

**Objective** To provide excellent customer service, cultivate strong public relations and effective community outreach.

**Qualifications:** Excellent written and oral communication skills, effective problem-solver, special events coordinator, sales and marketing experience, cultural specialist, strong leadership skills, team player with broad community ties.

**Employment History**

**State of Hawai`i- Dept. of Hawaiian Home Lands/East Hawai`i District Office staff** – Feb. 2015-June 2019

Duties: Customer service, intake and process lease applications, transfers, etc. Collect payments, monitor leases and contracts, coordinate effective collaboration with lessees', applicants, Hawai`i County and State of Hawai`i

**Desiree Models & Talent - Owner/Director** May 1991-present

Duties: Promotions and management services for entertainers and cultural practitioners. Coordinator and emcee for public and corporate special events, sales and marketing for hospitality and visitor industry.

**Native Hawaiian Roll Commission - Senior Community Outreach Specialist** June 2013-Feb. 2014

Duties: Public Information presenter, implemented registration drive, coordinated volunteers, procured high profile supporters, coordinated public testimony at Office of Hawaiian Affairs meetings. 7 month contract.

**Big Island Visitors Bureau-Sales Specialist** April 2012-March 2013

Duties: BIVB presenter and rep at local, national and international travel / trade shows. Hawai`i Island Destination Specialist Trainer for industry partners. Hawaiian cultural / protocol practitioner, wrote newsletter content, prepared monthly expense reports for Exec. Director and Sr. Director of Sales. 12 month contract.

**County of Hawai`i Mayors Office - Public Relations Specialist** Nov. 2009 - April 2012

Duties: Performed a variety of complex writing and administrative tasks, composed and supervised all COH press releases, produced / distributed COH Annual Report as required by Charter, wrote and voiced TV and radio spots, prepared and reviewed correspondence for departmental accuracy, organized community forums and special events, presented proclamations in lieu of Mayor, hosted dignitaries and public. Appointed by Mayor Kenoi.

**The Paxen Group – Instructor** Jan. 2005 - Nov. 2009

Duties: Instructor for US Dept. of Defense sponsored Teen and Adult Workforce Development program. Partnered with County, State and non-profit social service agencies and local businesses to provide effective case management to insure successful reintegration, placement and retention. Organized multiple community service partnerships.

**Community Service**

Hilo Community Players -Director, Volcano Art Center- Director, Hula Arts at Kilauea-Program Coordinator, Pauka`a Community Association-President, Hawaiian Civic Club of Hilo-member, Waimea Hawaiian Homestead Association / Halau Na Kipu`upu`u-member, King Kamehameha Celebration Commission – Hawai`i Island Commissioner

**Education**

University of Hawai`i at Hilo - 2 years Hawaiian Studies major  
Hawai`i Community College - AAS Hawaiian Lifestyles graduate  
Hawai`i Community College - AA Liberal Arts graduate

**References**