION

**Masters of Business Administration** - Fresno University      1985-1988  
**Bachelors of Science in Accounting** - SIDAM      1981-1984

# Immigrant and Refugee Advisory Board

January 2012

15 Members: Who are confirmed by City Council and serve a term of two years. **3 term maximum.**

- 8 appointed by Mayor
- 7 appointed by City Council

| D |   | Member                            | I/R | Y | Term # | First Appointed | Term Ends | Position # | Appointing Body |
|---|---|-----------------------------------|-----|---|--------|-----------------|-----------|------------|-----------------|
| 1 | M | Shree Ram Dahal                   | Y   |   | 1      |                 | 1/31/13   | 2          | Council         |
| 2 | F | Andrea Caupain                    | Y   | Y | 2      | 12/13/07        | 1/31/13   | 4          | Council         |
| 1 | F | Cherry Cayabyab                   | Y   | Y | 1      | 11/20/09        | 1/31/12   | 10         | Council         |
| 3 | M | Jesus Y. Rodriguez                | Y   |   | 2      | 12/13/07        | 1/31/12   | 8          | Council         |
| 1 | F | Bincy Jacob                       | Y   |   | 1      |                 | 1/31/12   | 14         | Council         |
| 4 | F | Yasemin San                       | Y   |   | 1      | 9/29/09         | 1/31/12   | 6          | Council         |
| 1 | F | Pradeepta Upadhyay                | Y   |   | 1      |                 | 1/31/13   | 12         | Council         |
| 3 | F | Lesley Irizarry-Hougan            |     |   | 1      | 3/13/09         | 1/31/13   | 3          | Mayor           |
| 3 | M | Magdaleno A. Rose-Avila           | Y   |   | 1      | 3/13/09         | 1/31/13   | 11         | Mayor           |
| 2 | F | Tsegaba Woldehaimanot             | Y   | Y | 1      |                 | 1/31/13   | 1          | Mayor           |
| 3 | F | Paulina Lopez Bermudez(VACANT)    | Y   |   | 2      | 12/13/07        | 1/31/13   | 5          | Mayor           |
| 4 | F | <b>Devon Alisa Abdallah, Ph.D</b> |     |   | 3      | 12/13/07        | 1/31/14   | 9          | <b>Mayor</b>    |
| 4 | M | Ashraf Alazadi                    | Y   | Y | 1      |                 | 1/31/13   | 7          | Mayor           |
| 2 | M | <b>Mohamed Sheikh Hassan</b>      | Y   |   | 2      | 12/22/10        | 1/31/14   | 15         | <b>Mayor</b>    |
| 2 | M | <b>Michael Neguse</b>             | Y   |   | 2      | 12/22/10        | 1/31/14   | 13         | <b>Mayor</b>    |

## *Diversity\*before vacancies*

| Appointed by: | Total | Youth |   | *I/R |    | US Born Minority |   | (1) API |   | (2) African |   | (3) Latin@ |   | (4) Mid-East |   | (5) Other |   | (6) E European |   | Vacancies |   |
|---------------|-------|-------|---|------|----|------------------|---|---------|---|-------------|---|------------|---|--------------|---|-----------|---|----------------|---|-----------|---|
|               |       | W     | M | W    | M  | W                | M | M       | W | W           | M | W          | M | W            | M | W         | M | W              | M |           |   |
| Subtotal      | 14    |       | 3 |      | 10 |                  | 3 |         | 4 |             | 4 |            | 3 |              | 3 |           | 3 |                | 3 | 1         |   |
| Gender        | Women | Men   | W | M    | W  | M                | W | M       | M | W           | W | M          | W | M            | W | M         | W | M              | W | M         |   |
| Mayor         | 3     | 4     | 1 | 0    | 1  | 4                | 2 | 0       | 0 | 0           | 1 | 2          | 1 | 1            | 1 | 1         | 0 | 0              | 0 | 0         | 0 |
| Council       | 5     | 2     | 2 | 0    | 3  | 2                | 0 | 1       | 1 | 3           | 1 | 0          | 0 | 1            | 1 | 0         | 0 | 0              | 0 | 0         | 1 |
| Total         | 8     | 6     | 3 | 0    | 4  | 6                | 2 | 1       | 1 | 3           | 2 | 2          | 1 | 2            | 2 | 1         | 0 | 0              | 0 | 0         | 1 |