

RACHEL JAMES
[REDACTED]
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Objective:

To secure a position that would allow me to continue to serve the State of Hawaii

Profile: I am:

A dedicated, caring, and collaborative individual

A person who welcomes opportunities to grow and learn daily

Confident in my ability to quickly acquire new skills

Interested in helping people help themselves

Experience:

**US House of Representatives- Staff for Congresswoman Tulsi Gabbard (the Member),
October 2013-Present**

Constituent Services Liaison

As a member of the District Office team, I:

- Communicate with constituents in the district to address personal and community concerns
- Collaborate with various levels of governments and governmental agencies to seek constituent resolutions
- Participate in and coordinate community outreach opportunities for the Member and her staff
- Coordinate with office staff in both the district and D.C. offices to support the mission of the Member

**Catholic Charities Hawaii Supportive Services for Veteran Families (SSVF) Program,
June
2012- Present**

Housing Specialist/intake Specialist II

As a member of the SSVF team, I:

- Work directly with homeless and at-risk Veterans to secure permanent housing
- Collaborate with community and Veteran service organizations to ensure access to eligible benefits for Veteran clients
- Navigate complex computer systems to accurately record client and executive data
- Appropriately schedule tasks to balance the flow of day to day client and managerial interaction within agency goals and timeframes

**Catholic Charities Hawaii Supportive Services for Veteran Families (SSVF) Program-
November 2011 –June 2012**

Intake Specialist I

As a member of the SSVF team, I:

- Work closely with Veterans as we work toward securing permanent housing
- Interview potential clients and work toward eligibility through referrals to community agencies and development of personal goals
- Participate in community outreach to provide information on our services and to create

networks that support Veterans in need

Armed Services YMCA-Honolulu – Wheeler Army Airfield, Hawai'i, January 2010 – August 2011

Office Manager

As an office manager at the Wheeler Branch of the Armed Services YMCA-Honolulu, I:

- Worked to support community oriented programs offered to military families

Volunteer Experience:

Hawaii Women Military Veterans Committee (HWMVC), April 2012- Present

Secretary

As a member of the HWMVC, I:

- Network with local Veteran and Community service providers to identify the needs of women Veterans
- Record and maintain meeting minutes and other Committee essential data
- Develop, receive and collate documentation relative to completion of the Committee mission

Kuleana Microlending Board Member-June 2011-Present

Board Member/Team Lead

As a member of the Kuleana Microlending Board, I:

- Work with team members and potential partner organizations in the community to support our client's small business endeavors
- Meet regularly with clients to evaluate progress and provide supportive referrals and materials

Education:

MA/GLSD

Hawai'i Pacific University, Honolulu, Hawai'i – September 2010 – May 2012

Degree: Master of Arts in Global Leadership and Sustainable Development-Community Development

BSB Accounting

University of Phoenix Online –September 2006 – June 2010

Degree: Bachelor of Business -Accounting

AA Psychology

Cochise College, Sierra Vista, Arizona – August 2002 – May 2005

Degree: Associate of Arts: Psychology

● **Certificates**

Applied Suicide Intervention Skills Training (ASIST) Certified – 6/28/2012