

PROFESSIONAL SUMMARY

Well-rounded, results-driven economic development professional with over a decade of experience in strategic planning, sustainable growth, and community engagement initiatives across Hawai'i Island. Proven leader in managing county programs, mentoring emerging leaders, and driving inclusive, regenerative economic development that aligns with local culture and values. Expertise in program management, partnership building, socio-economic research, and grant acquisition, with a focus on supporting equitable opportunities for Native Hawaiian and community-based businesses.

KEY SKILLS

Strategic Economic Development & Community Building * Program & Project Management * Mentorship & Leadership Development * Grant Management & Funding Acquisition * Data-Driven Analysis & Socio-Economic Research * Sustainability Initiatives & Policy Development

PROFESSIONAL EXPERIENCE

Economic Development Specialist III – Business & Industry Development **June 2021 - Present**
County of Hawai'i Department of Research & Development *Hilo, Hawai'i*

- Lead county-wide economic initiatives to foster business growth and resiliency, including strategies for industry diversification, product promotion, and business expansion.
- Spearhead the Native Hawaiian Women's Development Initiative (NHWDI) to empower Native Hawaiian women entrepreneurs through access to commercial spaces, networking, and tailored resources, promoting culturally grounded economic resilience.
- Facilitate community meetings and partnerships with organizations, ensuring that NHWDI initiatives align with Native Hawaiian values and address the specific needs of women entrepreneurs.
- Mentor AmeriCorps VISTA members, guiding them in program operations, community engagement, and sustainable business practices, while fostering a culture of service and development.
- Oversee grant acquisition and compliance processes, securing critical funding from state and federal sources for priority economic projects.
- Serve as the county representative in economic forums and partnerships, providing insights and advocating for economic strategies that support local businesses and community well-being.

Economic Development Specialist II - Sustainable Development Specialist **March 2019 - June 2021**
County of Hawai'i Department of Research & Development *Hilo, Hawai'i*

- Managed the County's AmeriCorps VISTA Program, overseeing member recruitment, program operations, and community engagement to align with the County's sustainability and economic development goals.
- Developed sustainability-focused economic programs, overseeing planning, budgeting, and evaluation to align county objectives with local needs.
- Provided mentorship to AmeriCorps VISTAs, focusing on sustainability initiatives and the integration of culturally respectful economic strategies.
- Conducted comprehensive industry research and sector analysis to support program effectiveness and alignment with community needs.
- Oversaw budgeting and program evaluation, supporting sustainable resource allocation and expanding public engagement through outreach initiatives.

Michelle Agbigay

TŪN Hawai'i

Owner/Bartender

Jun 2024 - Present

Kea'au, Hawai'i

- Lead business development, client acquisition, and daily operations for a private bar service
- Design and build custom mobile bars with focus on functionality and visual impact
- Apply industry trends to craft high-impact beverage experiences
- Provide direct service including custom menus, mixology, and on-site execution
- Manage pricing, consultations, logistics, and vendor coordination
- Grow brand visibility through community outreach and strategic marketing

Event Facilitator

Imiloa Astronomy Center

Jan 2019 - Mar 2019

Hilo, Hawai'i

- Executed signature events, improved event efficiency, and handled event finances.
- Generated leads, collaborated with talent for program development, and represented Imiloa at shows.
- Oversaw planning of 25+ events, coordinated client services, and maintained reservation systems and sales operations.

Licensed Sales Professional

Allstate Insurance: Kris Speegle

May 2018 - Dec 2018

Hilo, Hawai'i

- Advise and quote customers on Hawai'i property & casualty coverage and process endorsements for changes required on existing policies.
- Conduct annual policy reviews to ensure proper coverage is in place specific to customer needs.
- Ensure positive customer experience with every interaction while offering additional products.
- Networking as a business professional in the community.

