

RESUME

GOV. MSG. NO. 518

Linda Ruth Puppolo



Education:

Mt. Eden High School
Hayward, California



Chabot College
Hayward, California



(Attended as an accelerated High School student)

University of California
Berkeley, California



(Liberal Arts)

Ohlone College
Fremont, California



(Private Pilot Ground School & Computer Programming)

Maui Community College/VITEC
UH Maui College/Adventure
Kahului, Hawaii



(Accounting, Facilitative Leadership Training, Various Computer Programs)
I consider myself a Life-Long Learner)

Work Experience:

County of Maui Workforce Development Board

2019-present

Position: Executive Director

Duties: Federal Monitoring Liaison, Board Liaison, Policy Development, Month End Fiscal Reporting, Federal Program Budget & Cash Flow Forecasting, IFAS Software, Inventory Management, Leadership Facilitation, Strategic Planning, Website Development

Acura of Maui

2015- 2019

Position: Business Manager/Controller

Duties: Month End Financials, Accounting, Payroll, Personnel, Business training, AP/AR, Bank Reconciliations, Budget & Cash Flow Forecasting, CDK & Payroll Plus Software, Inventory Management, GET & payroll tax preparation, Leadership Facilitation, Strategic Planning, IT Management

Planned Parenthood of Hawaii- Maui Clinic

2012 – 2015

Position: Maui Clinic Manager

Duties: Managing Maui Health Center for the Reproductive & Sexual Health of Women, Men and Transgender Individuals

Bamboo Technologies LLC

2011- 2012

Position: Controller/CFO

Duties: Construction Contracts, Quickbooks Accounting, Freight Management, Customer Service, Banking & Bank Reconciliations, tax preparation, cost accounting, personnel management

Akaku: Maui Community Television

2005 – 2011

Position: Administrative Services Director

Duties: Director of Administration for PEG community access television station including all Personnel & Payroll functions, Board of Directors Liaison, Full-Charge Accounting Functions, Budget & Strategic Planning, County Contract Administration, Grant Writing & Fund Development, Program Facilitator for Moloka'i, Lanai and Hana Communities and CEO in the absence of the CEO/President.

Kaiser Permanente

2006 – 2014

Position: Support Group Facilitator, Bariatric Program

Duties: Facilitate Support Group for pre and post-operative patients in the Bariatric Program and attend monthly meeting Facilitator

Position: Operations Manager

Duties: Director of Operations of 80 acre Protea Farm, Sales & Marketing, Airline Freight Bookings, Accounting, Purchasing Agent, Budgets & Cash Flow Forecasting, Computer Maintenance and Personnel Management

Job Skills:

Fully-Trained at NextGen Medical Billing, Quickbooks, Peachtree, Ceridian CDK, ADP Payroll & EVO & Everest Accounting Software, Microsoft Excel, Word, Powerpoint & other Microsoft applications, Inventory Control, Human Resources & Personnel Management (including labor law & tax payments), Fedex ship software, Sabre software, Internet savvy, Non-profit Accounting, Budgets & Cash Flow Forecasting, Strategic Planning, Switchboard (PBX), Full Charge Double-Entry Bookkeeping, PC Troubleshooting, Customer Service, Public Speaking, Fund Raising & Fund Development, Volunteer Coordinator, Facilitative Leadership Training and **CPR FOR THE PROFESSIONAL RESCUER CERTIFICATE valid through August of 2017.** Domestic Violence & Foster Parent Training

Volunteer / Awards:

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| 1. Maui High School PTSA- Treasurer | 2018-2019 |
| 2. Treasurer- Michael Victorino re-election campaign | 2019 |
| 3. Foster Parent | 1997-2019 |
| 4. Coordinator - Hawaii Campaign Spending Workshop for Candidates | 2016 |
| 5. Community Representative, Maui Waena Intermediate School Council | 2015-2018 |
| 6. Volunteered and Organized Campaign Spending for seven Candidate Campaigns | 2008-2017 |
| 7. Treasurer, Maui Media Initiative Inc. (Mana’o Hana Hou Radio) | 2014-2016 |
| 8. Council Member, Maui Waena Intermediate School Community Council | 2014-2017 |
| 9. Treasurer, Maui County Democratic Party | 2012-2018 |
| 10. Parent Representative/School Community Council, Lihikai Elementary | 2009-2012 |
| 11. Community Representative, Baldwin High School Community Council | 2010-2012 |
| 12. Treasurer, Lihikai School PTA | 2009-2010 |
| 13. Member, Maui Trailer Boat Club | 2008-2015 |
| 14. Treasurer, Maui Flower Growers Association & Hawaii Tropical Flower Council | 1986-2009 |
| 15. Parent Representative/School Community Based Management, Maui High School | 1997-1999 |
| 16. PTSA President, Haiku Elementary School | 1987-1992 |
| 17. Organizer/Creator of the Haiku Bazaar (which later became the Haiku Ho’olaulea) | 1988-1992 |
| 18. Successful lobby/appropriation for Haiku Covered Field House/Haiku Community Center | 1992 |
| 19. Haiku Community Association Board Member | 1990-1992 |
| 20. “Women of Maui” Award Recipient | 1992 |
| 21. Team Mom – MYSO, AYSO, HYSO, Maui High Soccer | 1986-1999 |

Hobbies and Interests:

Family, Music & Theatre, Travel, Fishing, Camping, Soccer, Sudoku, Cooking & Floriculture, Politics