

JUDY LEE

WORK EXPERIENCE

SAN FRANCISCO CHINESE CHAMBER OF COMMERCE

San Francisco, CA

Program Director

Apr 2025 – Present

- Lead planning and execution of major cultural events and community programs, including the annual Lunar New Year Parade, Miss Chinatown USA Pageant, Chinese New Year Parade, and Community Street Fair, an accumulated annual gross of over \$5 million profit.
- Coordinate with executive leadership and program directors to ensure strategic alignment with public relations and media in English & Chinese, operational efficiency, and compliance with grant requirements.
- Manage administrative functions, including all social media engagement, board support, facilities oversight, financial recordkeeping, and stakeholder engagement to drive organizational growth and impact.

ROSE PAK COMMUNITY FUND

San Francisco, CA

Program Director

Nov 2024 – Present

- Lead development and implementation of community programs focused on social equity, housing advocacy, and cultural preservation in underserved communities.
- Manage partnerships, funding strategies, including fundraising efforts of \$1 million annually, and program evaluation to ensure alignment with organizational mission and impact goals.
- Represent the organization in cross-sector collaborations, public forums, and media to advance policy initiatives and strengthen community engagement.

SUPPORT OUR FIRST RESPONDERS 2024 CAMPAIGN & IMPROVE EMERGENCY RESPONSE TIMES 2024 CAMPAIGN

San Francisco, CA

Mar 2024 – Nov 2024

Campaign Manager

- Developed and executed campaign strategy, managing over 100+ staff and volunteers while overseeing budget, fundraising, media buys, and voter outreach initiatives.
- Organized and led events, coordinated messaging across digital and grassroots platforms, and ensured effective bilingual communication for media and community engagement.

SAN FRANCISCO LABOR COUNCIL

San Francisco, CA

Political Director, Base Building for Power Program

Mar 2023 – Mar 2024

- Managed relationships with 150+ labor unions and oversaw 100+ trainees in phone banking and volunteer recruitment for various campaigns, including abortion rights and union education.
- Translated materials for monolingual Chinese-speaking members and collaborated with trainers to grow the San Francisco coalition by 500+ new members.

CRUISE, LLC

San Francisco, CA

Senior Manager, Government Affairs

Jan 2022 – Mar 2023

- Led legislative, regulatory, and political strategy for local and state regions, collaborating with senior leadership and agencies to address key issues across California.
- Developed and executed government affairs strategies for autonomous vehicles, electric vehicles, and related industries, securing funding and building partnerships to support growth and public acceptance.

CITY & COUNTY OF SAN FRANCISCO, MAYOR'S OFFICE

San Francisco, CA

Senior Manager, Mayor London Breed's Office of Economic and Workforce Development

Jul 2019 – Jan 2022

- Managed a \$10+ million budget for citywide programs supporting small businesses, including the Asian Pacific Islander Small Business Fund and COVID-19 relief initiatives.
- Coordinated interagency partnerships and led community development projects, providing support to small businesses and implementing economic initiatives across neighborhoods.

CITY & COUNTY OF SAN FRANCISCO, MAYOR'S OFFICE*San Francisco, CA***Deputy Director, Mayor London Breed's Office of Neighborhood Services***Aug 2018 – Jul 2019*

- Served as the Mayor's liaison to the Asian American Pacific Islander community, managing communications, town halls, and working groups to address public safety, economic development, and cultural issues.
- Oversaw community engagement efforts, including organizing events, facilitating neighborhood meetings, and addressing constituent concerns through the City's 311 system and collaboration with city agencies.

**LONDON BREED FOR MAYOR 2018 CAMPAIGN &
HOUSING FOR ALL/PROPOSITION D 2018 CAMPAIGN***San Francisco, CA**Mar 2018 – Jun 2018***Asian Pacific Islander Affairs Manager**

- Supervised Asian Pacific Islander campaign efforts, managing 500+ volunteers and overseeing field operations, including canvassing and literature distribution.
- Developed bilingual press materials and coordinated staff deployment for community outreach and public events across the city.

CITY & COUNTY OF SAN FRANCISCO, BOARD OF SUPERVISORS*San Francisco, CA***Legislative Aide, District 11 Supervisor Ahsha Safai***Jan 2017 – Mar 2018*

- Collaborated with community stakeholders, police, and businesses to develop strategies on public safety, economic development, and transportation, including implementing camera installations for safety.
- Drafted and presented legislative memos, analyzed policy issues, and maintained relations with media and community groups to address key concerns in District 11 and San Francisco.

