

Leslie Murata

**PROFILE**

I am a retired US Postal Worker since November 2014. I have been very active in volunteering for community organization for most of my adult life. I have been volunteering since 1982 at Haleiwa Elementary PTSA, followed by School Community Base Management (SCBM), both Haleiwa Elementary and Waialua High & Intermediate, Band Booster at Waialua High, Board of Director, Vice President for Operation at Hawaii Youth Symphony and finally a coordinator at Hulu Makua Senior Day Care. I love serving the community in that kind of capacity.

**EXPERIENCE**

**State of Hawaii, Board of Barbering and Cosmetology**

**Honolulu, Hawaii – 2020 – Present**

**Consumer Affairs Clerk, USPS District Office**

**Honolulu, Hawaii – 2010 – 2014**

As a Consumer Affairs Clerk, I handled any type of complaints or complements from USPS customers, via phone, email, mail and in person.

**Window Clerk, USPS**

**Honolulu, Hawaii – 1988 – 2010**

I was a window clerk at Ala Moana Post Office and Main Office Window Post Office, airport.

**Volunteer Excursion Coordinator, Hulu Makua Senior Day Care**

**Honolulu, Hawaii – 2017 – Present**

I would plan, organized and take the senior clients out once a month to excursions. My preparation would include finding a venue, contacting and making all the arrangements to attend the excursion, negotiate any entrance fees, contacting the private bus for transportation and finally finding other chaperones to escort our seniors.

**Board Vice-President for Operation (Volunteer), Hawaii Youth Symphony**

**Honolulu, Hawaii – 1989 – 2017**

As a board member, we would edit and okay the annual financials for the organization. I would handled any type of operational duties needed by the organization. It would require stage set up, movement of instruments and care of the student performers at all concerts for the three performing orchestras. Moving instruments would consist of

getting the truck or van to move the instruments and to get all the instruments needed to do the concert. Also, I would make sure that all rehearsal venues are ready for the rehearsals. We would take the orchestras to the Neighbor Islands to do a community concert and school concert. I would make all the arrangements for the air, boarding and food. I would select chaperones and give them guidelines about the trip. I would also make sure that the instruments needed to do the performance are there for the rehearsal and concert.

Waialua Band President:

I would coordinate all fundraisers and plan all the trips we took, including a trip to Japan in 1998. We would take trips every year, alternating between mainland and neighbor island. I would make sure that all the equipments and instruments get to the venue for the performances.

Haleiwa PTSA President:

I would plan and execute all yearly fundraisers for the school. We usually profit the school about \$10,000 yearly.

Waialua High SCBM Chairperson:

Worked with the principal to make Waialua High an SCBM school. It took months to get all of the teachers on board. We needed 75-80 percent of the teachers to approve it.

## **EDUCATION**

Leeward Community College, AA Degree

## **SKILLS**

I have good organizational skills, planning skills and customer relations.