

Tammy L. Lee

Administrative Services Officer

GOV. MSG. NO 530

Dedicated and organized state government senior management administration professional experienced in executing efficiency across various disciplines. Highly dependable, ethical, and reliable leader and support coordinator with organizational, budget, procurement, and fiscal understanding. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organization. Exemplifies multidisciplinary managerial skill in process, procedure, and policy improvement initiatives. Accomplished in workflow optimization techniques to increase productivity, reduce manual processes, and maintain government integrity and quality of service.

Abilities

Organizational Realignment	●●●●● Excellent
Budgeting	●●●●● Excellent
Problem-Solving	●●●●● Excellent
Workflow Improvements	●●●●● Excellent
Needs Assessments	●●●●● Excellent
Process Improvements	●●●●● Excellent

Work History

2019-03 - Current

Administrative Services Officer

Hawaii Department of Transportation, Highways Division, Honolulu, HI

- Program Director Highways Financial Management System Project.
- Lead the Highways Revenue Bond 2019A, 2019B, and 2021 Transactions, with a total of \$300 million in bond proceeds.
- Developed division policies for telework during the pandemic.
- Managed 45 employees with continuous coaching and mentoring.
- Improved process by automating workflow approvals, record tracking and record management using Adobe Esign, Microsoft SharePoint, and Microsoft Teams

software.

- Managed costs and billing and resolved financial discrepancies effectively through organizational management of fiscal information.
- Utilized corrective actions and identification of deficiencies to mitigate audit risks.
- Analyzed revenues, expenditures, and cash management.
- Prepared response strategies to minimize budget reduction impacts during the pandemic.
- Developed, analyzed, and modified budgets to allocate current resources and estimate future financial requirements.
- Reorganized office, adding positions to align the growing needs of the human resources program, and added project management support.
- Led agency budget specialist in performance of required duties to facilitate reasonable budget ceilings by providing instruction, and guidance.
- Co-developed and implemented the Highways Division Engineer Wiki Wiki Hire Program.
- Maintained human resources compliance with local, state, and federal laws.
- Streamlined human resources efficiencies with process improvement workflows.

2017-03 - 2019-03

Business Management Officer

Hawaii Department of Transportation, Administration Division, Honolulu, HI

- Developed process workflows and facilitated the paperless improvements using Adobe Esign.
- Coordinated the State Auditor Review of Special Funds, Revolving Funds, Trust Funds, and Trust Accounts of the Department.
- Optimized records management strategies to coordinate and protect information.
- Strengthened electronic storage systems to enhance efficiency and minimize labor requirements.

2012-05 - 2017-03

Contracts Officer

Hawaii Department of Transportation, Administration Division, Honolulu, HI

- Researched Hawaii Statutes, Hawaii Administrative Rules, case law, and Office of Administrative Hearings decisions to develop Department response to procurement protests.
- Interpreted contract terms and developed solutions to resolve challenges from bidders and offerors.
- Assessed risks inherent in contract changes and potential impacts, informing management in detail of concerns to avoid liabilities.
- Researched laws and regulations potentially impacting Department policies and procedures.
- Created policies and procedures meeting statutory guidelines and compliance with procurement standards.
- Analyzed new laws and regulations to identify required changes and proactively adjust solicitation provisions.

- Compiled required documentation to keep contracts compliant with State and Federal requirements.
- Managed the solicitation and execution of Department contracts ranging from \$100,000.00 to \$300 million.

2006-06 - 2012-05

Civil Rights Specialist

Hawaii Department of Transportation, Administration Division, Honolulu, HI

- Developed the Department Title VI Program Plan.
- Developed the Department Language Access Plan.
- Performed audits and deep document reviews to verify compliance with applicable federal non-discrimination regulations.
- Collaborated with divisions to extend understanding and enhance compliance with civil rights rules and regulations.

Education

2001-08 - 2004-05

Juris Doctor: Law

Gonzaga University School of Law - Spokane, WA

1990-08 - 1996-08

Bachelor of Arts: Sociology

University of Hawaii At Manoa - Honolulu, HI

Accomplishments

Current Member Hawaii State Bar Association, Hawaii Licensed Attorney, JD 8360

2020 Member Transportation Team of the Year, Wiki Wiki Team

2013 Transportation Employee of the Year

2012 Member Transportation Team of the Year, Construction Career Days Team