

## Objective

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I am seeking the privilege of continuing my public service for the Department of Labor and Industrial Relations (DLIR)

## Experience

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11/2021 - Current

Honolulu, HI

### Program Evaluation Analyst VII

- Special projects as assigned by the director, assist in the management of the department
- Designated legislative coordinator
- Public Information Officer
- Departmental Team Leader for the DLIR website
- Administrative Rules Coordinator

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12/2010 – 10/2021

Honolulu, HI

### Assistant to the Director

- Special projects as assigned by the director, assist in the management of the department
- Designated legislative coordinator
- Public Information Officer
- Supervise the State Level EO Officer (Workforce Innovation & Opportunity Act)
- Administrative Rules Coordinator

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1/2009 – 12/2010

Hawaii State Senate – Senator Dwight  
Takamine

Honolulu, HI

### Committee Clerk

- Manage committee operations, including committee hearing schedule and committee documents.
- Assist in the oversight of the DLIR, portions of DHRD, EUTF, and ERS including assisting with budget analysis and recommendations.
- Assist with constituent and stakeholder matters, publicity materials, development of website, tracking Capital Improvement Projects and other special projects as assigned by the Senator.

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12/2005 – 12/2009

Research Corporation of the University of  
Hawaii

Hilo/Honokaa, HI

### Educational Coordinator

- Plan, develop, implement and evaluate programs including classes, lectures, discussions, films and performances primarily for citizens 55 and older. Set schedules of classes, identified instructors, and manages technology for classes, seminars and workshops offered.

- Collaborates with community, state, federal, private businesses, and other groups to maximize resources in remote locations and deliver services.
- Create publicity for local media outlets, websites and develop promotional materials.
- Assist with the opening and management of the North Hawaii Education & Research Center in Honokaa.

1/2004 – 5/2004

Hawaii House of Representatives – K. Mark Takai

Honolulu, HI

**Committee Clerk**

- Manage committee operations, including committee hearing schedule and committee documents.
- Assist with constituent and stakeholder matters.

4/1996 – 4/2004

Marimed Foundation

Kaneohe, HI

**Program Manager**

- Manager of a group home (Specialized Treatment Facility) for intensive treatment of at-risk youth with behavioral and emotional challenges.
- Three core responsibility domains included working with therapist to develop and implement clinical treatment, personnel development (supervise line staff) and facility management.
- Collaborate with community organizations to plan and execute experiential learning programs, primarily aboard a sailing school vessel staffed by Coast Guard licensed marine staff, with an emphasis on weekend voyages or extended voyages to locations throughout the state.

**Education**

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8/2002 – 5/2004

University of Hawaii at Manoa

Honolulu, HI

**Master's in Public Administration**

- Practicum in the office of Representative K. Mark Takai

8/1996 – 5/1999

University of Hawaii at Manoa

Honolulu, HI

**Master's in Library & Information Science**

8/1985 – 12/90

University of Wisconsin at Madison

Madison, WI

**Bachelor of Arts - History**

**References Available Upon Request**

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