



Kevin J. Murphy  
City Manager

January 12, 2018

Mayor William J. Samaras  
and  
Members of the City Council

RE: Sustainability Council Appointments

Dear Mayor Samaras and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Chapter 9, Article XI, §9-40, I am appointing Mikaela Hondros-McCarthy of 12 W. Albert Street, Lowell, MA 01851 to a two year term to the Sustainability Council which term shall expire on January 16, 2020 or until such time thereafter as a successor is appointed and qualified.

Under the above-referenced code, confirmation by the City Council is required for these appointments.

I would be happy to answer any inquiry you may have concerning this appointment. I have attached her cover letter and resume for your review.

Very truly yours,

Kevin J. Murphy  
City Manager

Encl.

cc: City Clerk  
City Council  
City Auditor  
Human Relation Manager

MIS  
Sustainability Council  
Diane Tradd Asst. City Mgr/Dir DPD

Boards/sustainability

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**Mikaela Hondros-McCarthy**

12 W ALbert St  
Lowell, MA 01851

[REDACTED]  
[REDACTED]

To Whom It May Concern,

I am very interested in becoming a member of the Lowell Sustainability Council. I find promoting sustainability efforts in any way I can to be a personal mission of mine in order to protect the environment and make the world one that is safe for generations to come. As someone who grew up in Lowell and lives here now, attending Lowell High and witnessing the city's growth, I am invested in the community and a proud Lowellian. Joining the Sustainability Council and helping Lowell be on the forefront of sustainability efforts would be a great way to contribute both to the city of Lowell itself and the path to sustainability on a local level.

Sincerely,

Mikaela Hondros-McCarthy

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# Mikaela Hondros-McCarthy

12 W Albert St. Lowell, MA 01851 | [REDACTED] | [REDACTED]

## EDUCATION

- University of Massachusetts, Boston** **Boston, MA**  
**MBA, specialization in Environmental Management, Clean Energy and Sustainability Certificate** **2015-2017**
- Completed MBA program while working full-time with 3.5 GPA
  - Completed independent study report surveying employee engagement in sustainability efforts of a major corporation in the Aerospace & Defense industry
- University of Massachusetts, Amherst** **Amherst, MA**  
**Master of Science, Accounting** **2008-2010**
- University of Massachusetts, Amherst** **Amherst, MA**  
**Bachelor of Business Administration, Accounting** **2004-2008**

## EXPERIENCE

- Energy Consumers Alliance of New England** **Boston, MA**  
**Senior Accountant** **2017-present**
- Oversee finance and HR operations for nonprofit specializing in consumer aggregation and renewable energy
    - Supervise accounting and HR staff
    - Reporting on financials to executive director, finance committee, and board members
    - Grant budgeting and reporting
- City Year, Inc.** **Boston, MA**  
**Senior Grant Accountant** **2016-2017**
- Manage approximately \$12m of grants for six US sites. Responsibilities include:
    - Financial reporting and billing for all federal, state, and school district grants for six US sites
    - Grant proposals – budget preparation
    - Communication with state agencies for periodic desk audits and document preparation for desk audits
    - Training & supervising grant accounting staff & process documentation documents
- iRobot, Inc.** **Bedford, MA**  
**Staff Accountant** **2015-2016**
- Worked as part of the corporate accounting team at publicly traded corporation.
    - Cash and balance sheet account reconciliations (cash, prepaid, accrual, long and short-term investments, intercompany AR)
    - Communicated with department heads and FP&A on monthly actuals and review and book manual accrual entries and/or prepaid items in Oracle
    - Coordinated with marketing team and sales ops to identify and account for approximately \$25m in new customer programs and promotions for planning and accrual purposes
    - Worked with internal audit team to ensure all SOX controls are being met including journal entry and account reconciliation upload and approvals are completed for quarterly filings
- Athena Capital Advisors, LLC.** **Lincoln, MA**  
**Staff Accountant** **2013-2015**
- Athena Capital is an independent investment advisor and wealth management firm for high-net-worth individuals and families and institutions. Responsibilities as part of a 2-person accounting team reporting to the CFO included:
- Daily bank monitoring and monthly reconciliations, monthly cash flow reporting
  - Quarterly client invoicing, payment tracking and revenue reporting & forecasting