



#### SUMMARY OF QUALIFICATIONS

Excellent leadership and analytical skills, able to execute service delivery of State and Federal contracts, strong budget and accounting skills. Strong evaluation and review for quality assurance skills. Capable of inspiring positive motivation and action through demonstrated leadership, team work and time management. Experienced RESPECT, Outreach, and Testing & Linkage (OTL), LGB&T Cultural Humility and Rapid HIV & HCV Testing trainer. Leader within the LGTBQIA+ community providing on-going cultural humility training to service providers and community organizations. Able to network and collaborate with agencies and members of the community with the same purpose and mission. Excellent verbal and written communication skills, handle multiple tasks at one time, make sound decisions, analyze all data, work under pressure, and meet all required deadlines without supervision

#### EXPERIENCE

**Hawaii Health & Harm Reduction Center**  
2018 - Current

##### **Director of Training & Program Development**

Coordinate LGB&T programs provide management and oversight of training, smoking cessation, houseless outreach, other prevention programs and special projects. Capacity building and support to HHHRC's Sexual Health Navigation (SHN) program to support HIV, HCV and STI screening and navigation. Oversight of HHHRC's State Homeless Outreach Project and Youth Homeless Demonstration Project. Coordinate all capacity building activities and trainings including LGBT cultural competency, Outreach, Testing & Linkage (OTL) and program manager's trainings and policy development for the state and 6 pacific jurisdictions. Support advocacy efforts of the agency. Grant writing. Contract monitoring. Community liaison for HHHRC and external partners.

**Life Foundation**  
2006 - 2018

##### **Director of Prevention Services**

Coordinate department activities and projects, advocate for prevention services, monitor program budgets, coordinate implementation of all State and Federal funded contracts, evaluate services for quality assurance, maintain regular communication with State and Federal funders, research future funding sources and write grants as needed. Oversee staff of 14. Provide on-going training and support in all areas of HIV Prevention including Testing and Linkage, Rapid Testing technologies and LGBT Cultural Competency. **Capacity Building Assistance (CBA)** provider via 2 sub-contracts providing coordination and training in Hawaii and the 6 pacific island jurisdictions. Coordination of Pacific Island Jurisdictions AIDS Action Group (PIJAAG) activities including monthly meetings and events.

**Life Foundation**  
2003 – March 2006

##### **HIV Prevention Team Lead**

Oversee the direct day-to-day activities of the MSM team; planning, coordinate and evaluate interventions, including ILI, CLI, Outreach, CTR, PCM and P4P activities, conduct weekly team meetings, ensure quarterly and annual reporting is completed in a timely manner and participate in staff recruitment and other administrative responsibilities. Supervise and support team members on an individual basis. Ensure adherence to all contractual guidelines, review and update policy and procedures as needed and work with other team leads to support a smooth running department.

**Goodwill Industries of Hawaii**  
2001 – 2003

##### **Program manager – Welfare to Work**

Coordinates Pre-Intake processes for all new clients and is the direct contact for all clients within the program. Ensures quality assurance for five different contracts regarding policy and procedure. Participates in developing and implementing agency administrative policy to ensure all contractual agreements are met. Conducts training for all new administrative staff.

**Hina Mauka**  
2002 – 2002

##### **Treatment Associate**

Provide and ensure a safe environment for all residential and outpatient clients.

#### HONORS AND ACTIVITIES

- Native Hawaiian & Pacific Islander Community Health Workers Alliance, member
- National Native HIV Network, member
- Native Ending the Epidemic (EHE) Advisory Committee, member
- Papa Ola Lokahi Mahu Advisory Committee, member
- Pacific AIDS Education & Training Center Community Advisory Board, member
- Hawaii State Harm Reduction Conference Program Chair
- Asian American, Native Hawaiian, Pacific Islander SGM Advisory Council, member
- National Minority AIDS Council – Native Hawaii/Pacific Islander Community Advisory Panel, Chair
- Hawai'i Community Planning Group Coordinator
- 2022 Circle of Harmony HIV Leadership Award Recipient

#### EDUCATION & CERTIFICATIONS

Bachelor's in Public Administration, University of Hawaii at West Oahu, Hawaii, 2015

Certificate in Health Care Administration, University of Hawaii at West Oahu, Hawaii, 2014

Institute for HIV Prevention Leadership – Class of 2006

Tobacco Treatment Specialist Certification from Mayo Clinic, August 2016