

**MANAGER ♦ PLANNER**

**EXPERTISE**

- Land-Use Law
- Geographic Information Systems GIS
- Public Affairs & Communications
- Program Development
- Workflow Management
- Project Advancement Planning & Analysis s
- Strategic Planning & Initiatives
- Administrative Management

**CAREER ACCOMPLISHMENTS**

**State of Hawai'i, Hawai'i Public Housing Authority, Kaua'i, Hawaii  
Public Housing Supervisor (III), Island of Kaua'i, August 2013 – Present**

Overseeing 11 project sites on Kaua'i, the position is responsible to provide day-to-day management, maintenance, and resident services for public housing developments and the state rent subsidy program for 347 public housing units. Administering HRS 356D and other relevant laws pertaining to the application of Federal and State requirements for tenant applications, tenant delinquencies, tenant evictions, potential applicants, State procurement, union mediation and contracts. Primary duties include tenant services and community relations; interpretation, clarification, compliance and enforcement of policies and law HUD regulations and HPHA Admissions and Continued Occupancy Policy.

- August 2013 – July 2014 – Acting Manager for island of Kaua'i for the State of Hawai'i. ADA renovation construction at two senior housing projects in Kilauea and Kapa'a were completed involving temporary displacement for all tenants at both sites during fumigation. Duties included coordination of contractor and tenants during 10 month construction.
- Prepared 11 project site budgets for the 2014-2015 fiscal year that included budgets for tenant relocation costs relative to upcoming ADA modification construction of 5 project sites.

**County of Kaua'i, Kaua'i, Hawaii**

**Coastal Zone Management Planner (IV) – Island of Kaua'i, June 2008 – June 2012**

Administered Comprehensive Zoning Ordinances and Special Management Area Rules and Regulations for County of Kaua'i and, as enabled by state laws HRS 205 and 205A, consulted with Civil Defense, Economic Development, Water, Public Works, and Parks and Recreation Departments regarding current and ongoing applications and capital improvement projects, required familiarity with State of Hawai'i Revised Statutes 106, 183C, 205, 205A, 343 and attended monthly state Ocean Resources Management Plan Workgroup meetings on Oahu. Core focus of position entailed assisting and participating in development and design of planning projects through research studies, collection, analysis and application of socioeconomic, physical and other data for phase or phases of planning project with primary emphasis on Coastal Zone Management Program.

- Researched and prepared reports on varied zoning issues such as Kalalau Valley rock fall hazard, Ke'e State Park sewer leach bed, cement batching facility and rock quarry permit that were utilized at public meetings to assess and review organizations' permit applications. Reviewed projects' scope in compliance with all applicable county, state and federal laws and in conjunction with cultural impact considerations governed by HRS 106, and processed zoning applications and Special Management Area Major and Minor permits.
- Drafted, finalized and obtained Planning Director's approval for 4-page application form following the enactment of new Shoreline Setback ordinance that outlined zoning permit building requirements (based upon State Certified Shoreline surveying document) for those building structures on parcels along shoreline; formulated comprehensive permit process and tracking system for all shoreline setbacks.
- Reviewed inquiries and wrote letters in response to environmental impact statements and environmental assessments; performed extensive research to ensure compliance and documentation conformity with HRS 343 and all applicable laws.

**CB Richard Ellis, Lihue, Hawai'i**

**Assistant Real Estate Manager, May 2006 – May 2008**

Responsible for daily operations of company's maintenance, landscaping and security contracts; oversaw personnel and corresponding contract bids within each contracted company. Served in an on-call capacity 24/7/365 to resolve critical tenant and property issues.

- Functioned as informal Compliance Officer, scrutinizing lease and other critical documents, reviewing Certificate of Insurance requirements, and sending out default notices.
- Directed multiple large-scale commercial projects on behalf of managed tenants; supervised re-roofing of 7 tenant buildings and installation of public wi-fi system, oversaw helicoptered installation of 23 air-conditioning units for Kmart and Sears tenants, managed concourse color resurfacing project.

