

**SUMMARY**

---

Energetic, personable, motivated director, manager, and trainer with extensive corporate and non-profit experience. Adept at leveraging superior communication and interpersonal skills to interact with diverse individuals and groups at all organization levels. Extensive grant writing/management experience.

**EMPLOYMENT**

---

*Executive Director*

11/2014 – Present

## Hilo Medical Center Foundation (HMCF) – Hilo, Hawaii

- Identify, facilitate and create program opportunities to address the healthcare needs of Hawaii Island
- Actively working with community stakeholder groups to develop infrastructure to recruit and retain healthcare providers on Hawaii Island
- Work with local, state and federal legislators to support healthcare in Hawaii through policy and appropriations
- Successful in obtaining a two-million-dollar line item in the governor's budget to support the Primary Care Training Residency Program
- Area Health Education Center (AHEC) Director for Hawaii Island: Facilitate health career recruitment across the workforce pipeline (high school through graduate medical education)

*Director of Achievement*

8/2013 – 11/2014

## Catapult Learning

- Partnered with Hawaii Community College and the Hilo-Waiākea Complex to write Federal GEAR Up Program Grant, which provides money for services to low income middle and high school students in order to prepare them for secondary education.
- Provide instructional support training for teachers and administrators to assist in monitoring and implementing core programs in classrooms across the state of Hawaii.
- Conduct in-service trainings and deliver professional development training modules.

*Executive Director*

6/2010 – 8/2013

## Friendly Community Outreach Center (FCOC) – Oceanside, California

- Designed and developed non-profit Supplemental Educational Services (SES) tutoring program; wrote federal grant to work in collaboration with local school districts to provide tutoring services free of charge to low income families in the areas of Mathematics and English language arts; in 2011 extended program to provide services in Hawaii.
- Managed all facets of program operations including office management, staff development, community outreach and organizational budgets.
- Developed comprehensive fundraising strategies involving foundation grants, corporate contributions, and individual donor programs. Successfully acquired and managed more than \$5 million in educational grants.

*Social Studies Teacher*

8/2008 – 6/2010

## Perris Lake High School – Perris, CA

- Worked with at risk low-income students to prepare and motivate them to apply for financial aid and attend college or vocational training program.
- Leadership position for the collection, interpretation, and analysis of school wide student data.
- Site Leadership team member for Program Improvement Intervention Team.

*Small Business Owner*

9/1991- 2/2008

ConQuest Products Company – Laguna Beach, California

- International business manufacturing mechanical control cable assemblies and components.
- Developed and maintained distributors and supply chains in 18 different countries with extensive travel and interaction with all levels of business management.

**VOLUNTEER EXPERIENCE**

---

*President – Hawaii State Rural Health Association*

1/19-Present

*Vice President- Hawaii State Rural Health Association*

9/17-12/18

- Manage grants and facilitate all aspects of organizational structure and direction with board of directors, partner organizations and rural health association affiliates including the National Rural Health Association.
- Successful in growing organization from all volunteer to having 5 full time staff members and multi-million-dollar grants benefiting all rural islands with mental health, substance use disorders and access to high quality care close to home through creation of health professions subsidy programs to get new providers into solo and small practices

*Community Board Member- Hawaii Medical Education Council (HMEC)*

10/17-Present

- Governor appointed position
- Work with graduate medical education programs across the state of Hawaii
- Negotiated approval to use Hawaii State Loan Repayment monies for Solo and Small Practice physicians working in rural areas

*Chairperson- Community First- Recruitment & Retention Committee*

2/15-Present

- Co-Chair for Access to Care Project (*Statewide Comprehensive Community Health Needs Assessment*)
- Developed Physician Subsidy Program to assist with getting primary care doctors into practice
- Successful in obtaining Health Professions Shortage Designations (HPSA)

*Chair - Committee for Quality Schools School Bond*

6/12-11/12

- In charge of training volunteers, coordinating phone banks, fundraising events, conducting community outreach including scheduling and holding public information meetings regarding upcoming school bond election.

*Council President for Menifee Valley Council PTA*

6/07-6/09

*PTA Executive Board Member*

7/05 -6/12

- Coordinated PTA boards in collaboration with 5 local school districts: Menifee Union School District, Perris Union High and Elementary Union School Districts, Romoland and Nuevo School Districts, CA.
- Chartered and trained new units at school sites, conducted conflict resolution within the various PTA boards. Conducted community outreach with school site staff, administration, parents, and students to align with each individual school's needs. 6/10-6/12
- Successfully wrote state, federal and corporate grants totaling more than \$2 million to support youth initiatives through various PTA units in Riverside County California.

**EDUCATION**

---

Chapman University  
*Single Subject Teaching Credential*

Chapman University  
*Bachelor of Arts: Social Science- Magna cum Laude January 2008*

## COMMUNITY/BOARD SERVICE

---

2014-Present: Member, Hawaii Island Chamber of Commerce  
2014-Present: Member, Japanese Chamber of Commerce  
2014-Present: Member, Hilo Women's Club  
2014-Present: Member, Association of Fundraising Professionals (Aloha Chapter)  
2014-Present: Member, Hawaii Association of Non-Profit Organizations (HANO)  
2014-Present: Member of East Hawaii Stakeholder Engagement Committee  
2014-Present: Council Member, Graduate Medical Education Council at HMC  
2015-Present: Recruitment and Retention Chair, Community First  
2016-Present: Secretary, Rotary Club of Hilo  
2017-Present: Board member, Hawaii State Rural Health Association  
2017-Present: Member, National Rural Health Association  
2017-2020: Youth Mental Health First Aide Instructor  
2018-Present: Hawaii Medical Education Council; Role: Community Member  
2019-Present: President, Hawaii State Rural Health Association  
2019-Present: Executive Member, Physician Shortage Crisis Task Force  
2021-Present: Co-Chair, Access to Care Initiative (Statewide Comprehensive Community Health Needs Assessment)  
2021-Present: Member, Kona-Kohala Chamber of Commerce  
2021-Present: Legislative Chair, Hawaii Medical Association (Statewide)  
2022: Board Member Elect, Hawaii Care Choices  
2023: National Rural Health Association Fellow

## AWARDS

---

March 2020: Pacific Business News: Executive Spotlight  
2020: SBA Small Business Award: Small Business Advocate of the Year  
2021: Kuikahi Mediation Center: Peacemaker Award  
2022: Athena Leadership Award: Presented to women in recognition of their professional excellence, creativity and initiative in their businesses or professions. Recipients provide valuable community service by contributing time and energy to improve the quality of life for others in the community and actively assist women in realizing their full leadership potential