

KAREN LEE
Recording Secretary



Karen has worked with the County of Los Angeles since 1996. She began as a part-time student worker in the Commission Services section of the Board of Supervisors, Executive Office. She became a full-time employee in December 2000 for the Internal Services Department (ISD) and currently serves as a Purchasing and Contracts Analyst I for the Countywide Policy and Standards Section as well as the Information Technology Support Services Master Agreement (ITSSMA) Section of ISD.

Some of her duties include developing solicitation documents, participating in bidders'/proposers' conferences, reviewing bids and evaluating proposals, preparing contract documents including statements of work, and developing change notices and Amendments. Karen graduated from the University of California, Irvine with a Bachelor of Arts in Economics and a minor in Management. Her interests include traveling and arts and crafts.