

CARLA KUROKAWA



EXPERIENCE

EMPLOYMENT AND TRAINING MANAGER

AUGUST 1987 TO PRESENT

ALU LIKE, Inc.

Hilo, Hawaii

Administer Hawaii Island Center's Employment & Training Program (E&T) which includes establishing program goals, planning program activities, managing, supervising, and evaluating the E&T Program and staff. Provide training and guidance to staff. Plan, organize, and conduct staff meetings, and training sessions. Monitor both the administrative and program budgets. Assure the successful completion of program goals and efficiently manage daily operations in physical location as well as remotely. Assure successful and appropriate delivery of E&T services to the Native Hawaiian community. Administer and monitor the current Workforce Innovation and Opportunity Act (WIOA) Programs, and former job training programs such as: Workforce Investment Act (WIA), American Recovery and Reinvestment Act (ARRA), Job Training Partnership Act (JTPA) IV-A and II-B, and the Kamehameha School Bishop Estate (KSBE) Financial Assistance Programs. Network and establish working relationships in the community with various employers, agencies, and organizations. Support the Dream Navigator program through timely uploads of participant spreadsheets provided by program specialists. I also assume a caseload on Kauai and Hawaii and perform the duties that are outlined in the Program Specialist job description.

EMPLOYMENT AND TRAINING COORDINATOR

JANUARY 1985 TO AUGUST 1987

ALU LIKE, Inc.

Hilo, Hawaii

The function of the position of the Employment and Training Coordinator was similar to the Employment and Training Manager. In a personnel review, the coordinator position was evaluated, and upgraded to Employment and Training Manager. The Coordinator was responsible for overseeing, monitoring, and managing the Employment and Training program on the Big Island for both youth and adult participants. Partnerships and collaborations were created with a variety of private sector employers and non-profit agencies as well as educational institutions. Managing internal operations and establishing external partnerships was a major function of this position.

CAREER COUNSELOR

DECEMBER 1983 – DECEMBER 1985

ALU LIKE, Inc.

Hilo, Hawaii

Interview applicants, complete required intake forms and determine eligibility. Conduct assessment tests and provide employment counseling. Negotiate agreements with employers and maintain employer relations. Monitor participants at work sites. Provide employment counseling to participants, conduct follow up services to participants up to three years after termination from the program. Job develop for participants, contribute to the agency job bank, maintain employer relations, and inform employers about the Employment and Training Program. Attend meetings, make presentations, write reports and success stories. Provide on-going job referral and placement services to applicants. Provide training opportunities for clients through contact with employers, agencies, and educational institutions.

HEAD TELLER
JCC Credit Union

1981 - 1983
Hilo, Hawaii

Responsible for training and supervision of tellers. Responsible for reconciling accounts and resolving problems that occur with member accounts, complaints, or concerns. Responsible for daily distribution of work to staff. Assist customers with transactions, open new accounts, input daily transactions, and balance cash at the end of each day.

TEEN PROGRAM COORDINATOR
Hawaii Island YWCA

1981 - 1982
Hilo, Hawaii

Plan and prepare activities for teens. Coordinated and implemented program activities. Conduct meetings, submit reports, and communicate program to youth members and the general community. Create and conduct workshops and educational excursions. Implement and monitor goals to assure quality program for teens. I held several part time positions with the Hawaii Island YWCA.

CHILDCARE PLACEMENT CENTER COORDINATOR
Hawaii Island YWCA

1980 - 1982
Hilo, Hawaii

Coordinate an information and referral service for parents seeking childcare. Developed information files through contacting and interviewing various agencies and community resources. Referred parents to available childcare, updated information files, maintained date and statistics for the center. I was able to visit the partnering Childcare Switchboard on Oahu which eventually became known as PATCH. This was a pilot project that was created in conjunction with ALU LIKE's Employment and Training program. I was a participant of the program and ultimately hired by the Hawaii Island YWCA.

TUTOR
Waiakea Waena Elementary School

JANUARY 1980 - JUNE 1980
Hilo, Hawaii

Responsible for tutoring Native Hawaiian students experiencing academic difficulties. Prepared tutorial assignments monitor the progress and success of each student, assist students with their homework. Training occurred while a participant of ALU LIKE's Employment and Training Program.

RECREATION PROGRAM LEADER
Hawaii Island YWCA

MAY 1980 – AUGUST 1980
Hilo, Hawaii

Assist in implementing program activities for children ages 5 through 11. Program activities involved arts & crafts, educational excursions, and various recreational activities. Training occurred while a participant of ALU IKE's Employment and Training Program.