CITY & COUNTY OF SAN FRANCISCO, MAYOR'S OFFICE*San Francisco, CA***Project Coordinator, Mayor Edwin Lee's Office of Neighborhood Services***Sep 2016 – Dec 2016*

- Performed community outreach to 11 districts through coordinating free workshops for constituents.
- Utilized multilingual skills to translate communication and correspondence in English, Mandarin, and Cantonese.

CITY & COUNTY OF SAN FRANCISCO, CITY ADMINISTRATOR'S OFFICE*San Francisco, CA***Compliance, Payroll & Personnel Analyst, Human Resources***Nov 2015 – Sep 2016*

- Organized and compiled sensitive employment documents and data; prepared reports for commission and board meetings, arranged test schedules, reviewed job applications and administered examinations.
- Processed personnel actions in accordance with Civil Service Rules & Procedures.

CITY & COUNTY OF SAN FRANCISCO, MUNICIPAL TRANSPORTATION AGENCY*San Francisco, CA***Chief Payroll Specialist, Human Resources***Feb 2015 – Nov 2015*

- Calculated and audited payroll and timekeeping information for over 5,000 employees.
- Displayed meticulous attention to detailed files and record-keeping systems for completeness and accuracy of payroll/personnel documentation and transactions.

CITY & COUNTY OF SAN FRANCISCO, HUMAN RESOURCES*San Francisco, CA***Financial Analyst, Workers' Compensation Division***Jul 2012 – Feb 2015*

- Prepared initial and follow-up claims by categorizing charges according to the type of medical services provided and verifying that all charges adhere to regulatory and compliance standards.
- Maintained and analyzed statistics and information for audits and daily production reports.

EDUCATION**UNIVERSITY OF CALIFORNIA, DAVIS**

Bachelor of Arts & Sciences, Statistics & Economics, June 2012

HIGHLIGHTS OF QUALIFICATIONS

- Languages: Fluent & literacy in English, Cantonese, and Mandarin.
- Technical: Microsoft Office Products (Word, Excel, PowerPoint), Social Media Handles (Facebook, Instagram, Tiktok, X), Website Design, Oracle's PeopleSoft, Okta, Slack, Jira, Case Map, Matlab, R, C/C++, SAS, Adobe Photoshop, Airtable, and ADP Workforce.

LEADERSHIP EXPERIENCE

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San Francisco, CA

Board of Directors, Member, Policy Advisory Committee

Jan 2022 – Present

- Develop policies that proactively engage technology companies in improving San Francisco and offer innovative solutions to the City's regulatory challenges.

SAN FRANCISCO CHINESE CHAMBER OF COMMERCE

San Francisco, CA

1st Vice President; Board of Directors

Feb 2014 – Jun 2025

- Promote and serve as liaison for the San Francisco Chinese community and international trade activities.
- Manage and organize the Miss Chinatown USA pageant and annual Chinese New Year festivities.

ROSE PAK COMMUNITY FUND

San Francisco, CA

Gala & Finance Committee Member

Sep 2017 – Nov 2024

- Founder member of the community fund to help continue efforts with monolingual speaking community members.
- Fundraised over \$1 million annually to help fund low-income scholarship recipients.

ROSE PAK DEMOCRATIC CLUB

San Francisco, CA

Founding Member; Vice President, Finance; Treasurer

Aug 2016 – Nov 2024

- Review and monitor various financial reports.
- Manage media relations; drafted, composed, and translated effective English and Chinese press releases; planned and directed development and communication of programs.

AHSHA SAFAI FOR DISTRICT 11 SUPERVISOR 2016 CAMPAIGN

San Francisco, CA

Asian Pacific Islander Field Coordinator

Apr 2016 – Nov 2016

- Assisted Campaign Manager in overseeing all Asian Pacific Islander aspects of the campaign including day-to-day operations, hiring and management of over 50 professionals.
- Organized language field operations for Chinese and Filipino speaking residents.

VICTOR HWANG FOR JUDGE 2016 CAMPAIGN

San Francisco, CA

Assistant Treasurer & Field Coordinator

Apr 2016 – Nov 2016

- Reviewed, monitored, and compiled campaign financial reports.
- Organized language field operations for Chinese speaking residents.

SAN FRANCISCO YOUTHWORKS

San Francisco, CA

Mentor/Counselor

Jun 2013 – Jul 2019

- Achieved Mentor of the Month (*Feb. 2014*) and facilitated over 50 interns' college preparation through self-implemented workshops.