

Angie Steuermann Mullen, EMPA

**Peer Mentor Statement**

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I am deeply committed to fostering professional growth and empowering others to reach their full potential. I bring a collaborative and supportive approach to mentorship, offering guidance grounded in experience, empathy, and strategic insight. By cultivating a culture of continuous learning and open communication, I help individuals navigate challenges, build confidence, and thrive in their careers.

-Angie

# Angie Steuermann Mullen, EMPA

## Professional Profile

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Enthusiastic leader with over 10 years of management experience. Strong communication and interpersonal skills, with an ability to motivate people and build effective team relationships. A self-starter who can prioritize and multi-task with incredible drive and vision. Reliable and adaptable under changing conditions and workplace pressures.

## Education

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### University of Washington

*Executive Master of Public Administration, 2022*

### Washington State University

*Bachelor of Arts in Business Administration, 2000*

## Professional Experience

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### Director

*Department of Pharmacology, School of Medicine, University of Washington*

Jan 2025 to present

Pharmacology is a niche department within the School of Medicine that promotes a research culture of support and collaboration. Our work utilizes cellular and molecular biology, biochemistry, structural biology, biophysics, genetics, physiology, and neurobiology as tools to design and discover new therapeutics and to better understand what happens when the human body is in a disease state.

- Lead all administrative operations for an academic department, including HR, finance, research, and facilities.
- Manage multimillion-dollar budgets across federal, state, and private funding sources; ensure compliance and strategic resource allocation.
- Responsible for internal controls and financial reporting systems to support strategic planning and resource allocation.
- Manage day-to-day operations and long-term planning for departmental programs, facilities, and administrative functions.
- Lead change management initiatives to align departmental processes with evolving institutional policies and strategic goals.
- Supervise and develop team of six professionals, fostering a culture of accountability and continuous learning.
- Support team of experienced grant managers who ensure research compliance, project projections, and support faculty in proposal development and submission.
- Oversee departmental facilities, space planning, and IT infrastructure; coordinated renovations and security protocols.
- Support educational programs and training initiatives; manage outreach, communications, and advancement activities.
- Acted as primary liaison to the Dean's Office and university leadership on administrative and operational matters.

## **Director of Finance**

2017 to 2024

*Department of Chemistry, University of Washington*

Responsible for the direction and compliance of all financial activities for the Department of Chemistry, the largest academic unit within the College of Arts & Sciences. Lead team of 13, including three managers, four grant manager/specialists, and six fiscal staff.

- Oversee annual GOF budget of \$12M, RCR budget of \$1.2M, and endowment funded gift budget of \$1M using Workday Adaptive Planning. Identify and resolve budget surplus/shortfalls. Portfolio also includes other self-sustaining, recharge center, revenue, and other miscellaneous accounts.
- In 2023 the Department of Chemistry was awarded \$33M in grants & contracts. Manage team responsible for all aspects of the award lifecycle, proposal to closeout. High level of expertise in Federal, State, and University policies and regulations.
- Oversee compliance and internal controls for department procurement, travel, and miscellaneous payments. Assist with day-to-day operations as needed. Administer department recharge centers, including rate determinations and financial reports. Develop, implement, and oversee billing procedures.
- Conduct statistical analysis involving fiscal and administrative data. Seasoned Excel user using pivot tables, and VLOOKUP daily. Design and maintain spreadsheets to monitor internal accounting of various funding commitments.
- Examine controls, analyze effectiveness, develop plan for improvement if necessary. Develop and document departmental policies and procedures and implement changes and modifications with appropriate documentation and analysis to meet institutional, state, and federal guidelines.
- Develop, implement, and manage group SharePoint, Office 365, and Access database systems. Recommend system improvements to technical staff and ensure application revisions meet user needs.

## **Compliance/Grant Analyst**

2016 to 2017

*Grant and Contract Accounting, University of Washington*

Member of six-person customer facing analyst team that received and addressed all incoming inquiries to GCA, from both campus and funding agencies. The team was responsible for the development and delivery of high-quality timely training to campus partners.

- Utilize comprehensive understanding of award requirements and University policies and procedures to assist UW campus research community, research sponsors, and any other related parties.
- Perform complex fiscal analysis on the various types of awards, this includes projecting, analyzing, planning, interpreting, and reviewing fiscal operations to advise appropriate actions including prepare billings, reports and related reconciliations.
- Research and determine causative factors in expenditure trends/discrepancies; formulate corrective action.
- Provide direction/guidance to administrative and financial analysis personnel.
- Utilize LEAN principles to bring about process improvements.

**Budget/Fiscal Analyst**

2015 to 2016

*Grant and Contract Accounting, University of Washington*

- Complete financial reports (SF425, UWROE, Agency, etc.) with a high level of accuracy.
- Completed closeout budget review to ensure budgets are in balance, in compliance, and all invoicing and reporting requirements are met.
- Capable of performing complex analysis and troubleshooting to solve problems.
- Effective communicator, able to provide instruction, guidance and assistance to campus customers regarding UW, State, and Federal process, procedures and requirements.

**Other positions held**

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| Fiscal Specialist II, Department of Chemistry, University of Washington            | 2012 to 2015 |
| Undergraduate Stockroom Manager; Department of Chemistry, University of Washington | 2007 to 2012 |
| Department Manager, Sales associate; Nordstrom                                     | 2000 to 2007 |

**Committees, Certifications, and Commendations**

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| •UW Finance Transformation, Grant Award to Closer Process Transformation Team     | 2020 to 2023 |
| • Certified Research Administrator, Research Administrators Certification Council | 2017 to 2021 |
| • UW Distinguished Staff award, nomination  | 2015, 2024   |