

SHANA W. KUKILA**Background / Aptitude**

Owner, Aloha Consultants Cultural Media Specialists. Hawai'i County Committee on the Status of Women, Vice Chair (2020-2024). League of Women Voters of Hawai'i County, Volunteer Director (2024). Personal Caregiver. Educator. Leader. Supervisory experience with adults and children. Classroom management. Print, web, radio, and television journalism. Administrative aptitude and experience: PC/Mac, Microsoft Office/Outlook, ESIS Student Attendance, DORA/DOMA Assessments, Adobe Photoshop & Illustrator, Final Cut Pro.

Education

Hawai'i Pacific University

Master of Arts in Organizational Development and Change (2023)

Bachelor of Arts in Communications (2006)

University of Hawai'i – Windward

Associate of Arts in Liberal Arts/Hawaiian Studies (2004)

Certificate in Agricultural Technology (1993)

Kamehameha Schools

High School Diploma (1986)

Employment**2022 – 2024 Veteran's Administration (Hilo)**

Provide qualified, in-home personal assistant services to a disabled veteran.

2022 Bayada Home Health (Hilo)

Provide personal care services to disabled adults using best practices and specialized training. Drive clients to community services and appointments.

2021 Hawai'i State Senate (Honolulu)

Research and write reports for a Senator at the Hawai'i State Legislature. Meet and greet guests and answer phones. Perform various administrative tasks.

2020 United States Census Bureau (Hilo)

Interview residents at their homes to gather demographics for the government using specialized training and equipment.

2018 – 2019 Altres Staffing, Inc. (Hospice Hawai'i, Honolulu; Kama'aina Nissan, Hilo)

Manage front desk operations, answer multi-line phones, meet and greet employees and visitors, maintain cleanliness and supply needs of office, typing, filing, computers, mail distribution, administrative assistance as needed.

2009 – 2016 Cultural Personnel Resource, Department of Education (Hilo)

Contracted with the Department of Education Hawaiian Studies Kupuna Program teaching Hawaiian Studies to teachers and students K-12 using DOE curriculum based on Hawaiian language, cultural values, history, arts, and crafts. Teaching delivery based on Hawai'i Department of Education Public School Standards.

2007 – 2009 Educational Assistant, Castle High School (Kāne'ohe)

Assist special needs students (9-12) in a classroom setting with math, science, reading and language arts activities i.e., reading aloud and online programs. Delivery of special education services based on students' Individualized Educational Plans and Behavioral Support Plans. Take attendance, perform student assessments, record data, and coordinate staff and parent meetings.