



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Ellie He</i>		
Board/Commission Name: <i>Seattle International Affairs Advisory Board</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Term of Position: * 5/1/2024 to 4/30/2026 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: Bellevue, WA	Zip Code: 98005	Contact Phone No.: [REDACTED]
Background: Ellie He, International Trade Business Advisor, Washington Small Business Development Center Ellie participates as a working member of the Washington Export Outreach Team (WEOT), a collaborative team of local, state, regional, and federal export assistance agencies that helps Washington state companies sell internationally. Ellie's background includes marketing roles at small businesses as well as global business development roles at K&L Gates, an international law firm. She also previously worked in international education in China. Ellie received her MBA from Pennsylvania State University and her M.A. in Communication Studies from the University of Montana. She is bilingual in English and Chinese Mandarin.		
Authorizing Signature (original signature): <i>Bruce A. Harrell</i> Date Signed (appointed): 4/1/2024		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

*Term begin and end date is fixed and tied to the position and not the appointment date.

Ellie He

International Trade Business Advisor

WORK EXPERIENCE

Washington Small Business Development Center (SBDC) **Seattle, WA**
International Trade Business Advisor *2019-present*

- Providing one-on-one and confidential business advising to Washington State business owners to help them sell internationally.

Dartmoor School **Bellevue, WA**
Marketing Director *2018-2019*

- Developed a comprehensive marketing plan and international strategy for this private school.

Aegis Gardens **Newcastle, WA**
Marketing Director *2017-2018*

- Developed a multi-channel marketing campaign, resulted in the successful opening of this luxury senior community in February 2018.

K&L Gates LLP **Seattle, WA**
Business Development Specialist - Manager *2010-2017*

- Served as a trusted business development advisor to the lawyers, helping them identify and pursue international business opportunities.

Yunnan Education International Exchange Center **Kunming, China**
Coordinator - Program Manager *1997-2003*

- Managed international programs for students, teachers, and government officials.

EDUCATION

- MBA, The Pennsylvania State University, 2009
- M.A., Communication Studies, The University of Montana, 2005
- B.A., English Language and Literature, Yunnan University, 1997

CERTIFICATES AND SKILLS

- Export and Trade Counseling Certificate, The Trade Promotion Coordinating Committee & U.S. Small Business Administration, 2019
- Certified Business Advisor, Washington Small Business Development Center, 2019
- Certificate of Training – Complying with U.S. Export Controls, U.S. Department of Commerce, 2019
- Certified Global Business Professional, NASBITE (North American Small Business International Trade Educators), expected in 2020
- Bilingual in English and Chinese Mandarin

Seattle International Affairs Advisory Board

30 Members: Pursuant to *Seattle Municipal Code 3.14.470*, 12 members subject to City Council confirmation, 2-year terms:

- 1 City Council-appointed
- 11 Mayor-appointed
- 4 Other Appointing Authority-appointed (specify): SMC

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Seattle-Surabaya	June Cutler	5/1/24	04/30/26	1	SMC
	F		2.	Seattle-Limbe	LueRachelle Brim Atkins	5/1/24	04/30/26	1	SMC
6	F	4	3.	OIR, City of Seattle	Stacey Jehlik	5/1/24	04/30/26	2	SMC
	M	N/A	4.	Greater Seattle Partners	Josh Davis	5/1/24	04/30/26	1	SMC
	F	4	5.	Seattle City Council	Maritza Rivera	5/1/24	N/A	1	Council President
6	M	3	6.	UW, Jackson School	Monique A. Thormann	5/1/24	04/30/26	1	Mayor
6	M	7	7.	Visit Seattle	Liz Johnson	5/1/24	04/30/26	1	Mayor
	F	1	8.	UW, FIUTS	Era Schrepfer	5/1/24	04/30/26	1	Mayor
6	M	6	9.	Consular Association of Washington	Mark M. Gantar	5/1/24	04/30/26	1	Mayor
	M	1	10.	Amazon	Michael A. Harold	5/1/24	04/30/26	1	Mayor
6	F	N/A	11.	World Affairs Council	Jacqueline McLaren Miller	5/1/24	04/30/26	2	Mayor
	F	3	12.	Gates Foundation	Heather Yang Hwalek	5/1/24	04/30/26	1	Mayor
6	M	6	13.	Rotary International	David B. Woodward	5/1/24	04/30/26	2	Mayor
6	F	3	14.	Port of Seattle	Karin Zaugg Black	5/1/24	04/30/26	2	Mayor
1	F	N/A	15.	Small Business Development Center	Ellie He	5/1/24	04/30/26	1	Mayor
6	M	5	16.	Seattle Public Schools	Noah Zeichner	5/1/24	04/30/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor	6	5			1					8								
Council	0	1																
Other	1	3																
Total	7	9			1					8								

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M = Male, F= Female, T= Transgender, U= Unknown