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KATHLEEN PUAMAE'OLE CHIN



**OBJECTIVE**

To have the opportunity to serve as the Hawaiian Homes Commissioner for the island of Kauai and participate in the governance and policy making of the Department of Hawaiian Home Lands in support of achieving its strategic goals and objectives.

**QUALIFICATIONS**

Self-motivated and experienced professional  
Excellent analytical and critical thinking skills  
Ability to advance company's mission statement  
Ability to plan and manage projects  
Experienced in drafting reports and letters and creating presentations on MS Office applications  
Skilled in not-for-profit board protocol and director duties  
Superior leadership qualities and team person

**WORK HISTORY**

**Executive Administrator, CEO & Board of Directors  
Kauai Island Utility Cooperative**

**May 2012 – Present**

- Maintain a current awareness of the key issues facing the Cooperative & its members
- Interpret key issues and other developments for timely input
- Maintain records of Board and Executive office contracts, documents, correspondence, and files.
- Researched and implemented process improvement project of "paperless" Board meetings.
- Present investigative findings of assigned projects in an organized, concise and timely fashion.
- Record and maintain approved Board and KIUC administrative policies and procedures.

**Administrative Assistant, Board of Directors  
Kauai Island Utility Cooperative**

**September 2006 – May 2012**

- Created efficiency systems for Board processes on record maintenance, meeting scheduling, attendance and documentation in compliance with KIUC bylaw and policy requirements.
- Responsible for maintenance of Director contracts, documents, correspondence, and discussions.
- Assist coordination of strategic planning, documentation distribution, compilation and reporting.
- Maintain official Board records pursuant to record retention requirements.
- Prepare, coordinate and submit monthly, quarterly, and annual reports.

**Office Administrator**

**Sept 1998 – Sept 2006**

**Martin Steel Constructors, Inc. & FUBAR Contracting Inc.**

- Responsible for payroll, accounts payable, accounts receivable, cash receipts, collections, manual and physical inventory, walk in sales, miscellaneous job costing, estimating and sales.
- Perform monthly, quarterly and fiscal year end reconciliations to general ledger; certify accuracy of entries and balances; cash based accounting for GET payments.
- Additional tasks included customer service, personnel matters and contract submittals.

**Owner/Sole Proprietor, Creative Dream Prints (Screen Printing) & Computer Associates (Bookkeeping)**

**Customer Service Agent, Aloha Airlines**

**Secretary II, Pacific Region Educational Laboratory**

**Sales & Marketing, ERA Aviation HI-Pacific Division**

Kathleen "Pua" Chin Resumé  
February 2015

## EDUCATION

AluLike Hawaii Computer Training Center  
UH Manoa, Hawaiian Studies  
Kamehameha Schools, Kapalama

Aug 1989 (Honors)  
1979-81 (Undergraduate)  
1979 (Diploma)

## MEMBERSHIPS

Kauai Native Hawaiian Chamber of Commerce Board of Directors (2015)  
West Kauai Hawaiian Homes Association  
NRECA Executive & Administrative Professionals Council (2010 to 2013)  
BoardSource  
National Notary Association

## SKILLS & CERTIFICATIONS

Leadership Kauai 2013 Graduate  
NRECA Supervisory Certificate  
Credentialed Cooperative Director (CCD) (In process)  
Certified MS Office Specialist & Certified Office Specialist (12/2010)  
Administrative Professional Certificate (March 2012)  
State of Hawaii Notary Public  
Certificate of Professional Development MS Office Applications

## REFERENCES

Available on request