

Eduardo Topenio, Jr.

Professional Summary

Highly motivated, energetic, and get things done. A go-getter and team player. Dedicated and professional.

Experience

<i>Administrative Assistant to the County Clerk County of Kauai</i>	<i>January 2012 – Present</i>
<i>Deputy County Clerk County of Kauai</i>	<i>May 2010- January 2012</i>
<i>Banquet Manager Princeville Hotel Princeville, Kauai</i>	<i>March 1999 – December 2009</i>

Education

<i>Bachelor of Arts (Political Science) University of Hawaii at Manoa</i>	<i>Graduated, [REDACTED]</i>
<i>Iolani School</i>	<i>Graduated, [REDACTED]</i>

Skills

*Speak and Understand Ilokano
Excel Spreadsheet
Customer Service Oriented
TIPS (Training for Intervention Procedures Trainer)
Food and Beverage Knowledge (Makes Excellent Chili Pepper Water)
Golfer*

Community Service

*Kauai Hospice (Volunteer – 15 years+)
Kapaa Rotary (Taste of Hawaii Volunteer – 10 years+)
Kauai Filipino Chamber of Commerce (President 2014/2015)
Kauai Filipino Chamber of Commerce Member
Kauai Philippine Cultural Center Board Member
All-around Volunteer for the Island of Kauai*