

Professional Summary:

- Educator with over 40 years of education experience.
- Excellent reputation for resolving problems and working to improve the Hawaii Public School educational system.
- Dedicated professional with history of meeting goals utilizing consistent and organized practices.
- Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.
- Organized, dependable, and successful in managing multiple priorities with a positive attitude.
- Willingness to take on added responsibilities to meet team goals.

Major Accomplishments:

- Certificate of Service – 40 years of dedicated service within the Hawaii State Department of Education
- 2012 TEAM Excellence Award of Merit – Race to the Top Detail Expenditure Reporting Team

Skills:

- Budgeting and Expenditures
- Relationship Building
- Trustworthy
- Decision Making
- Customer Service
- Presentations and Public Speaking

History for the Hawaii Board of Education:

BOE Member, 07/2022 – Present

BOE Finance and Infrastructure Committee Chair, 07/2023 - Present

BOE Finance and Infrastructure Committee Vice-Chair, 07/2022 – 06/2023

Work History for the Hawaii Department of Education:

Budget Execution Administrator, 09/2013 – 11/2017 and 06/2018 – 12/2021

- Planned and implemented processes and procedures to allocate and monitor over \$1.8 billion dollars to schools, complexes, districts and offices within the Hawaii Department of Education.

Budget Director, 11/2017 – 06/2018

- Established and enforced controls on revenue and expenses.
- Assessed costs to forecast trends and recommend changes.
- Set clear branch objectives and developed effective strategies to achieve targeted goals.
- Verified compliance of financial policies and procedures against federal regulations.

Budget Specialist, 05/2000 - 09/2013

- Participated in annual close-out process by preparing required documents and performing transaction research.
- Managed, coordinated, and prioritized multiple tasks and complex reporting assignments to meet state and federal deadlines.
- Forecasted expenditures and revenues to establish the department's financial position by examining and analyzing financial reports and discussing financial data and future requirements.
- Assisted budget director and section administrator in performance of required duties to facilitate maximum contributions by providing instruction, guidance and expertise.

Vice Principal at Jefferson, Ala Wai and Hahaione Elementary Schools, 03/1994 – 08/1994 and 11/1994 – 04/2000

- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
- Modeled expected and appropriate leadership to promote to teaching staff and administrative personnel positive interaction with students and families.
- Assisted principal with the oversight of administrative functions such as schedule management and protocols for orientation, registration and other related activities.
- Monitored student behavior and enforced discipline policies.

District Resource Teacher for the Honolulu District, 08/1990 – 08/1992, 08/1993 – 03/1994 and 08/1994 – 11/1994

- Cultivated connections and rapport with teachers to help them foster classroom engagement with their students.
- Mentored classroom teachers to deliver effective and differentiated classroom instruction to a range of neurodivergent students.
- Assisted teachers in modifying the curriculum to meet the needs of students using various instructional techniques and technologies.

Work History for the Hawaii Department of Education:

Administrative Intern, 09/1992 – 08/1993

- School Administrator Training Program

Secondary School Teacher at Niu Valley, Kailua and Kawanakoa Intermediate Schools, 09/1981 – 08/1990

- Planned, developed and executed lessons reflecting the grade level curriculum and Hawaii's core educational standards.
- Fostered positive and pleasant classroom culture while maintaining learning development goals.
- Evaluated students' academic and social growth, kept appropriate records and prepared progress reports to gauge performance.
- Supplied supplemental, one-to-one teaching instruction for at-risk or struggling students.

Educational Assistant at Kailua Intermediate and Wilcox Elementary Schools, 09/1978 – 09/1981

- Supported student learning objectives through personalized and small group assistance.
- Provided support to help students with special needs learn and grow.
- Assessed student assignments to check quality and completeness.
- Collated classroom materials to help teacher prepare for daily instruction and activities.
- Partnered with teacher to plan and implement lessons.
- Relieved classroom teacher during breaks and maintained order and structure in the classroom.
- Kept classroom clean, neat and properly sanitized for student health and classroom efficiency.

Education:

- School Administrator Certification, University of Hawaii at Manoa, 06/1993
- Secondary School Teacher Certificate – 5th Year, University of Hawaii at Manoa, 06/1976
- Bachelor of Arts – Western History and Eastern Political Science, Hawaii Pacific University – Hawaii Loa Campus, 12/1974
- High School Diploma - Iolani School, 06/1971