




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Talley Mills		
Board/Commission Name: Seattle Women's Commission		Position Title: Member
<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 checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other:	Term of Position: * 7/2/2024 to 7/1/2026 <input checked="" type="checkbox"/> Serving remaining term of a vacant position	
Residential Neighborhood: Capitol Hill	Zip Code: 98102	Contact Phone No.: Business phone # - NOT personal phone #
Background: Talley wants to work with the Seattle Women's Commission and contribute her talents in making contributions to the work of the commission. Talley has always wanted to get involved in local government through volunteer opportunities and was delighted to find the commission while searching for opportunities to serve as she wants to have a positive impact on her local community. Talley is excited to begin her work on the commission by contributing and making a difference.		
Authorizing Signature (original signature):  Date Signed (appointed): 02.24.25	Appointing Signatory: Councilmember Cathy Moore Seattle City Council	

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

Talley Mills

WORK EXPERIENCE

Davis Wright Tremaine, LLP

Seattle, Washington

Litigation Legal Assistant

November 2024-Present

- Prepare and file pleadings in state/federal courts; draft, proof, and edit pleadings, discovery, and other legal documents
- Utilize billing software to run accounting reports; prepare spreadsheets analyzing client billing data; distribute client bills
- Track and calendar internal and court-related deadlines; initiate conflict checks and open new client matters; ADR scheduling

Wilson Elser Moskowitz Edelman & Dicker LLP

Seattle, Washington

Legal Assistant/Secretary

February 2023-November 2024

- Draft, proof, and file pleadings in local/federal courts; review court rules for filing and discovery procedures
- Manage electronic files and trail/case lists; facilitate document production and discovery; initiate client intake process
- Maintain attorney calendars and scheduling; assist with client and vendor billing; perform general clerical duties

Ogden Murphy Wallace PLLC

Seattle, Washington

Legal Assistant

September 2022-January 2023

- File pleadings in state/federal courts; prepare and finalize legal documents; maintain physical and electronic files
- Communicate with clients, courts, and other counsel; calendar deadlines; transcribe correspondence and memos
- Manage records requests and discovery; assist with expense reports, billing, and other administrative duties

Fellows LaBriola, LLP

Atlanta, Georgia

Legal Assistant/Paralegal

October 2020-June 2022

- Manage preparation for court proceedings, draft and e-file state/federal pleadings, draft discovery requests and responses
- Draft and submit records requests to courts and external parties, maintain physical and electronic documents
- Provide administrative support in day-to-day operations, billing and client intake, internal and external communications

Burr & Forman Pre-Law Diversity Program

Atlanta, Georgia

Pre-Law Intern

July 2020

Gentry Law Firm, L.L.C.

Marietta, Georgia

Summer Intern

June 2019-August 2019

EDUCATION

The University of Georgia, Terry College of Business

Athens, Georgia

Bachelor of Business Administration in Economics, emphasis in Public Policy

August 2016-May 2020

- Senior Thesis: Characteristics & Economic Costs of Intimate Partner Violence in the United States
- Recipient of the HOPE Scholarship
- Overall GPA: 3.38
- Certificate in Legal Studies
- Study Abroad: International marketing; Romance cultures

Costa Rica

May 2019-June 2019

COMMUNITY & CAMPUS INVOLVEMENT

Atlanta Legal Aid Society, Inc.

Atlanta, Georgia

Enhanced Services Project Volunteer

September 2021-June 2022

- Follow up with clients who receive limited services to ensure their legal needs have been met
- Provide client with resources and information on how to proceed if issue has not been resolved
- Record status of client matters, enter case notes for staff attorneys to follow up

SKILLS

Personal: Critical thinking, adaptability, interpersonal skills/relationship building, culture competence, writing and communication

Technical: Database management, programming and software proficiency (R/Stata/JMP), data analysis, research methodology

Seattle Women's Commission February 2025

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, 2-year terms, except the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	VACANT				Mayor
			2.	Member	VACANT				Mayor
	F		3.	Member	Hannah Glover	7/02/24	7/01/26	1	Mayor
			4.	Member	VACANT				Mayor
			5.	Member	VACANT				Mayor
			6.	Member	VACANT				Mayor
			7.	Member	VACANT				Mayor
	F		8.	Member	Krystal Guerrero	7/02/22	7/01/24	1	Commission
			9.	Member	VACANT				Mayor
			10.	Member	VACANT				City Council
	F		11.	Member	Emily Rose Barr	7/02/23	7/01/25	1	City Council
	F		12.	Member	Mariah Rivera	7/02/23	7/01/25	1	City Council
	F		13.	Member	Vinati Mamidala	7/02/22	7/01/24	1	City Council
	F		14.	Member	Talley Mills	7/02/24	7/01/26	1	City Council
	F		15.	Member	Jennifer Tran	7/02/23	7/01/25	1	City Council
			16.	Member	VACANT				City Council
	F		17.	Member	Nardos Tola	7/02/24	7/01/26	1	Commission
			18.	Member	VACANT				City Council
	F		19.	Member	Whitney Nakamura	7/02/24	7/01/26	2	Commission
	F		20.	Member	Julie Chu	7/02/23	7/01/25	1	Commission
	F		21.	Get Engaged	Sonia Hitchcock	9/01/24	8/31/25	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	0	2	0	0	0	0	0	0	0	0	0	0	0
Council	0	5	0	0	0	0	0	0	0	0	0	0	0
Comm	0	4	0	0	0	0	0	0	0	0	0	0	0
Total	0	11	0	0	0	0	0	0	0	0	0	0	0

Key:

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

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

RD Residential Council District number 1 through 7 or N/A *Diversity information is self-identified and is voluntary.*