

**RESUME**  
**Shirley S. Swinney**

**Education**

Leeward Community College, Associate of Arts Degree, Summa Cum Laude -  
Valedictorian, Pearl City, Hawaii

Honolulu Business College, Business Certificate, Honolulu, Hawaii

Kamehameha School for Girls, High School Diploma, Honolulu, Hawaii, Graduate

**WORK HISTORY**

1976 to 2007 - Circuit Court Clerk II (Retired), Hawaii State Judiciary, State of  
Hawaii

1972 to 1975 - Bank Teller, First Hawaiian Bank

**CAREER HIGHLIGHTS**

**President and Founder, Kapolei Community Development Corporation ...** Oversee formation of nonprofit organization to plan, design and implement initiatives by and for the Kapolei homestead beneficiaries ... Developed strategies and implemented community outreach ... Established working relationships with government, private and other public agencies ... Designed and implemented a 5-year strategic plan, which included the acquisition of two Department of Hawaiian Home Lands' leases for two parcels of lands that will be developed into a community center and commercial center, respectively ... Established procedures, protocol and implementation of policies relevant to the organization's mission ... Developed and implemented the organization's budget ... Established and executed the organization's fundraising activities ... Procured and managed grant funds ... Established sound business practices to enable growth and sustainability of the organization.

**Circuit Court Clerk II, Hawaii State Judiciary, State of Hawaii ...** Coordinated facilities and personnel for court proceedings ... Review, develop and implement court operational procedures ... Attended hearings and trials; author court minutes and records ... Prepared and filed court orders ... Oversee and expedite Grand Jury Notification, Selection and processing to panels ... Direct Grand Jury panels and prepare record of proceedings ... Oversee jury impaneling process for civil and criminal trials ... Assist plaintiff and defense counsel in publishing and safekeeping trial exhibits.

## **ORGANIZATIONS**

**Kapolei Community Development Corporation – President and Founder, 2008 - current**

**Malama Learning Center – Director and Vice-President, 2007 - current**  
Assist in the development of new facilities and “green” programs and activities

**Special Olympics Hawaii – Director and Vice-Chair, 2007- current**  
Serve on the Building Committee responsible for the planning of a new facility in Kapolei, Oahu

**UHWO Ad Hoc Stakeholders Committee – Community Stakeholder, 2010 - 2013**  
Act as Kapolei homestead community liaison to the development of the new University of Hawaii – West Oahu campus

**Ho’opili Task Force – Community Stakeholder, 2010 - current**  
Act as Kapolei homestead community liaison to the development of the Ho’opili project by DR Horton

**Malu’ohai Residents’ Association – President, 2006 - 2009**  
Planned, designed, and implemented community outreach programs for keiki to kupuna. Procured and managed grant funds. Established, authored, and distributed monthly newsletter

## **BOARDS AND COMMISSIONS**

**Hawaii Community Development Authority - Kalaeloa Member, 2011-2012; 2013-2015**