

## APPENDIX A: RESUMES OF KEY PERSONNEL

### Janice Kualii Kahooohanohano

---

GOV. MSG. NO. 630

#### Summary

---

Dedicated Operations Manager and effective leader who excels in flagging and developing solutions for process inefficiencies in order to create simplicity, efficiency and effectiveness to increase productivity. Versatile and thrives in a dynamic, challenging and fast-paced professional environment. Good work ethics.

#### Highlights

---

- Strategic planning
- Negotiations expert
- Procedure development
- Analytical
- Team building
- Multi-site operations
- Process improvement strategies
- Staff retention
- Systems implementation
- Productivity improvement specialist
- Troubleshooting and problem solving
- Flexible

#### Experience

---

##### Operations Manager

January 2008 to Current

**Aha Punana Leo, Inc.** - Hilo, HI

Develop, maintain and evaluate operating systems i.e. Blackbaud database, enrollment procedures, tuition billing and collection, DHS licensing, emergency and preparedness policies, hire, train and evaluate site coordinators, oversees 2 office clerks, 11 statewide preschool site coordinators and facilities. Site expansion project manager for a 4-year Kellogg grant. Implemented 6 preschool site expansions with future expansions into a P-20 educational system in communities that will perpetuate its growth. Assisted with a worlds first indigenous preschool accreditation.

##### Executive Secretary

January 1997 to January 2008

**Aha Punana Leo, Inc.** - Hilo, HI

Maintain and organize an efficient work environment for upper management divisions. Assist various departments with miscellaneous duties i.e. minutes, reports, coordinating events and establish systems. Create accounts and relationships with various businesses within the community that enhance preschool operational functions.

##### Office Manager

January 1993 to January 1997

**Kau Agribusiness Co., Inc.** - Hilo, HI

Maintain efficient operational office functions for C. Brewer agricultural operations i.e. weekly, monthly and annual reports, data entry to a statewide integrated database system, manage filing system, order and prepare purchase orders for agricultural supplies, coordinated weekly safety meetings for field workers, established and managed accounts with various vendors.

##### Clerk Typist II

January 1990 to January 1993

**Oskins Electric Co., Inc.** - Hilo, HI

Monitor filing system, process invoices and purchase orders for the fiscal department, equipment and inventory reports, prepare and order materials for various electrical projects, prepare bids for field supervisors, prepare, submit and coordinate electrical permits, rough-in and final inspections for all projects with the State and County departments, finalize closing forms for electrical projects, prepare travel arrangements for various project managers, communicated

## APPENDIX A: RESUMES OF KEY PERSONNEL

with different contractors and vendors regarding progress reports. Flew to the Maui field office twice a month to manage office.

### **Clerk Typist**

January 1988 to January 1990

**City of Los Angeles, LAX Airport** - Hilo, CA

Monitor filing system for the LAX Airport Managers office, dictation and prepared letters, monitor the emergency phone for the LAX airport tower, arrange meetings between the Airport Manager and his various departments, assist in developing an employee I.D. security system, assist the executive secretary with miscellaneous duties, oversaw the ordering and processing of office supplies, answered phones.

### **Sales Clerk**

January 1984 to January 1988

**Kurohara** - Hilo, HI

Sales clerk for mens clothing store, monthly inventory, customer service and ordered supplies.

## **Education**

---

**Bachelor of Arts : Hawaiian Studies**

**University of Hawaii at Hilo** - Hilo, HI, US

Expected date of graduation

**Minor : Anthropology**

**University of Hawaii at Hilo** - Hilo, HI, US

Expected date of graduation

**High School Diploma**

**Waiakea High School** - Hilo, HI, US