

Education

University of Hawaii at Manoa Honolulu, Hawaii
Degree in Sociology

Work experience

January, 2013 – Present International Union of Painters and Allied Trades, District Council 50 (DC50) , Honolulu, Hawaii

Director of Government Affairs

- Oversees all aspects of government affairs and public policy issues
- Works to establish positive relationships with elected officials
- Drafts and tracks legislation in support of working families
- Oversees community relations and services

January, 2007 – December, 2012 International Union of Painters and Allied Trades, District Council 50 (DC50) , Honolulu, Hawaii

Business Development Specialist

- Monitors developments (real estate, hotels, other commercial properties) and maintains up-to-date information regarding proposed/future projects
- Compiles a comprehensive list of private maintenance companies who subcontract work related to DC50 trades
- Creates dialogue between companies, organizations and government agencies, on the importance of utilizing unionized skilled labor
- Participates and monitors activities of organizations which impact the activities of DC50
- Keeps track of initiatives from public and private organizations (i.e., Rail Transit, Aloha Stadium, etc.)
- Follows Legislative initiatives (Federal, State and County)
- Assists and facilitate the DC50 Retirees' Club's programs and projects
- Assists with DC50's Volunteer Organizing Committee
- Attends various legislative and construction conferences and conventions
- Contributes and edits articles for the DC50 newsletter and various social media sites

October 2004 – December, 2006 Hawaii State Senate
Honolulu, Hawaii

Assistant Clerk

- Supervises the engrossing and data entry operation of the Senate
- Plans, directs, and supervises the work of the Senate Chief Clerk's office session staff
- Develops office procedures and trains session staff on legislative operations to streamline office production
- Addresses public and staff inquiries related to the legislative process and state government procedures

- Generates the daily Senate calendar and official order of business
- Assists in the analysis, update, and development of the Legislature's information system
- Coordinates special events, including the Legislature's opening day ceremony and State of the Judiciary address
- Plans and coordinates activities for Legislature-sponsored conferences

January 1987 – October 2004 Hawaii State Senate Honolulu, Hawaii

Chief Calendar Clerk

- Supervised the engrossing and data entry operation of the Senate
- Planned, directed, and supervised the work of the Senate Chief Clerk's office session staff
- Developed office procedures and trained session staff on legislative operations to streamline office production
- Addressed public and staff inquiries related to the legislative process and state government procedures
- Generated the daily Senate calendar and official order of business
- Assisted in the analysis, update, and development of the Legislature's information system
- Coordinated special events, including the Legislature's opening day ceremony and State of the Judiciary address
- Planned and coordinated activities for Legislature-sponsored conferences

April – December 1986, 1985

Department of the Attorney General

Honolulu, Hawaii

Legal Stenographer

- Prepared and organized pleadings, indexed files, and processed legal briefs, motions, and letters
- Provided administrative and clerical services to attorneys in the Hawaii Housing Authority and the Attorney General's litigation division

January - April 1986, 1985

Hawaii State Senate

Honolulu, Hawaii

Engrossing Clerk

- Engrossed, updated, and prepared legislative documents for transmittal and file
- Created and maintained the Senate's daily calendar
- Provided administrative and clerical support services for the Senate Chief Clerk's office
- Handled public and legislative staff inquiries concerning the legislative process

June 1982 – December 1985

Seed City

Aiea, Hawaii

Salesperson

- Served customers, marketed key products, created sales plans, and accounted daily sales

Lorna A. Woo

Clubs and Memberships 1990 - 2006 - Member - American Society of Legislative Clerks Secretaries (ASLCS)

2007 - Present - Member, International Union of Painters and Allied Trades,

2013 - Present - Member, Labor Education Advisory Council (LEAC) for the Center for Labor Education & Research (CLEAR)

2016 - 2019 - Member, Oahu Workforce Development Board (OWDB), City and County of Honolulu

2016 - Present - Member, Hui Lanakila Canoe Club

Interests and Activities Working out, Traveling, and Canoe Paddling