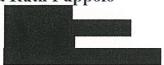
# RESUME

# GOV. MSG. NO. 518

# Linda Ruth Puppolo



#### **Education:**

Mt. Eden High School Hayward, California

Chabot College Hayward, California

University of California Berkeley, California

Ohlone College Fremont, California

Maui Community College/VITEC UH Maui College/Edventure

Kahului, Hawaii

(Attended as an accelerated High School student)

(Liberal Arts)

(Private Pilot Ground School & Computer Programming)

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

2019-present

2015-2019

2012 - 2015

2011-2012

## Work Experience:

## County of Maui Workforce Development Board

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

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

Position: Maui Clinic Manager

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

#### Bamboo Technologies LLC

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

Position: Administrative Services Director

2005 - 2011

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

Kula Vista Protea

2000 - 2005

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, HYSA, Maui High Soccer	1986-1999

## **Hobbies and Interests:**

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