

## Contact

[Redacted]  
[Redacted] ✉  
[Redacted] ☎  
[Redacted] 🏠

## Summary

Experienced public and private sector professional with knowledge and experience in financial and operations management; organizational operating strategies; and contract development and evaluation.

## Select Education and Training

**Master of Business Administration (MBA),**  
Chaminade University of Honolulu, 2009

**Bachelor of Arts (BA),  
Public Administration**  
University of Hawaii West Oahu, 2006

**Undergraduate Certificate,  
Disaster Preparedness and  
Emergency Management,**  
University of Hawaii West Oahu, 2006

**Certificate,  
Six Sigma Black Belt Professional (SSBBP)**  
Management and Strategy Institute

**Certificate,  
Professional Development Series**  
Federal Emergency Management Agency  
Emergency Management Institute  
(FEMA – EMI)

## Civic Engagement/ Volunteer Activities

**City & County of Honolulu  
Oahu Workforce Development Board  
Board Member and  
Finance Committee Chair**  
*December 2022 - Present*

**Hawaii Cyber Lions Club &  
Hawaii Cyber Lions Foundation**  
President and Founding Board Member  
*November 2019 – December 2021*

**Hawaii Public Health Association**  
Vice-President, Treasurer,  
Legislative Committee Chair,  
Board Member  
*October 2009 – September 2013*

## Relevant Employment Experience

### TriSec, Inc.

#### Principal Guard and Chief Administrative Officer

*September 2020 – Present*

Responsible for the recruitment, training, and supervision of security and administrative staff; reviewing and selecting fixed income investments for the corporate investment portfolio; maintaining corporate financial and personnel transactions and records; developing company policies for security and administrative staff; monitored State of Hawaii licensing requirements and regulations

### Private Security Group, Inc.

#### Security Officer

*August 2012 – September 2020*

Secured premises by patrolling, inspecting, and monitoring properties, checked equipment and access points; reported and recorded surveillance activities

### City & County of Honolulu Department of Budget and Fiscal Services (BFS)

#### Budget Analyst

*September 2016 – August 2018*

Reviewed budget proposals for compliance and accuracy; provided recommendations in the development of agency operating budgets; reviewed and provided recommendations for agency reorganizations and requests for position reallocations

### State of Hawaii Office of Hawaiian Affairs (OHA)

#### Program Improvement Specialist

*October 2013 – July 2016*

Conducted qualitative and quantitative evaluations of completed grants centered on education, income, and health programs; identified any program issues and conducted research to compose data-driven proposals for improved implementation of programs

### State of Hawaii Department of Human Services Office of Youth Services (OYS)

#### Juvenile Justice Program Specialist

*February 2012 – May 2013*

Collaborated with various local city/county/state agencies to develop and implement juvenile delinquency prevention programs; analyzed and modified program budgets to ensure adequate program spending; conducted audits of program financial, personnel, and participant records