



PHILOMENA LEE

OFFICE ADMINISTRATOR

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EDUCATION

- Sara Beattie College

Philomena Lee serves as an Executive Manager for Mohr Partners, Inc. in the Newport Beach office. Her primary responsibility is to provide administrative support to Michael Russell, Managing Principal. Additionally, Philomena manages daily operations of the office including accounting, IT, phone and data communications, office furniture, equipment and fixtures, office meetings, travel arrangements, and special projects.

She also provides support to the office team in market availability research, setting up space tours, creating marketing sublease flyers, posting and updating sublease listings, and submitting invoice requests.

Prior to joining Mohr Partners in 2006, Philomena was an assistant vice president & executive administrator at United Pacific Bank, California. She assisted the President & CEO and acted as a liaison for board members, audit committee members, and senior management. She also served as an assistant corporate secretary, maintaining corporate records, critical and confidential company information, policies and procedures, prepared agendas, meeting materials and meeting minutes for board of directors' meetings and audit committee meetings, prepared reports and filings with regulatory agencies. She was also responsible for human resources and new branch planning and opening events.

Philomena was an Executive Assistant at Bank Dagang Nasional Indonesia, California prior to joining United Pacific Bank. She assisted the General Manager of the Los Angeles agency of an Indonesia-based commercial bank.

Prior to joining Bank Dagang Nasional Indonesia, Philomena was an account coordinator at Burson-Marsteller, Hong Kong, a leading global public relations and communications firm. She began as an Executive Assistant and was quickly promoted to Account Coordinator to support the director of the Corporate and Financial Division in all aspects of corporate and financial communications. Philomena organized press conferences and publicity events from grand openings to firework shows, created and developed annual reports, newsletters, corporate brochures for banks and corporate clients. Companies represented include Bank of America, Lockheed Martin, and Hutchinson Whampoa Limited.