

## ADENA JOY IPOLANI DUVAUCHELLE

EDUCATION

Bachelor of Arts, Global Studies (Community Development) - Azusa Pacific University, Azusa, CA Sept 2011 – May 2014  
 Associate of General Studies, San Francisco State University - San Francisco, CA Sept 2008 – May 2011

WORK EXPERIENCE**Co-Founder & Co-Owner March 2018 – Present**

The Gay Agenda Collective, LLC (TGA) - Kapolei, HI

- **Unified Vision across all Businesses:**
  - Combining queer and Native Hawaiian identity, sustainability, inclusivity, and community — translating that into business models (planning, decor rentals, florals, event space).
- **Business Growth & Diversification Driver:**
  - Expanding from event planning (TGA) into rentals (**WedCycle Hawai'i**), floral design (**Haus of Puas**), and community event space (**THRD HAUS**) — creating an ecosystem of complementary services.
  - **Haus of Puas** floral and lei shop opened in April 2025 in Ho'opili — supporting 20+ farms and lei makers across the pae 'aina
- **Brand Strategist & Steward:**
  - Shaping each company's public voice, values, and identity, and guiding each business's evolution, positioning them for long-term sustainability.
- **Networking & Vendor/Community Relationship Builder:**
  - Maintaining and leveraging relationships across vendor networks, local suppliers, clients, and community stakeholders to support growth and referrals.
- **Community Space Developer:**
  - Cultivating a space (**THRD HAUS**) that goes beyond business — as a safe, inclusive hub for Communication, Collaboration, and Connection.
  - **THRD HAUS** opened in April 2025 in Ho'opili as a multipurpose hub for meetings, coworking, pop-ups, workshops, creative collaborations, small parties, and intimate community gatherings.

**Property and Community Manager August 2020 – Present**

Wakea Garden Apartments at Kalaeloa - Kapolei, HI

- **Tenant and Lease Management:**
  - Handle tenant inquiries, concerns, and requests promptly.
  - Conduct property tours, process applications, and enforce lease terms.
  - Manage lease renewals, rent collection, and rental increases.
- **Maintenance and Vendor Oversight:**
  - Coordinate routine maintenance and address repair requests.
  - Supervise contractors, negotiate contracts, and ensure service quality.
  - Conduct monthly, quarterly, and annual property inspections.
- **Financial and Record Management:**
  - Keep accurate records of leases, maintenance, and financial transactions.
  - Generate weekly and monthly reports for property owners or management.
  - Manage budgets and have maintained a positive net income for the property each year since 2020.
- **Community Engagement and Development:**
  - Foster positive tenant relationships and organize resident events, including our annual holiday party.
  - Address community issues and enhance overall appeal for residents and neighboring communities.
- **Regulatory Compliance and Security:**
  - Ensure compliance with local housing laws and regulations, such as the Kalaeloa Reserved Housing Rules.
  - Address security concerns promptly.
  - Develop and implement emergency response plans.

**Business Analyst and Consultant July 2019 – August 2020**

State of Hawaii Employer-Union Health Benefits Trust Fund (EUTF) - Honolulu, HI

- **Program Planning and Evaluation:**
  - Plan, develop, coordinate, monitor, and evaluate systems and activities supporting EUTF's programs.
  - Conduct studies and research to identify needs and improve productivity.

- **Policy and Procedure Enhancement:**
  - Evaluate EUTF's policies, procedures, and business processes for functionality and efficiency improvements.
  - Develop and implement plans, policies, procedures, rules, and regulations to streamline business processes.
- **Program Implementation and Maintenance:**
  - Implement program plans and establish new services to streamline business processes.
  - Monitor and maintain current programs and systems for optimal functionality.

**Healthcare Employment Advancement Ladder (HEAL) Program Manager and Training Coordinator Jan 2018 – July 2019**

Housing Works - Los Angeles, CA

- **Program Development:**
  - Developed program structure and implemented strategies for continuous quality improvement.
  - Created training curricula for Community Health Workers.
  - Developed admission-related procedures and materials.
  - Conducted outreach, recruitment activities, and created marketing resources.
- **Workforce Development and Training Delivery:**
  - Created workforce development courses and related materials.
  - Secured external trainers and resources when necessary.
  - Conducted classroom training using diverse instructional modalities, including lecture, role-playing, experiential learning, team exercises, multimedia, visual aids, and handouts.
  - Coordinated employment opportunities with partnering organizations post-training completion.
- **Evaluation and Analysis:**
  - Analyzed evaluations and interpreted trainee and partnership assessments.
  - Revised training programs based on healthcare workforce practice and program improvements.

**Empowerment Works Lead Coordinator Jun 2015 – July 2019**

Housing Works - Los Angeles, CA

- **Empowerment Works Program Development:**
  - Pioneered the development, modification, and organization of the Empowerment Works program.
  - Established project structure, managed data collection and entry, and facilitated partnership collaboration.
- **Project Implementation and Adaptation:**
  - Implemented and adapted the project to align with organizational objectives.
  - Designed for individuals transitioning out of homelessness, focusing on meeting their unique needs and goals.
- **Participant Assistance and Support:**
  - Assisted 15+ participants weekly
  - Conducted initial assessments, created individualized goals and success plans, and offered supportive services to meet goals.
  - Conducted weekly mental health and emotional health check-ins and maintained monthly progress notes.
- **Comprehensive Supportive Services:**
  - Provided a range of supportive services, including job coaching, job search assistance, resume building, mock interviews, vocational and life skills training, academic counseling, and connection to community resources.

**Summer Night Lights (SNL) Program Manager Jun 2014 – Aug 2014**

Mayor's Office of Gang Reduction & Youth Development (GRYD) - Los Angeles, CA

- **Summer Program Coordination:**
  - Planned and implemented evening summer program for professional development and recreation for at-risk youth and families in Ramona Gardens housing development.
- **Collaboration and Outreach:**
  - Collaborated with LAPD, Recreation and Parks, GRYD partners, and the local community.
  - Provided community outreach, fostering partnerships for program success.
- **Supervision and Mentoring:**
  - Daily supervised and mentored on-site staff team of 11 local youth.
  - Ensured fiscal accountability for the program's effective operation.