

Strengths

- Exceptional leadership and interpersonal skills.
- Excellent communication and public speaking skills.
- Strong collaborator and team builder.

Experience

2014 - present

Arc of Kona, Kealahou, HI. As the President/CEO, responsibilities include all functions of daily operation and administration of the Agency including financial management, personnel recruitment and supervision, program development, fund development, public relations, contract procurement, and implementation and monitoring of Agency policies and procedures. Maintains and documents program records and liaison activities between the Arc of Kona's Board of Directors, the residential setting, caseworkers, families, local government, business leaders and other Arc of Kona programs and staff.

2005 - 2014

Arc of Kona, Kealahou, HI. As the Director of Program Services for North and East Hawaii, responsibilities included the professional operations of all program service delivery in accordance with state standards, increasing organizational efficiencies within the division, promoting agency growth and building capacity to serve, providing quality case management service to all participants and their families, supervise and develop the North and East Service Supervisors as well as a team of direct service workers, effectively manage participant budgets, provide employee training, hire and terminate employees in accordance with employment law and policy, ensure all needed backup services are in place for efficient operations of the organization.

2000 - 2005

HPM Building Supply, Hilo, HI. As the Human Resources and Administrative Manager, responsibilities included recruiting, screening, interviewing, testing and hiring talent, conducting new hire orientation, enforcing policies and procedures, performing disciplinary action, terminating employees in accordance with law and policy, creating training presentations, providing guidance and continuous training to leaders and associates, ensuring adherence of employment laws, balancing branch payroll, managing administration department and assisting the general manager.

1993 -1996

Ritz Carlton Mauna Lani/Orchid at Mauna Lani, Kohala Coast, HI. As a senior retail sales associate, responsibilities included training new employees, coordinating sales for large groups, conducting inventory, receiving, pricing, and stocking merchandise, collating invoices, creating work schedules, posting inventory results and providing high quality customer service to guests.

1990 -1993

Planned Parenthood, Colorado Springs, CO. As a clinical assistant, responsibilities included educating and counseling patients in HIV/AIDS prevention, contraceptives, and family planning; performing venipunctures and IV's and preparing blood samples for analysis and transportation.

1985 -1989

US Army, Fort Knox, KY. As a mental health counselor, responsibilities included performing intake interviews and diagnostic evaluations of patients, performing psychiatric testing, providing crisis intervention, facilitating support groups, maintaining medical records, delivering weekly reports to clinical supervisor and delivering progress reports to commanders on a need-to-know basis.

Education

-Master of Arts in Organizational Leadership. Lewis University, May 2014. GPA 4.0.
-Bachelor of Business Administration, University of Hawaii at Hilo, December 1999. GPA 3.7. High Honors recipient.

Training

-Visions Trainer Certification. 2012.
-Hawaii Island Leadership Series Ulumau. 2007.
-Various training certificates in positive behavioral supports and Developmental/intellectual disabilities. 2005-2013.
-Various training certificates in the field of Human Resources. 2000-2012
-Various training certificates in the field of behavioral science and Counseling techniques. 1986-1989.

Community

-Rotary Club of Kona Sunrise. Current Member and incoming Board Director.
-Kona-Kohala Chamber of Commerce. Current Member.
-Business Leadership Network. Current Member.
-Board of Directors, Hamakua-Kohala Health Center. Immediate past Secretary/Treasurer and Chair of Business Affairs Committee.
-Board of Directors, Hawaii Waiver Providers Association. Current Board Member.
-Community Advisory Board, North Hawaii Community Hospital. Current Member.
-Hawaii Island Women's Leadership Forum, Current Member.
-Honokaa High School PTSA. Past Vice President.
-Advisory Committee, Hamakua Youth Center. Past Member.
-North Hawaii Drug Free Coalition. Past Member.