
PROFESSIONAL EXPERIENCE

Executive Assistant – City & County of Honolulu - Office of the Mayor, Honolulu, HI
February 2013 to Present

- Facilitate mayoral appointments to City boards, commissions, and committees
- Advise the Mayor and coordinate projects relating to energy, sustainability, and environmental matters
- Serve as liaison between the Office of the Mayor and the Department of Emergency Management
- Conduct research and resolve complex issues concerning City departments and the public

Marketing Coordinator – LYON, Honolulu, HI
June 2011 to September 2012

- Advised senior management on matters relating to county, state, and federal legislation
- Researched government initiated infrastructure projects and associated budgetary allocations
- Represented the firm at meetings and functions with government officials
- Coordinated efforts to build partnerships with other private entities

Executive Assistant – County of Maui - Office of the Mayor, Wailuku, HI
December 2006 to May 2011

- Served as liaison between the Office of the Mayor and state, legislative, and congressional officials
- Represented the Mayor at legislative hearings and community meetings
- Drafted legislation and testimony on behalf of the Mayor
- Coordinated legislative research and submission of testimonies by the administration

Director of Operations – Senate Democratic Campaign Committee, Olympia, WA
June 2001 to June 2005

- Responsible for organizational operations
- Ensured campaign finance disclosure compliance of all caucus members and the SDCC
- Conducted legislative, public disclosure, and legal records research
- Planned and organized all aspects of major fundraising events

Policy Analyst – Washington State Senate, Olympia, WA
January 2001 to May 2001

- Conducted legislative and agency research, including complex policy issues
- Responded to constituent inquires related to fiscal, transportation, environment, and energy issues
- Attended interest group, lobbyist, and public meetings on behalf of the caucus and legislative offices

Regional Director – Gore 2000 | Washington State Democratic Coordinated Campaign, Olympia, WA
June 2000 to December 2000

- Successfully implemented statewide field plan for state executive and federal campaigns in six counties
- Served as a liaison between local parties, labor unions, candidates, and the Coordinated Campaign
- Organized and managed the Southwest Washington regional campaign office
- Supervised district field coordinators and managed recruitment and training of 300+ local volunteers

Legislative Assistant – Washington State House of Representatives, Olympia, WA
April 1999 to June 2000

- Responsible for managing legislative office
- Coordinated staff to draft legislation and complete research projects
- Scheduled and coordinated constituent, lobbyist and community town-hall meetings
- Worked with House of Representatives committee and caucus staff daily