## **Jackson Township, Grove City, Ohio**

### **Township Administrator/Zoning Administrator, January 2004 – October 2004**

Appointed to replace deployed military reservist as Township/Zoning Administrator until his return from active duty. Administered daily operations and upheld applicable laws and regulations of township, township government offices and township-related public business. Position operated under the direction of township trustees and contributed to administration, enforcement and execution of policies and resolutions set forth; consultant to 4 public officials comprising 3 township trustees and 1 clerk and oversaw and delegated tasks to office secretary and payroll clerk. Provided recommendations regarding appointment and removal of department heads and non-elected employees. Served as plan administrator for township healthcare policy.

- Attended trustee and committee board meetings; prepared and submitted operating and capital budget to Township Clerk (\$14 million designated for operation of 3 fire departments and road department); advised on township financial conditions and expectations; generated and submitted township activity documents, reports and recommendations.
- Served as representative at all public meetings and meetings with consultants, vendors, and other public officials as well as County Board of Health, Engineering Department, Development Office and Auditor's Office; simultaneously served as township representative on SWACO board (Solid Waste Authority of Central Ohio).
- Supported township residents and allocated tax dollars to projects including road redesigns, property condemnations, zoning disputes and court appointed mediation resolution for on-going disputes; answered zoning inquiries and issued related permits in accordance with township, county, and state zoning laws.

## **Divine Tower International Corporation, Columbus, Ohio**

Built cellular towers for AT&T, Sprint, Verizon and Nextel with 300 staff. During peak operations company held contracts to build 150 towers in 14 states.

### **Project Coordinator, 2000 - 2001**

- Promoted to coordinate multiple projects between construction and real estate acquisition groups within the company while examining and confirming movement of construction within established timeframes and budget parameters; reported directly to Senior Vice President and served as primary contact in corporate headquarters to local offices.
- Built and maintained MS Access databases and status reports detailing construction costs and individual nationwide projects. Liaised with accounting staff and construction management to define cost reports and ensure processing of relative financial transactions. Communicated with estimators, draftspersons, permitting and construction staff to accomplish individual and project-oriented tasks; cleared for approval and recommended changes and rejections to supervisor. Reviewed and reported OSHA logs for compliance with Department of Labor regulations. Originally hired as Job Coordinator.

## **PREVIOUS EMPLOYMENT**

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- Market Administrator, E-V Benefits Management, Inc., 1998 - 1999
- Project Research Assistant, Sharp & Associates, 1997
- Human Resources Coordinator/Benefits Manager, Holiday Inn East, B.F., Saul, Co. 1995 - 1996
- Administrative Assistant, B.F. Saul Co., Real Estate Investment Trust, 1994 - 1995
- Administrative Assistant, Thomas J. Owen & Son, 1992 - 1994

## **EDUCATION**

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THE OHIO STATE UNIVERSITY, Columbus, Ohio  
Masters in City and Regional Planning (2004)

TECHNICAL UNIVERSITY OF DRESDEN, Dresden, Germany  
Study Abroad Program in City and Regional Planning (2003)

OHIO UNIVERSITY, Athens, Ohio  
Bachelor of Arts in International Studies (1991)  
Minor in Philosophy

## **VOLUNTEER ACTIVITIES**

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Hawai'i State Commission on the Status of Women – 2011 - 2015  
Kaua'i County Committee on the Status of Women – 2007 - Present  
Governor's Neighbor Island Liaison Office – Oct 2011 – Feb 2012  
Kaua'i County Farm Bureau - Annual farm fair 2011 - Present  
YWCA of Kaua'i – 2006 - Present

## **PROFESSIONAL AFFILIATIONS**

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Member – American Institute of Certified Planners (2012 - Present) Biannual 32 hours of continuing education requirements  
Member – American Planning Association (2010)  
Co-President – Kaua'i League of Women Voters (2007)

## **TECHNICAL SKILLS**

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Proficiency in all MS Office; Adobe Photoshop, Pagemaker,  
Familiarity with AutoCAD and various GIS based programs such as ESRI ArcMap, MetaView.