VOLUNTEER WORK EXPERIENCE

Overcoming Faith Center: Current active volunteer participating in the following:

- Secretary, Board of Directors
- Teacher: work with a team to provide instruction and supervision to children in Pre-school through grade 6
- Accounting: work with a team to provide accounting services to OFC by counting, verifying, and securing financial contributions

Hilo Gymnastics Club: Held positions of President, Vice President, and Secretary. Accomplished the following:

- Met fundraising goal of \$20,000
- Responsible for legal filings such as federal and state tax clearances, general excise tax reports, staff W2's, State of Hawaii payroll taxes and filings and IRS reports such as report 990 for non-profit corporations
- Obtained grant from OHA to provide 50 Native Hawaiian students with one-year gymnastics scholarships
- Organized volunteers that implemented over 30 fund-raising activities

OTHER WORK EXPERIENCE

<i>RESEARCH ASSISTANT</i>	<i>UNIVERSITY OF HAWAII AT HILO</i>	<i>1981</i>
<i>SALESCLERK</i>	<i>WAIAKEA VILLAS</i>	<i>1980</i>
<i>SWITCHBOARD OPERATOR</i>	<i>HILO BAY HOTEL</i>	<i>1979-80</i>
<i>SALESCLERK</i>	<i>BEN FRANKLIN STORES</i>	<i>1976-78</i>

EDUCATION

BACHELOR OF ARTS ON PSYCHOLOGY <i>University of Hawaii at Hilo</i>	GRADUATED 1995 <i>Hilo, Hawaii</i>
ASSOCIATES OF ARTS IN LIBERAL STUDIES <i>Kauai High School</i>	GRADUATED 1992 <i>Lihue, Kauai</i>
HIGH SCHOOL DIPLOMA <i>Kauai High School</i>	GRADUATED 1978 <i>Lihue, Kauai</i>

In high school, I was active in student government and held positions such as district representative, class president, student body vice president, and student body president.

SKILLS

Community Outreach
Program Development
Program Management
Supervisory and Communication
Knowledge of assessment tools such as CASAS, Career Kokua, RIASEC, and various job readiness tools.

COMMITTEES/BOARDS

American Job Center (2015 to present)
Hawaii Community College Human Services Advisory Council (2009 to present)
Hawaii Island Chamber of Commerce (2016 to present)
Big Island Workplace Connection (2000-2015)
Hawaii County Economic Opportunity Council (2007-2010)
Hawaii Island Workforce Economic Development Ohana (2005-2015)
Hawaii Community College Career and Technical Education Advisory Council (2014-2017)
Hawaii County Workforce Investment Board (2000-2010)
Hawaii County Workforce Investment Board Youth Council (2000-2010)
Hawaii Community College Rural Development Project Advisory Committee (2005-2009)
Hawaii Workforce Development Council (2007-2008)

