

Lena Mobin Cullison

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PROFESSIONAL EXPERIENCE

Analyst, Strategic Procurement, Hawaiian Airlines, Inc., Honolulu Hawaii; September 2015 – present.

- Work across the supply chain to ensure that supplier partnerships are effectively integrated and meeting performance expectations
- Perform spend analysis by category, supplier, and commodity area, and leverage findings to drive category strategies
- Develop a sufficient understanding of category business users and business models to effectively represent Hawaiian Airlines in the market
- Perform market research of relevant business models, suppliers, products, and services
- Manage the RFX process for all supplier bidding processes
- Develop business cases for supplier partnerships in conjunction with internal customers
- Develop supplier performance management models and implement
- Develop negotiation strategies, and then prepare for and lead supplier negotiations

Specialist, Strategic Procurement, Hawaiian Airlines, Inc., Honolulu Hawaii; September 2013 –September 2015.

- Negotiate commercial/contractual agreements with suppliers; manage contracts; issue RFQs, RFP, RFIs.
- Work with cross-functional teams to achieve enterprise business objectives.
- Establish and maintain a vendor management framework, support governance across key vendors, and manage administrative staff.
- Assist Vice President of Strategic Procurement in defining processes for category management, strategic sourcing, and procurement operations.
- Prepare and report annual budget for department.
- Ensure documentation, continuous improvement, and distribution & education of Procurement procedures and policies.

Contracts Specialist & In-House Counsel, Alternate Energy Inc., Honolulu, Hawaii; July 2012 – September 2013.

- Drafted and negotiated employment, vendor, and third-party financing contracts.
- Executed and coordinated marketing and business development strategies with directors.
- Assisted, improved, and implemented operations processes with directors.
- Analyzed and evaluated business models and long-term strategies for the company with principals.
- Managed administrative and engineering staff for compliance purposes.

Consulting Intern, Strategic Procurement Department, Hawaiian Airlines, Honolulu, Hawaii; Jan 2012 – May 2012.

- Developed procurement strategies for landing gear overhauls and presented findings to management.
- Identified areas of improvement in the landing gear overhaul process to improve process efficiency.
- Analyzed vendor selection and negotiation processes and developed recommendations for management.
- Collaborated with managers in preparation and delivery of presentations to various units within the company.

Legal Intern, Environmental Law Center, International Union for Conservation of Nature (IUCN), Bonn, Germany; May 2011 – August 2011.

- Worked at a non-profit organization that directly reported to the United Nations (UN) in Germany.
- Worked with a team of global legal professionals with expertise on environmental issues.
- Attended UN conferences on marine protected areas with representatives from around the world.
- Drafted numerous reports on international environmental legal issues and presented findings to the legal team.

Legal Intern, Conservation, Nature Iraq, Sulaimaniya, Iraq; January 2011 – May 2011.

- Worked remotely at a non-profit organization that is directly involved in environmental issues in Iraq.
- Analyzed regional and international law relating to water rights and water sharing for Nature Iraq's lawyers.
- Researched international instruments relating to water rights and water sharing, researched relevant case examples of water sharing, and summarized findings in reports.

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- Researched the historic legal positions of the Tigris and Euphrates basin countries on water rights and water sharing.
- Summarized findings in reports to be used in future negotiations to protect Iraq's natural resources.

Legal Intern, National Oceanic and Atmospheric Administration, Humpback Whale National Marine Sanctuary, (HWNMS), Honolulu, Hawaii; May 2010 – September 2010.

- Analyzed the framework for the management plan of Hawaii HWNMS.
- Drafted 150-page comprehensive report with recommendations to NOAA management.
- Presented findings to the Sanctuary Advisory Council.

Paralegal & Legal Researcher, Robbins Meyer Rufo, Civil Litigation Firm, Honolulu, Hawaii; July 2007 – May 2011.

- Worked directly under the lead partner in court for \$15 million lawsuit through a seven-week trial.
- Analyzed legal issues and composed reports with recommendations to partners of the firm and their clients.
- Prepared, drafted, and processed all documentation in over 50 civil litigation legal cases.
- Worked with legal teams on over 60 depositions, numerous court hearings, and 3 trials to develop case strategies.
- Managed trial teams and assistants in preparation for court hearings and trials.

Legal Research Assistant, Professor Denise Antolini, William S. Richardson School of Law, Honolulu, Hawaii; May 2009 – September 2009.

- Researched and compiled draft 250-page marine law chapter background memo for UH Press book project.
- Summarized Hawaii constitutional provisions, statutes, administrative rules, and legislative history regarding Hawaii laws on marine life.

Paralegal, Kidani Law Center, Civil Litigation Firm, Honolulu, Hawaii; January 2006 - July 2007.

- Assisted with settlement conferences, arbitrations, and discussed case strategy with supervising attorney and managing partner.
- Managed case files, drafted pleadings, correspondence, and other memoranda for civil litigation cases.
- Maintained client contact and researched client cases.

EDUCATION

- **Masters of Business Administration (MBA)**, Shidler College of Business, University of Hawaii at Manoa, Honolulu, Hawaii. Concentration: Entrepreneurship.
- **Juris Doctor (JD)**, William S. Richardson School of Law, University of Hawaii at Manoa, Honolulu, Hawaii. Concentration: Environmental Law.
- **Bachelor of Arts (BA) in Biology, Minor Certificate in Political Science**, University of Hawaii at Manoa, Honolulu, Hawaii.

AWARDS & HONORS

- **Semifinalist**, San Diego State University Venture Challenge Business Plan Competition, 2012
- **Semifinalist**, Wall Street Training Valuation Case Competition, 2011
- **Finalist & Winner**, Shidler College of Business Business Plan Competition, 2011
- **Student-Athlete Award Recipient**, UH Manoa, 2003-2004
- **Dean's List of Honor Recipient**, College of Arts & Sciences, UH Manoa & UH Hilo, 2002-2004

INTERESTS & SKILLS

- Sailing, Running, Mentorship
- Languages: Fluent in English, Conversational Japanese and Urdu, able to read Arabic script
- MS Excel, MS PowerPoint, MS Word, PeopleSoft, Trax, Six Sigma, SharePoint, Visio