

RESUME

GOV. MSG. NO. 810

**Name:** Ronaldo "Ron" Mata

**Address:**

**Phone #:**

**Email address:**

**Objective:**

To voluntarily serve as a member on the Commission for National and Community Service, State of Hawai'i.

**Education:**

Farrington High School, Honolulu, HI - Diploma

Leeward Community College, Pearl City, HI – 45 credits

Oklahoma City Southwestern College, Oklahoma City, OK – 30 credits

California Coast University, Santa Ana, CA – Bachelor Degree – Business Administration

**Military Service:**

United States Navy: Five years - Honorable Discharge

**Skills:**

Computer Proficiency – Word Processors, Excel, Internet

Typing – 50 wpm

**Employment History:**

**August 2008 – Present – Retired**

**July 1997 – August 2008**

Foster Grandparent Program, Department of Human Services, State of Hawai'i

**Description of work:** Started as a Program Specialist and later became the Program Director. Responsible for yearly planning, reporting, budget, coordinating with appropriate agencies (State and Federal), and direction of the Foster Grandparent Program. Provided supervision of staff which included two program specialists and one secretary. Responsible for program viability by ensuring continual recruitment, assignment, and training of the "volunteer" foster grandparents for various educational institutions. The Foster Grandparent Program is part of the National Senior Service Corps (NSSC), an entity under the National and Community Services.

**June 1994 – July 1997**

Pearl City Travel Service, Pearl City, HI

Description of work: Served as President and General Manager. Duties included airline, car rental, and hotel reservations. Also, tour packages to various vacation sites. Actively integrated office system with various airline/car rental/hotel computer links to ensure timely reservations. Oversee staff of two travel specialists. Responsible for all required weekly and monthly reporting with the airlines.

**May 1969 – May 1994**

Federal Aviation Administration, Federal Civil Service

Description of work: Started as Air Traffic Control trainee, progressed to Radar Controller, Staff specialists – training, airspace, data systems, etc., Air Traffic Control Instructor – FAA Academy, Oklahoma City, first-line supervisor, Manager for Airspace, Procedures, and Planning, and retired as Manager for Training and Quality Assurance. Was involved in all aspects of Air Traffic Control – serving at Honolulu Center/Radar Approach, Honolulu Air Traffic Control Tower, and Maui Air Traffic Control Tower.

**Past Volunteer Community Service/Activities:**

Member, Pearl City Neighborhood Board, Pearl City, HI – 5 years

President, Momilani Community Association, Pearl City, HI - 4 years

Member, O’ahu Metropolitan Planning Organization, Honolulu, HI – 2 years

Soccer Coach – various community leagues – 20+ years

- Interacted with youths of various ages

- At times, coached youths who were physically and emotional challenged.

**References:**

Available upon request.