

# Rose Kurita

## Resume

[REDACTED]  
[REDACTED]  
[REDACTED]

## Objectives

To work together as a team, to build a strong and sustainable economy, invest in Hawaii's people, and to create stronger working communities.

## Education

[REDACTED] Graduate Konawaena High School

[REDACTED] Graduate Hilo Commercial College – Secretary

Kauai Community College: Management I & II

## Experience

**1953-1955 Hakalau Plantation** - Head Cashier – Responsible for all monies collected at the register, deposit cash, tally balance sheets(daily)

**1957-1958 John M. Ross School and Ookala Elementary School** – School Secretary  
Took care of enrollment, school lunch money, children injuries, other secretarial duties

**1959 Legislature – Vice Speaker Honorable Raymond Kobayashi** –Administrator to the Vice Speaker of the House. Duties consisted of preparing the Budget & Financing. Transition the Hawaii Territory to Hawaii Statehood.

**1961 Legislature – Honorable Jack Suwa, Transportation Dept** – Secretary  
Scheduled appointments, took care of telephone calls, type letters, other secretarial duties

**1964 University of Hawaii – Agriculture Engineering Dept.** – Secretary to the  
Department Chairman Dr. Jaw-Kai Wang. Managed the office and the Garage Dept. typed  
letters, students tests, made appointments for 4 different professors. Performed secretarial  
skills for students, as needed.

**1967 Santa Clara University – Dr. Papera** – Secretary to Department Chair.

**1968 IBM – Fort & Cuttle Road San Jose** – Secretary to the Vice President. Typed  
(input) data (numbers) for different departments.

**1969 Honolulu Community College – Secretary to Provost Oswald & Sam  
Shigetomi** – Typed letters, organize files, kept appointments, kept the provost aware of all  
the different departments on campus. Screen applications, took minutes at meetings, and  
other secretarial duties.

**1971 NASA Tracking Station – Secretary to Station Manager Vergil True/Dan  
Funamura.** Filing, letter writing, answering phones, performed other duties as secretary.

**1972-1974 Waimea Complex – Secretary to Vice School Superintendent Yoshio  
Kojima** – Supervised the West-Side School Secretaries (from Kekaha to Kalaheo). Took  
minutes of principals meetings, Daily Enrollment Reports, Arranged for various school  
activities. Niihau also was our responsibility (enrollment, student activities and programs,  
etc.). Principal of Kekaha Bertha Kawakami played an important part in this Waimea  
Complex. I was also her secretary.

**1974-1994 – Kauai Community College – Secretary to the Dean of Instruction  
David Kawate** – Typed letters, handled applications for instructors and lecturers, took  
minutes at meetings, arranged meetings for all the different Deans & Provosts here on  
Kauai, supervised student helpers, supervised clerical workers, kept a log on small  
enrollments, direct visitors to their destination on campus, Deans office was in charge of all  
faculty members.

**1990-2000 A-Plus Travel – Owner Irvin Green –** Office worker and travel agent. As office worker, handled clients as they come in and input into the computer for travel itinerary, collect money and deposit in various accounts. As an Agent, I sold different airline tickets locally and abroad.

**1960 – PRESENT – PIANIST/MUSICIAN –** Piano Teacher (certified from Kunitomo Studio in Hilo) Member of musician Union ( now collecting pension) Performed here and abroad (Japan, Korea, Cooks Island, San Jose, Pagoda Floating Restaurant, Honolulu High Supreme Court (2 x last year), 16 years with Casa Di Michi (still employed there)

## Civic Duties

HGEA Board Member – Secretary (17+ years)

Kauai's Lokahi's Giving Project (Event & Program Coordinator) w/Kukui Grove and Channel 2. This entails great deal of work, scheduling entertainers and music; ethnic dances; working with different organizations (e.g. Cancer Society, Veterans – toys for tots, FCE, Bank of Hawaii, Catholic organization, Kukui Grove Marketing Rep., and Channel 2 Lokahi's Representatives

Family and Community Education (FCE) – Historian

Ladies of Lei Mokihana Na Kupuna O'Hawaii – Performer

Salvation Army Thanksgiving Luncheon - Coordinator

2006 Mokihana Festival, Kupuna Solo Division – 3<sup>rd</sup> Place winner

Member Musician's Union (20 Years – collecting pension)

Pianist for the High Supreme Court – graduation and retirement for Judge Moon – March, 2010 & December, 2010

Miss Kauai Filipina – Judge

Miss Filipina Kauai (2 times) – Judge

Brown Bag to Stardom (2 times) - Judge

Miss Kauai Beauty Pageant ( 2 times) - Judge

Wahine No Kauai Awardee

Promotional Pianist in Korea and Japan – Sheraton Hotels

A-Plus Travel – Travel Agent, ASTA member in Philippines and in San Jose

Pianist/entertainer for Captain Wu – 2 complete interisland cruises – American Cruises

Orchid Manor Condominiums, Hilo – Contributing Board Member

Lihue Townhouse condominiums – Contributing Board Member

YWCA - Board Member

## **Skills**

Secretarial skills, bookkeeping, accounting, speech, English(vocabulary, defining word, placement of sentences), shorthand skills, Program Coordination, Public Relations (Fund Raising, entertainment, events scheduler), Computer, Aloha Greeter (Airport Terminal), Speech, Administrative Skills, Supervisory Skills (Clerical)

Civil Service Test – Qualified for Secretary (placed 3<sup>rd</sup> in rank among 50ish applicants)

## **Other**

Piano Teacher

Martial Arts (Kajukenbo, & Universal Martial Arts (Ken Firestone)

Insurance Agent (AD&D)

Hula Teacher (Awana)