Recent Training

09/24/2019 ETA GRANT MANAGEMENT OVERVIEW AND READINESS ASSESSMENT (WORKFORCEGPS) SMART 3.0 SERIES -

09/26/2019 UNIFORM GUIDANCE: COST PRINCIPLES AND COST CLASSIFICATION (WORKFORCEGPS) - SMART 3.0 SERIES -

09/27/2019 CONVERSATION ABOUT YOUTH INDIVIDUAL SERVICE STRATEGIES (WORKFORCEGPS) - SMART 3.0 SERIES -

10/01/2019 SUBRECIPIENT MANAGEMENT AND OVERSIGHT SMART 3.0 SERIES -

10/03/2019 FINANCIAL MANAGEMENT: PROCEDURES AND INTERNAL CONTROLS SMART 3.0 SERIES -

10/08/2019 BUDGET MANAGEMENT AND GRANT MODIFICATIONS SMART 3.0 SERIES -

10/15/2019 PROCUREMENT AND CONTRACT ADMINISTRATION SMART 3.0 SERIES -

10/17/2019 PAYMENTS AND CASH MANAGEMENT SMART 3.0 SERIES -

10/22/2019 REAL PROPERTY AND LEASES SMART 3.0 SERIES -

10/24/2019 COMPLAINTS, GRIEVANCES, AND INCIDENT REPORTING SMART 3.0 SERIES -

10/29/2019 FINANCIAL REPORTING AND PROGRAM INCOME SMART 3.0 SERIES -

10/31/2019 AUDIT AND AUDIT RESOLUTION SMART 3.0 SERIES -

11/05/2019 COST SHARING – MATCHED AND LEVERAGED RESOURCES SMART 3.0 SERIES -

11/07/2019 RECORDS MANAGEMENT AND CLOSEOUT SMART 3.0 SERIES -

11/12/2019 COMPENSATION, SYSTEMS AND POLICIES SMART 3.0 SERIES -

11/14/2019 COST ALLOCATION PLANS AND INDIRECT SMART 3.0 SERIES -

11/19/2019 PROPERTY MANAGEMENT: SUPPLIES, EQUIPMENT AND INTANGIBLE PROPERTY

12/11/2019 STATEWIDE STAFF TRAINING – EMPLOYMENT AND TRAINING WIOA

02/24-28/20 2020 WESTERN REGIONAL WIOA 166/477 TRAINING

05/04/2020 WIOA YOUTH PROGRAM COVID-19 SESSION

10/28/2020 WIOA PERFORMANCE INDICATOR TRAINING DAY 1

11/04/2020 WIOA PERFORMANCE INDICATOR TRAINING DAY 2

02/23/2021 A SMART APPROACH TO 2020 REVISIONS TO GRANTS MANAGEMENT

03/23/2021 SUMMER-AT-A-GLANCE: BUILDING WORKFORCE OPPORTUNITIES FOR YOUTH DURING CHALLENGING TIMES

06/23/2021 DISCRIMINATION AND HARASSMENT TRAINING (HAWAII EMPLOYERS COUNCIL

06/24/2021 GPMS OFFICE HOURS – FURTHER TRAINING IN USING GPMS SYSTEM

07/13/2021 CFPB Webinar: The Nuts and Bolts of Claiming the Advance Child Tax Credit0

07/15/2021 Free College Tuition Programs for Adults: Where Are They, How Do They Work, and How Can Employers and Colleges Work Together to Grow Such Programs?

07/22/2021 GPMS OFFICE HOURS TRAINING

08/19/2021 GPMS OFFICE HOURS TRAINING

2021-2023 HAWCC HUMAN SERVICES ADVISORY COUNCIL APPOINTMENT

09-15-2021 GPMS OFFICE HOURS TRAINING

10/07/2021 TRAUMA-INFORMED POLICY CONSIDERATIONS FOR YOUTH AND YOUNG ADULTS WITH DISABILITIES

10/15/2021 DATA PRIVACY & INFORMATION SECURITY (ENGLISH-2021 EDITION)

10/27/2021 DATA SUMMIT WEBINAR: CHALLENGES FOR HAWAII’S POST-COVID WORKFORCE

11/10/2021 DATA SUMMIT WEBINAR: NEXT STEPS TO YOUR FUTURE: HELPING HIGH SCHOOL SENIORS PLAN POST-GRADUATION LIFE DURING THE PANDEMIC

11/10/2021 DATA SUMMIT WEBINAR: PATHWAYS TO SUCCESS: FROM HIGH SCHOOL TO POSTSECONDARY TO WORKFORCE

05/19/2022 GPMS OFFICE HOURS TRAINING

06/21/2022 GPMS OFFICE HOURS TRAINING

07/21/2022 GPMS OFFICE HOURS TRAINING

08/18/2022 GPMS OFFICE HOURS TRAINING

08/25/2022 JOB SUMMIT

09/08/2022 CFPB: YOUR MONEY YOUR GOALS FINANCIAL LITERARY PROGRAM

09/13/2022 DATA SUMMIT

09/14/2022 DATA SUMMIT

09/15/2022 CFPB: YOUR MONEY YOUR GOALS FINANCIAL LITERACY PROGRAM
09/22/2022 CFPB: YOUR MONEY YOUR GOALS FINANCIAL LITERACY PROGRAM
09/29/2022 CFPB: YOUR MONEY YOUR GOALS FINANCIAL LITERACY PROGRAM
02/08/2023 GRANT RECIPIENT TRAINING PART 1
02/14/2023 SMART 4.0 TRAINING – FINANCIAL MANAGEMENT FOR WIOA GRANTS
02/15/2023 SMART 4.0 TRAINING – FINANCIAL MANAGEMENT FOR WIOA GRANTS
02/16/2023 SMART 4.0 TRAINING – FINANCIAL MANAGEMENT FOR WIOA GRANTS
02/23/2023 GRANT RECIPIENT TRAINING PART 2