

HILARY OKUMURA

EDUCATION:

University of Hawaii Manoa
Masters in Science in Chemistry

Creighton University
Omaha, Nebraska
Bachelor's in Science in Chemistry

Mid-Pacific Institute
Honolulu, Hawaii
Diploma

EMPLOYMENT HISTORY:

Nuuanu Hale
2900 Pali Highway
Honolulu, Hawaii 96817
Administrator

- Responsible for the overall management and operations
 - Supervision and oversight of staff including registered nurses, certified nurse aides, clerical personnel, housekeeping personnel
- June 2017 to Present

Moxie3Innovations
99-1112 Iwaena Street, #3
Aiea, Hawaii 96701
Director of Operations

- Oversight of the day to day operations
 - Work flow management of the company
 - Assist with marketing and sales
- May 2017 to June 2017

Arcadia Family of Companies

- Arcadia Home Health Services (AHHS)
1660 S. Beretania Street
Honolulu, Hawaii 96826
Administrator

- Responsible for the overall management and operations

- Supervision and oversight of staff including registered nurses, certified nurse aides, clerical personnel, housekeeping personnel
 - Oversight of Central Union Adult Day Care/Day Health Center and Kilohana Adult Day Care/Health
 - Overall coordination with Na Pu'uwai Native Hawaiian Health Care System for Molokai and Lanai including AHHS on Lanai, AHHS on Molokai, and Na Pu'uwai Senior Enrichment Center on Molokai
May 2014 to March 2017
- Craigsid Retirement Residence
15 Craigsid Place
Honolulu, Hawaii 96817
Administrator in Training
- Training program for Nursing Home Administrator certification and licensure
 - Collaborate with DON in management and supervision of registered nurses, certified nurse aides
 - Collaborate with Dining Services and Environmental Services in training and performance of respective staff in the health care center to ensure compliance with applicable regulations
 - Responsible for overall management and supervision of Health Care Center for SNF/ICF residents of 41 beds
 - Coordination of Clinic Services for Independent and Assisted Living residents
September 2011 to May 2014

Honolulu Police Department
Scientific Investigation Section
801 South Beretania Street
Honolulu, Hawaii 96813
Criminalist

- Analyze evidence for the presence of controlled substances
- Provide testimony in court on the analysis performed and determinations made
- Laboratory duties

Myron B. Thompson Academy
629 Pohukaina Street, Suite 3
Honolulu, Hawaii 96814
Teacher – Math and Science

- Preparation of materials for on-line instruction
- Face to face counseling or tutorial
- Preparation of exams and grading

University of Hawaii Manoa
2545 The Mall
Honolulu, Hawaii 96822
Graduate Assistant

- Monitor and Assist students in laboratory environment

- Correct and grade lab assignments and quizzes
- Consultation and tutorial
- Ensure laboratory environment meets federal and state requirements/regulations
- Ensure laboratory safety requirements as used by students

Creighton University
Omaha, Nebraska

Organic Chemistry Teacher Assistant

- Monitor and assist students in laboratory environment
- Correct and grade lab assignments and quizzes
- Set up laboratory and provide assistance to Professor
- Tutorial as appropriate

Daiei Incorporate
94-144 Farrington Highway
Waipahu, Hawaii 96797

One-Time Stock – Seasonal hire

- Stock shelves with merchandise
- Clean and dust shelves
- Return merchandize to shelves

A-1 Aleetrician, Inc
2849 Kaihikapu Street
Honolulu, Hawaii 96819

Clerical Support – Seasonal hire

- Typing, filing, copying, faxing, answering phones
- Assist secretary as appropriate
- Development of operational manual

VOLUNTEER:

Leahi Soccer Club – President
2014 to present

Leahi Soccer Club – Coach
2000 to present

Hawaii State Department of Health
Office of Health Care Assurance
601 Kamokila Boulevard, Room 361
Clerical Support

- Typing, filing, faxing and answering phones

- Development of log-in system for correspondence, documents received, reports, applications for licensure, building plan reviews, clearances received from other State and County departments, etc.
- Development of mailing system for inspection notices
- Development of filing system for provider charts to ensure consistency, easy access and tracking of necessary documents
- Provided consultation and tutorial for professional staff (Registered Professional Nurses and Public Health Nutritionists and Nurse Supervisors) as well as clerical staff in computer use
- Assist in review of documents, collection of and analysis of data for preparation to fulfill requests from public, legislators, lawyers, other agencies

May 2000 to August 2000

Kidney Health and Diabetes Management Program

P.O. Box 558

Kaunakakai, Molokai 96748

Research Volunteer

- Create spreadsheet for patient medical information, data entry, and organization of data
- Analysis of the effectiveness of program based on patient outcome
- Assist in the development of patient satisfaction survey

May 1998 to July 1998

Kapiolani Medical Center for Women and Children

1319 Punahou Street

Honolulu, Hawaii 96826

Assistant

- Assist nurses in feeding and monitoring of infants
- Stock shelves in nursing and patient units with necessary supplies
- Adhere to infection control practices
- Provide appropriate feedback to nursing personnel regarding infant statuses and other issues regarding environment

May 1999 to July 1999

RESEARCH:

Isolation and Structure Elucidation of a new metabolite of Cyanobacteria

June 2002 to June 2006

PUBLICATION:

Homotyrosine-Containing Cyanopeptolins 880 and 960 and Anabaenopeptins 908 and 915 from *Planktothrix agardhii* CYA 126/8, *Journal of Natural Products* 2009, 72, 172-176.

REFERENCES

Available upon request