
Noelani Paresa

GOV. MSG. NO. 677



SKILLS

Currently involved in reforestation, water conservation, and soil rehabilitation efforts in the ahupua'a of Kula; learning land and water resource management skills via Pa'upena CDC. Educated in native plant recognition and traditional applications.

Experienced in data retrieval, analysis, and water testing within controlled and uncontrolled environments. Certified in CITI training for laboratory and research accountability.

Experienced manager/lead, and administrative clerk; Excellent at research, legal document processing, and editing; High level attention to detail; Typing speed of 50+wpm; Courteous attitude; Dedicated to serving the community; Outstanding citizen.

English is my main language but I can speak/read French, Spanish, and 'Olelo Hawai'i at a moderate level.

EDUCATION

UHMC, MAUI - *AA Liberal Arts*

August 2021 - May 2023

I am currently working towards my bachelor degree, double majoring in Public Administration and Justice Administration primarily in an asynchronous environment. My future goal is to attend law school and to pass the bar exam so I may be able to practice law in the state of Hawaii.

My life plan is to serve the community.

AWARDS/CERTIFICATIONS

Legal Clerk Certificate, UHMC. AA liberal arts, UHMC.

Certified Vehicle Safety Check Inspector, State of Hawaii.

IACUC certified research specialist.

VOLUNTEER WORK

Pa'upena CDC - Board Member/Secretary

Secretary from January 2020 - 2024, Returned to Board as Volunteer Land Management Officer 2/2024.

- Prepare meeting minutes and maintain their filing/organization.
- Create, update, and file compliance docs, articles of constitution and bylaws.
- Research and create content for presentation to DHHL commissioners meetings.
- Plan logistics for events, projects, and travel.
- Conduct yearly review of projects and expenditures.
- Assist with other aspects of volunteer work including: workshop logistics, grant writing/research, and project management.
- Watchdog Committee to maintain compliance.
- Maintain confidentiality and professionalism.

EXPERIENCE

Mike's Auto, Kahului - Service Writer

May 2023 - August 2023

Customer Service: answer phones, cash out customers, appointment triage.

- Attention to detail, verification of vehicle information for documentation and servicing purposes.
- Multitasking to complete goals in a timely manner.
- Examine vehicles in a timely manner.
- Vehicle Safety Check Inspector.
- Create work orders for service, research parts pricing, availability, and research labor time. Order parts and supplies.

Waipono Farms, UHMC - Aquaponics/Hydroponics Technician

June 2022 - Present

- Care for Tilapia and maintain systems within required parameters.
- Multifaceted agriculture based labor.
- Perform water testing for quality control.
- Prepare forms and data tables for data collection and review.
- Assist with/train new employees, volunteers, and interns on S.O.P. for harvest, cleanliness, and maintenance guidelines.
- Guide tours of Waipono Farms.

Allstar Garage, Kihei - Safety Check Inspector

February 2020 - PRESENT

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- Customer Service: answer phones, cash out customers, communicate any vehicle inspection issues and refer shops/remedy.
 - Maintain confidentiality and professionalism.
 - Attention to detail, verification of vehicle information for documentation and servicing purposes.
 - Examine vehicles in a timely manner.
 - Vehicle Safety Check Inspector.
 - Maintain a clean work area.

Tires Warehouse Lahaina- Service Manager

October 2015 - July 2021

- Maintain confidentiality and professionalism.
- Attention to detail, verification of vehicle information for documentation and servicing purposes.
- Multitasking to complete goals in a timely manner.
- Managing a team of 5-8 employees including ASE certified techs, a1 techs, and one administrative assistant.
- Training employees in S.O.P. and maintenance standards.
- Create schedules, manage employees' performance, protocols, and productivity.
- Promote inclusion and respectful communications in the workplace.
- Accounts Payable and Accounts Receivable operations as well as budget compliance and financial statement analysis.
- Knowledge and experience with Google, RI tuneup, Quickbooks, Canva, and Wix.
- Customer Service: answer phones, cash out customers, communicate any vehicle inspection issues and refer shops/remedy.
- Attention to detail, verification of vehicle information for documentation and servicing purposes.
- Examine vehicles in a timely manner.
- Vehicle Safety Check Inspector.
- Established COVID-19 protocol prior to main store (January 2020).