

---

**Experience**

Director, Kumu Kahi Department, ALU LIKE, Inc., Honolulu, HI  
(January 2019 – Present)

- direct the planning, implementation, and evaluation of elderly services department
- oversee grant proposal preparation to secure funding for programs and services
- monitor all program budgets and plans, reviews, and authorized expenditures
- ensure compliance to funding requirements
- evaluate programs' efficiency and effectiveness and implement changes as necessary

Administrator & Title VI Director, Kumu Kahi Department, ALU LIKE, Inc., Honolulu, HI  
(January 2018-January 2019)

- directed the planning, implementation, and evaluation of elderly services department
- oversaw grant proposal preparation to secure funding for programs and services
- monitored all program budgets and plans, reviews, and authorized expenditures
- ensured compliance to funding requirements and deliverables
- evaluated programs' efficiency and effectiveness and implemented changes as necessary

Manager II, Kumu Kahi Department, ALU LIKE, Inc., Honolulu, HI  
(August 2016-January 2018)

- managed program site activities statewide
- monitored program compliance and service delivery
- reviewed and maintained participant data and program usage via database
- worked with state, county and non-profit organizations to embed self-management programs
- assisted director in grant proposals
- supervised staff program wide
- provided staff with support, guidance, assistance, and training as required
- coordinated and led Master Trainer and Lay Leader Trainings for CTS, CDSMP and DSMP

Director, Kulia Like & Hookahua Departments, ALU LIKE, Inc., Honolulu, HI  
(November 2009 – August 2016)

Interim Director, Native Hawaiian Library, ALU LIKE, Inc., Honolulu, HI  
(October 2013-August 2016)

- directed the planning, implementation, and evaluation of departments
- oversaw grant proposal preparation to secure funding for programs and services
- monitored all program budgets and plans, reviews, and authorized expenditures
- ensured compliance to funding requirements
- evaluated programs' efficiency and effectiveness and implemented changes as needed

Specialist V, CDSMP Coordinator, Kumu Kahi Department, ALU LIKE, Inc., Honolulu, HI  
(June 2008 – November 2009)

- coordinated CDSMP, ASMP, and DSMP activities within the organization statewide
- monitored fidelity requirements
- worked with state, county, and non-profit organizations to embed self-management programs statewide
- coordinated and led CDSMP Lay Leader Trainings on Oahu, Kauai, and Lanai
- collected data as required by fidelity protocols
- provided additional training and guidance to master trainers and leaders
- monitored and evaluated master trainers and leaders for ability and fidelity to program
- provided technical assistance and support to state, county, and community agencies

Manager II, Kumu Kahi Department, ALU LIKE, Inc., Honolulu, HI  
(October 2007-June 2008)

- coordinated CDSMP activities within the organization
- monitored compliance with CDSMP fidelity requirements
- worked with state, county, and non-profit organizations to embed CDSMP statewide
- coordinated and led CDSMP Lay Leader Trainings on Oahu and Maui
- planned, coordinated, and monitored caregiver, health, and other services for each island
- assisted director in grant proposals
- supervised managers on five islands
- managed program site activities state wide
- provided staff with support, guidance, assistance, and training as needed

Health/Caregiver Specialist, Kumu Kahi Department, ALU LIKE, Inc., Honolulu, HI  
(July 2006-October 2007)

- coordinated health promotion and management program on Oahu
- assisted with the development, planning, coordination, and monitoring of caregiver services
- monitored caterer's menus and service delivery
- monitored, reviewed and corrected monthly data reports
- monitored and compiled data for various grants
- provided staff with support, guidance, assistance, and training as needed

Information & Assistance Outreach Worker, ALU LIKE, Inc., Honolulu, HI  
(March 1999-July 2006)

- managed large groups of Native Hawaiian elderly (30-50 participants) daily
- set up and coordinated activities and group projects
- oversaw program sites with minimal supervision and assistance
- recruited new program participants, assessed referrals, and provided follow up for services
- reorganized and revitalized program sites
- assisted in the training of new program employees and volunteers
- developed new forms and processes to streamline and increase productivity

Therapeutic Recreation Assistant, Kuakini Geriatric Services, Honolulu, HI  
(May 1997-August 2006)

- planned, coordinated, and executed activities which are adapted to the individual abilities of long term care residents
- trained and supervised volunteers ranging in age (high school to elderly), experience, expectations, and abilities
- assessed personal activity interests, preferences, and ability of residents
- developed a plan of care for frail elderly

### **Education**

University of Hawaii, Honolulu, HI

Masters of Public Health

Health Services Administration & Planning

Advanced Certificate in Gerontology

Bachelors of Science

Majored in Family Resources with an emphasis in gerontology

### **Committees**

Member of the Ha Kupuna Advisory Committee

(January 2018 – Present)

Member of the Hawaii Healthy Aging Partnership

(July 2006-Present)

- partnership with the State Executive Office on Aging, Department of Health, County Area Offices on Aging, University of Hawaii, and non-profit organizations working to enhance the lives of Hawaii's aging population
- capacity building in evidence based prevention programs for Hawaii

Member of the West Oahu Subarea Health Planning Council

State Health Planning and Development Agency

(June 2008 – 2017)

Member of the 'Imi Hale Community Council

(September 2010 – 2016)

### **Community Service Activities**

Hawaii VITA & Financial Empowerment Solutions

(2007 – Present)

Volunteer Income Tax Preparer & Site Coordinator

Blood Bank of Hawaii

Blood Donor

- Century Donor – 100+ Pints of Whole Blood Donated

### **References**