Administrative & Fiscal Support Specialist

University of Hawai'i at Hilo Facilities Planning & Construction

Feb 2015 - May 2018

Hilo, Hawai'i

- Identified potential energy savings through project team collaboration, review of plans & specifications, and conducted research of electrical material, equipment and systems.
- Projected campus energy savings and track Energy Projects Reinvestment Account, campus-wide utility usage, energy savings, and energy rebates to support the University's sustainability initiative/guidelines.
- Prepared a detailed day-by-day projected savings report included as part of a Green Waste to Energy proposal to support alternative renewable energy sources for the University.
- Administrative Affairs representative for the campus Sustainability Committee with a focus on reducing energy use through operations, curriculum, research and development, campus and community engagement, and cultural connections.
- Promoted energy efficiency and sustainability initiatives to faculty, staff, students and community through collaboration, training, presentations and active participation in the annual UH Sustainability Summit.
- Assisted Director in developing a process to manage UH Hilo's design and construction documents via Egnyte server which included a compilation of both new and pre-established guidelines/processes aligned with various project workflows.
- Conducted electronic bidding including issuance and coordination of solicitations via CommercePoint and assisting with Information For Bid distribution through the Hawai'i eProcurement System.
- Researched and drafted technical specifications for procuring furniture and astrophysics equipment from information obtained from faculty and researchers.

Michelle Agbigay

- Reviewed position solicitations and served on interview committees for Facilities Planning & Construction managerial staff. Work with committee members, HR and EEO officers to ensure the hiring process is compliant with all applicable policies.
- Provided support in processing requisitions, contracts, payment requests, travel requests and completion reports.

Event Planner | Manager

May 2015 - Dec 2017

Projects By M

Kea'au, Hawai'i

- Full service event planning and design averaging six events per year, ranging from 200-3000 attendees.
- Designed event space for maximum attendee engagement and produce layouts, design boards and sample decor pieces for client visualization.
- Projected costs & time from business and client perspectives managing both through event completion.
- Coordinated registration, logistics, venues and vendors with on-site management on the day of the event.
- Maintained all business operations including website design and marketing.

Project Coordinator

Feb 2014 - Feb 2015

Kamehameha Schools

Hilo, Hawai'i

- Provided communication, fiscal, and budgetary support and guidance to six Hawaiian cultural educators and numerous community collaborators to plan and coordinate logistics, operational aspects, and program delivery in East Hawai'i. Maintained regional team's clear understanding and alignment with standards, requirements, policies, and procedures of Division-wide processes.
- Prepared and maintained vendor contracts, change notices, vendor selection forms, invoices, and correspondence.
- Responsible for major fiscal functions of regional programs such as preparing, reviewing, and monitoring regional program budgets across departments and reporting on budget variances.
- Worked with a team of project coordinators, fiscal officers, program managers, and accounting staff in implementing a budget and variance reporting system to improve departmental efficiency.
- Processed all temporary staff timesheets & payroll, student medical forms, accident reports, theft reports, student conduct reports and other sensitive, confidential program documents with discretion and ensured all information was processed and securely maintained.
- Worked with individuals both internal and external to KS departments to resolve program, fiscal, and human resource discrepancies.
- Ensured all expenditure requests complied with KS Procurement Policies & Procedures and Risk Management.

Project Support Specialist

Oct 2009 - Feb 2014

University of Hawai'i at Hilo University Housing

Hilo, Hawai'i

- Provided support on numerous construction projects for the University Housing and Dining departments to include coordination of meetings and contractor site visits, tracking budget contingencies, change orders, payment requests, conducting research, and providing detailed site and usage information.
- Student Affairs representative for the campus Sustainability Committee with a focus on creating the campus sustainability policy and collaboration across departments.
- Promoted energy efficiency and sustainability initiatives to faculty, staff, students and community through collaboration and participation in the annual UH Sustainability Summit.
- Served as lead in implementing complex security hardware and software systems for University Housing. Established a working system and managed ongoing operations for over 650 staff and residents per semester.
- Provided University Housing Director with written updates summarizing the status of assignments, projects, pending issues, and budget.

Michelle Agbigay

- Provided contract & fiscal support and technical assistance to management and personnel at various levels.
- Assisted with fiscal and procurement documents, updates to spreadsheets, identifying and resolving discrepancies, and preparing any required adjustments and corrections.
- Effectively collaborated with fellow staff and student residents for an event focusing on community engagement in student creativity throughout campus. Provided grant support in which full funding amount was awarded. Planned and managed event from conception to completion.

