

DEPARTMENT OF HUMAN SERVICES MED-QUEST DIVISION
Finance Officer *November 20*

November 2016 – Present

- Serves as the primary fiscal contact for the Med-QUEST Division
- Responsible for preparing the annual budget for Med-QUEST and preparing any requests to the Legislature
- Prepares the six-year financial plan for the Medicaid Program and monitors any changes in expenditures.
- Supports the procurement and contracting activities of the Med-QUEST Division, including conducting procurements, obtaining State Procurement Office approvals when necessary, and assisting in the execution of contracts.
- Assist with the preparation of Legislative testimony for any bills or budget items that may be up for discussion during the Legislative session.
- Perform various duties to support the Med-QUEST Administrator

UNIVERSITY OF HAWAII – OFFICE OF RESEARCH SERVICES
Administrative Services Manager *December 2011*

December 2015 – November 2016

- Served as the Administrative Services Manager and Fiscal Officer for the Office of Research Services (ORS). Supervise the day to day activities of one (1) Fiscal Specialist and one (1) Human Resources Specialist.
- Provide administrative support services including financial accounting, procurement, budget development, projection, and execution, human resources support, and equipment management.
- Prepares budget status and monitoring reports, which includes budget projections and trends.
- Prepares various reports including the ORS Annual Report, monthly and quarterly Contract and Grants awards reports, and any special reports as requested by the ORS Director or by the Office of the Vice President for Research and Innovation.
- Perform various duties to support the ORS Director.

DEPARTMENT OF EDUCATION – OFFICE OF FISCAL SERVICES
Budget Preparation Section Administrator *May*

May 2009 – April 2013

May 2015 – Present

- Administrator of the section responsible for the preparation of the \$1.9 billion operating budget of the Department of Education. Manage and supervise the day-to-day activities of four (4) Budget Specialists.
- Provide information and recommendations to the Board of Education, Department of Budget and Finance, and Legislature that directly impact departmental budget priorities and school-level funding.
- Manage and oversee position control activities to ensure established positions do not exceed the appropriation.
- Perform various duties to support the Budget Director.

OFFICE OF INFORMATION MANAGEMENT AND TECHNOLOGY Honolulu, HI
Business Process Coordinator/Project Manager April 2013 – May 2015

- Sent on temporary assignment to the Office of Information Management and Technology via a Temporary Intra-Governmental Assignment (TIGA) to assist in the implementation of the state's Enterprise Resource Planning (ERP) project.
- Reviewed proposals in response to the RFP and provided feedback on each proposal.
- Participated in business process mapping sessions to document the state's current processes, focusing on the areas of Budget Preparation and Budget Execution.
- Perform various duties to support the Program Manager of the ERP Program.

HOUSE OF REPRESENTATIVES – COMMITTEE ON FINANCE Honolulu, HI
Budget Supervisor December 2005 – May 2009

- Supervise the day-to-day activities of up to seven (7) budget analysts in their efforts to analyze the operating budgets of the Executive and Judiciary branches of the State of Hawaii, as well as the Office of Hawaiian Affairs (OHA).
- Work with each analyst to provide recommendations for each operating budget request.
- Perform various office duties, as needed, to support the Chairman and the Office Manager.

HOUSE OF REPRESENTATIVES – COMMITTEE ON FINANCE Honolulu, HI
Capital Improvements Program Specialist November 1999 – December 2005

- Analyzed the capital improvements program (CIP) budgets of the State of Hawaii Executive and Judiciary Branches.
- Gathered, compiled, and organized information on every project proposed for both budgets, and provided recommendations for each project.
- Analyzed budgets ranging from \$400 million to over \$1 billion.
- Provided support to the Committee Chairman and Office Manager and performed other duties as necessary.

EDUCATION

UNIVERSITY OF HAWAII AT MANOA Honolulu, HI
Bachelor of Arts, Chemistry May 1998

OTHER INFORMATION

Skills: Proficient in Microsoft suite of computer applications, including MS Word, Excel, PowerPoint, and SharePoint