

Alice Lee
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PROFESSIONAL EXPERIENCE:

January 2023 to Present	Harris County Precinct 4 Commissioner Lesley Briones Chief of Staff Serving the 1.2 million constituents with a servant heart, alongside a team including a Deputy Chief of Staff and seven Division Chiefs, all moving Precinct 4 forward with over 400 team members and implementing the objectives of a newly elected Commissioner.
March 2009 to December 2022	Hawes Hill & Associates LLP Partner and Executive Director of the Southwest Management District Partner in a firm that specializes in the management and creation of special purpose districts, such as municipal management districts and tax increment reinvestment zones. The firm consults with multiple management districts and Tax Increment Reinvestment Zones working closely with boards of directors and stakeholders.
April 2007 to May 2008	Asia Society Texas Center Community Development Liaison Duties included planning, coordinating, and implementing goals and strategies to increase awareness, support and giving of the community at-large; researching and developing awareness and fundraising opportunities for the Asia Society Texas Center's capital campaign in the community at-large.
February 2005 to December 2006	Chinese Community Center Fund Development Consultant Specialized in coordinating major events, including the April 2006 visit from U.S. Secretary of Labor Elaine Chao, the annual Lunar New Year festivals which attract 8,000 to 10,000 visitors to the Center, the grand opening building dedication in August 2005 which featured keynote speaker U.S. Senator Kay Bailey Hutchison. Authored numerous communications, including the 2005 Annual Report, press kits, scripts for major programs. Created proposals to potential funders, such as foundations and individuals.

January 2004 to October 2004	Office of Mayor Pro-Tem Carol Alvarado City of Houston Administrative Coordinator/Director Responsible for processing payroll and all personnel needs for the City Council department, consisting of fourteen Council Members and their staff. Assist with Council's procurement needs and process payment to vendors. Monitor Council's budget and assist with budget concerns. Maintain records of the Council Committees and assist with presentations before City Council. Serve as Council's administrative arm to other City departments.
January 2002 to December 2003	Office of Mayor Pro-Tem Gordon Quan City of Houston Administrative Coordinator/Director Streamlined the Pro-Tem office in order to return \$50,000 to the City's general fund during Fiscal Year 2003.
February 1997 to December 2001	Office of Council Member Chris Bell City of Houston Chief of Staff Handled scheduling. Staffed the Fiscal Affairs Committee meetings (1998-99) and the Customer Service and Initiatives Committee meetings (1997-99). Organized a flood town hall meeting for the Meyerland Community Improvement Association (8/8/01).
January 1994 to February 1997	Office of Council Member Martha J. Wong City of Houston Chief of Staff Organized town hall meetings and other meetings to address concerns of the constituents. Staffed the Competitive Services Committee and the Education Committee.
November 1989 to December 1993	MetLife Insurance Company, Sharpstown Branch Houston, Texas Senior Sales Support Assistant Assist with policy issuance for an average of 12-15 agents. Obtained Group I, Series 6 & Series 63 licenses.
June 1989 to October 1989	The Houston Investment Journal Stafford, Texas Managing Editor and Writer Authored feature articles for first three monthly issues.
May 1987 to September 1988	First Interstate Bank of Texas, Southwest Freeway Office Houston, Texas Personal Banking Officer Recognized as Employee of the First Quarter, 1988.

EDUCATION:**Houston Baptist University, May 1987.**

Bachelor of Science degree with majors in Accounting, Management and Psychology. Graduated Magna Cum Laude. Endowed Academic Scholar.

ASSOCIATIONS:

Asian American Coalition, Board Member, 1991-1993.
Asian Pacific American Heritage Association, President, 1996, 2009.
Assn of Chinese Organizations of Houston, Co-President, 2008.
Center for Houston's Future Preschool for All Initiative, 2002.
Chinese American Citizens Alliance, Pres. 2019-2022.
Chinese American Relief Effort, Chair, 2008.
Chinese Baptist Church, member, present.
Chinese Community Center, board, 1996-2004.
Chinese Professional Club, Pres. 2019-2022, VP & Gala Chair, scholarship committee chair, 1998-99, former recipient (1984).
Houston Business Development, Inc., 2011-2012.
Houston Community College System, SW College Presidential Search Committee, February 2008.
Kolter Elementary School PTO, President, 2009-2010.
Leadership Houston, Class XV.
League of Women Voters-Houston, former secretary.
Lee Family Association, member.
Marilyn Estates Association, Parliamentarian, 2003-2005.
Mayor Turner's Task Force on Police Reform, July-Sept 2020.
OCA-Greater Houston chapter, Board Member, 1993-1997.
Pride of Houston Toastmasters, Charter Secretary, 1992.
San Jacinto Girl Scouts, Board Member At-Large, 1993-1996.
Texas Monthly Digest, former contributing columnist.
United Way Project Blueprint, Class VIII, nominated for Commitment to Leadership Award, 2005.
United Way Campaign APA Community Gala Chair, 1997.
Women Professionals in Government, President, 2002-2003.

LANGUAGES:

English, Conversational Mandarin.

AWARDS:

Bank of America 2008 Neighborhood Excellence Local Hero Award
Federation of Houston Professional Women's
2004 Woman of Excellence
Asian Chamber of Commerce, Business Woman of the Year, 2016