Project Coordinator **SSFM International**

Feb 2007 - Oct 2009
Hilo, Hawai'i

- Simultaneously coordinated a variety of DOE facility renovations and the construction of the University of Hawai'i at Hilo Sciences and Technology Building.
- Responsible for the coordination of all Leadership in Energy and Environmental Design (LEED) processes and documentation for the construction of UH Hilo's Sciences and Technology Building.
- Member of Sustainability Committee to identify new, innovative ideas for implementation of sustainable business practices within the company.
- Drafted and formatted technical specifications based on information obtained from faculty and researchers for Invitation for Bids to procure furniture, window treatments, chemistry, physics, astrophysics and machine shop equipment. Successfully expedited process to meet stringent University funding deadlines.
- Responsible for the coordination of requests for information, submittals, change order proposals and contractor payment requests to ensure timely action.
- Drafted all required correspondence and reports on behalf of the Construction Manager to administer construction project requirements.
- Conducted site visits as directed by the Construction Manager in his absence. Confirmed material and supplies were received, drafted daily reports and notified the Construction Manager of any problems requiring resolution.
- Lead the implementation of Prolog construction/project management software to increase efficiency of construction management across multitude of large projects. Developed SSFM's standard operating procedure manual and conducted training sessions for construction managers, architects, and general contractors.

Bookkeeper **Metrocare Hawai'i**

Feb 2005 - Feb 2007
Hilo, Hawai'i

- Oversaw payroll processing and payroll tax compliance for approximately 60 CNAs and 10 office staff. Met all stringent company deadlines in a short time frame.
- Successfully resolved payroll, benefit and scheduling issues to the satisfaction of clients, employees and management.
- Implemented and maintained Quickbooks software system to efficiently process payroll functions previously processed manually.
- Supervised a staff of 10 composed of RNs, LPNs, schedulers, and HR Assistants in absence of Manager.
- Conducted client home site visits to ensure optimum level of in-home care services provided by the firm. Troubleshoot and resolve problems to the satisfaction of the client, staff and management.

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EDUCATION

University of Hawai'i - West Oahu

Bachelor of Arts - Business Administration: Accounting (In Progress)

Leeward Community College

Associate of Science - Accounting

- Academic Subject Certificate
- Certificate of Achievement, Accounting
- Certificate of Competence, Small Business Accounting

COMMUNITY VOLUNTEER

Hawai'i County Economic Opportunity Council, 2023 - Present

Executive Committee - Board Member

- Supporting initiatives to enhance economic opportunity and resilience.

Hilo Downtown Improvement Association, 2017 - 2020

Executive Committee - Secretary, Treasurer, & Events Committee Chair

- Focused on the events and community affairs aspect of DIA, working with our community and visitors to promote the vibrancy of Downtown Hilo.

Toastmasters International - Hilo Toastmasters Club 248, 2010 - 2014

Executive Committee - VP of Education, Secretary, & Treasurer

- Supporting our community to develop communication, public speaking, and leadership skills.

PROFESSIONAL TRAINING & DEVELOPMENT

Grant Management - Grant Writing USA

Certificate of Completion

- Completed a two-day intensive Grant Writing USA course emphasizing data-driven proposal development, performance measurement, logic models, and evaluation planning for effective grant management.

Project Management - Gale Education

Certificate of Completion

- Completed a six-week course covering project planning, earned value analysis, estimating, Gantt charts, data tools, process improvement, and team development. Emphasized evaluation, workflow efficiency, and performance tracking throughout the project lifecycle.

Toastmasters International - Hilo Toastmasters Club 248

Competent Communicator Award

- Earned Competent Communicator Award for conducting 10 speech presentations demonstrating effective communication skills. Prepared and presented numerous advanced leadership and communication speeches with a focus in professional, promotional, and marketing techniques.

Michelle Agbigay



Event Planning - Sirena Evans/Stacy Smith

Certificate of Completion

- Foundational knowledge in planning large conferences, meetings, incentives, and special events from pre-planning, contracts, and registration to food & beverage, best practices, project team organization, and logistics.

State of Hawai'i Department of Commerce and Consumer Affairs

Resident Insurance Producer, License No. 475258

- License classes include property, casualty, marine & transportation, vehicle, and surety.

Green Business Certification Inc. (GBCI)

LEED Green Associate Certification, License No. 10205176

- Advanced knowledge of the Leadership in Energy and Environmental Design process, documenting and certifying projects and best practices for green building.

The Association of Energy Engineers Certified Energy Manager (CEM) Training

Certificate of Completion

- In-depth, comprehensive learning and problem solving training for understanding the latest energy cost reduction strategies, examining fundamentals within all key areas of energy management, and learning, system by system, how to diagnose and analyze energy-savings opportunities.