

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

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.

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

Honolulu, Hawaii – 1989–2017

As a board member, we would do 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. Also, I would make sure that all rehearsal venues are ready for the rehearsals.

EDUCATION

Leeward Community College, AA Degree

SKILLS

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