

EDUCATION

The John Marshall Law School, Chicago, Illinois 1985-1988
Degree Received: Juris Doctor (J.D.)

East China Institute of Law & Politics, Shanghai, China 1987
Exchange Student Summer Program Joint Venture Law

Marquette University, Milwaukee, Wisconsin, 1974-1978
Degree Received: Bachelor of Arts (B.A.)

Maryknoll High School, Honolulu, Hawaii, 1971-1974
Degree Received: High School Diploma

WORK EXPERIENCE

January 2011 - Present

Administrative Driver's License Revocation Office (ADLRO), Honolulu, Hawaii

Position: Chief Adjudicator

Duties: Responsible for the operation of the Administrative Driver's License Revocation Office, including supervision of DUI Adjudicators, the DUI Assistant, DUI Review Technicians, and DUI clerks. Conduct administrative license revocation hearings. Conduct supervisory review of DUI Adjudicators' decisions regarding decision content and the legal basis of decisions. Also conduct supervisory review of cases when problems are identified by staff. Initiate modification of rules and regulations as needed upon periodic review and evaluation of procedures. Conduct review and analysis of statistical data generated on administrative revocations. Prepare administrative reports as needed for the Administrative Director of the Courts. Serve as liaison between the Administrative Director and other agencies involved in administrative revocation. Responsibilities also include public relations and public information duties regarding administrative revocation.

Number of employees supervised: 20

December 2010 - January 2011

Hawaii Employer-Union Health Trust Fund (EUTF), Honolulu, Hawaii

Position: Acting Administrator

Duties: Supervision of the EUTF staff who perform duties as directed by the EUTF Board of Trustees in the administration of the State's health care benefit plans

Number of employees supervised: approx. 50

August 2005 - December 2010

State of Hawaii Department of Human Resources Development (DHRD), Honolulu, Hawaii

Position: Director

Duties: Provided leadership and vision for the long-range success of the State of Hawaii's centralized HR department within a very dynamic economy with changing public demands. DHRD administers the State's civil service across 18 diverse executive departments. DHRD promulgates rules, advises on proposed laws, administers state and federal laws pertaining to civil service. In 2009, the operating budget was \$22.4 million, including HR programs, internal workers compensation, return-to-work program, workplace safety, and unemployment insurance funds. Additionally, served as Chief Negotiator with the Governor's Office of Collective Bargaining, advising the Governor and Legislature on collective bargaining, and administering collective bargaining contracts for the smooth operation of state government services. Negotiated with five public unions covering 12 collective bargaining contracts.

Number of employees supervised: 110

May 2003 - August 2005

State of Hawaii Department of Taxation, Honolulu, Hawaii

Position: Deputy Director

Duties: Administered the State's tax laws. Oversight of 325 employees statewide. In charge of operations, including the oversight of the streamlining of the tax department's computer project and performance-based contract. Participated in negotiation of tax settlements, quarterly outreach workshops, review of liquor licensing renewals, and approval of GE tax applications. Also responsible for the oversight of the department's human resource office and staffing of not only the tax department, but also the Council on Revenues. Testified before the Legislature on tax measures.

Number of employees supervised: 325

January 1998 - April 2003

State of Hawaii Department of the Attorney General, Honolulu, Hawaii

Position: Supervising Deputy Attorney General, Tort Litigation Division

Duties: Supervised 15 Deputy Attorneys General and legal support staff in the Tort Litigation Division. In addition to administrative duties, also maintained a caseload of approximately 10-12 cases and participated in the First Circuit Court's CAAP arbitration program, various mediations, and settlement negotiations.

Number of employees supervised: 35

August 1994 - January 1998

Leavitt Yamane & Soldner, a law firm, Honolulu, Hawaii

Position: Associate Attorney

Duties: Plaintiff's no-fault and tort litigation.

Number of employees supervised: 2

Significant Career Milestones:

- * IT Performance-based Contract Project Manager - Hawaii State Department of Taxation
- * At DHRD: Hawaii State Recruitment Modernization - enabling 24-hour access to recruitment (Implemented Neo-Gov)
- * As Chief Negotiator: Negotiated Substance Abuse Random Testing in Public Sector Employee Contracts
- * As DHRD Director: Chaired Deferred Compensation Board - increased safety for 457 Plan Participants (elective, tax deferred retirement savings plan)
- * As Chief DUI Adjudicator, implemented Hawaii's first Ignition Interlock law

ORGANIZATIONAL & PERSONAL AWARDS

- * Manager of the Year 2002, State of Hawaii Department of the Attorney General
- * 15-Year State of Hawaii Certificate of Service, 2014
- * DHRD - 2005 "High Professional Standards and Performance as a Psychologically Healthy Workplace," Hawaii Psychological Association
- * DHRD - 2006 "Psychologically Healthy Workplace Award" for Government sector, Hawaii Psychological Association
- * EDDY Award, Second Place 2007, 457 Plan Educational Efforts (National Award)
- * Top 457 Plan of the Year 2008, PLANSPONSOR Magazine (National Award)

COMMUNITY & COMMUNITY SERVICE

- * Honolulu Symphony, Past Board Member
- * Governor's International Women's Leadership Conference, 2008 Steering Committee member
- * Governor's Rapid Response Team, Cabinet Member
- * Associate Chinese University Women's Society, Past Member
- * Miss Teen Hawaii Filipina Scholarship Pageant 2008, Judge
- * Aloha United Way, State Government Chair 2006
- * University of Hawaii Athletics Pride Day 2008

LANGUAGE FLUENCY

- * WRITTEN: English
- * SPOKEN: English, Chinese (Cantonese)

References Available Upon Request