



Meet the Staff – Raynette Tom Executive Assistant to the CEO



Tell us about your background.

I started my career working for a Council Member at the City of Los Angeles. Since then, I transitioned into the private sector, supporting senior partners at leading law firms who focused on some of the most complex areas of law: Government Practice, Entertainment Sports and Media, and Mergers & Acquisitions. I've also worked for CEO's, Directors and VPs of large companies in a variety of industries such as Vitamin Manufacturing, Project Management/Construction and Commercial Real Estate. In these roles, I supported executives and supervised staff to ensure the success of the department.

What responsibilities do you have here at Clean Power Alliance?

I like to think of myself as an extension of the CEO. In that capacity, I liaise with all levels of staff, consultants, and elected officials on behalf of the CEO. I actively seek to build relationships with internal staff to facilitate the CEO's ability to effectively lead the organization. I do my best to act as a barometer, understanding the different issues taking place in the organization and keeping the CEO updated as needed.

Other responsibilities include working with staff of all departments to accomplish organizational goal and helping to foster a positive environment so that our organization is an inviting place to work for all our employees.

What are you most proud of in working here at CPA?

I am proud that I have been able to build and cultivate relationships with our CEO and staff despite not being in the office with them for almost 2/years. I enjoy being part of this amazing team.