

**PROFESSIONAL SUMMARY:**

With 20 years of dedicated service in managing and overseeing housing programs, I am adept at collaborating with local and state agencies, community organizations, and residents to address housing needs and concerns. I am skilled in developing and implementing housing policies, creating strategic plans and setting goals, and successfully meeting those targets while ensuring compliance with regulations, and managing budgets. I have a proven track record of supervising housing staff, including property managers and maintenance personnel. I am passionate and committed to creating safe and affordable housing solutions for diverse communities.

**EXPERIENCE:**

12/2020 – 12/2/2024

**Housing Administrator**

**County of Hawaii – Office of Housing and Community Development – Hilo, HI**

- Reported directly to the mayor
- Facilitated affordable housing development to meet the needs of the community in compliance with all regulatory and safety requirements
- Addressed homelessness through the administration of federal, state and county funds and program coordination
- Developed and oversaw the department's budgets, financial reporting and resource allocation in accordance with prescribed laws and procedures applicable to the expenditure of all County funds
- Responsible for identifying and securing additional funding sources
- Implemented comprehensive strategic plans for affordable housing development and homelessness in coordination with Local, State and Federal stakeholders
- Directly responsible for the administration and operation of the County's housing programs including but not limited to: Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Housing Trust Fund (HTF), Housing Choice Voucher Section 8, Fair Housing, Chapter 11 and 201H-38
- Responsible for the planning, funding, and development of the County's housing projects
- Staffed the office with the necessary personnel, to carry out the purposes of the County Code related to the Office of Housing and Community Development and all federal and state requirements
- Worked with congressional delegates, state legislators and county council members to promote the development of affordable housing, address homelessness and furthering the mission of the county housing programs
- Facilitated work with private and non-profit developers
- Participated on boards and committees to address all aspects of housing related issues

- Collaborated with tenants, residents, and community organizations to address housing needs and concerns
- Coordinated with Civil Defense to work with Local, State and Federal agencies during natural disasters, to assemble and lead housing teams conducting commercial and residential disaster assessments for the county

**EXPERIENCE:**

**2/2016-12/2020**

**Executive Director**

**Big Island Housing Foundation – Hilo, HI**

- Created annual budgets and maintained oversight to ensure fiscal responsibility
- Provided leadership and management direction for the organization's administration, strategic planning and supervision of staff
- Designed and implemented a strategic business plan
- Worked closely with board members and staff (including property management and maintenance staff) to identify, cultivate, steward and achieve the mission of the organization
- Ensured proper office operations, communications, and resources are available for staff
- Prepared/supervised necessary progress reports and documents for board meetings and attend all meetings
- Worked with property owners and investors to ensure we are meeting the financial goals of the partnership
- Worked closely with developers and community partners to ensure the continued development of affordable housing interests in the County of Hawai'i
- Collaborated with tenants, residents, and community organizations to address housing needs and concerns

**EXPERIENCE:**

**2/2015 – 12/2016**

**Housing Administrator**

**County of Hawaii – Office of Housing and Community Development – Hilo, HI**

- Reported directly to the mayor
- Directly responsible for the administration and operation of the County's housing programs including but not limited to: CDBG, HOME, HCV Section 8, Fair Housing, 201H-38 and the Workforce Innovation and Opportunity Act (WIOA)
- Responsible for the planning, funding and construction of the County's housing development projects
- Responsible for staffing necessary to carry out the purposes of the County Code related to the Office of Housing and Community Development
- Administered all housing special funds in accordance with prescribed laws and procedures
- Developed and administered the Department's budget and was responsible for all expenditures in accordance with prescribed laws and procedures applicable to the expenditure of all County funds

- Worked with County Council members to promote the development of affordable housing, address homelessness and furthering the mission of the county housing programs
- Participated in boards and committees to address all aspects of housing related issues
- Coordinated with Civil Defense to work with Local, State and Federal agencies during natural disasters to assemble and lead housing teams conducting residential disaster assessments for the county

7/2012 – 1/2015

**Assistant Housing Administrator**

**County of Hawaii – Office of Housing and Community Development – Hilo, HI**

- Advised and assisted the Housing Administrator in all internal management, fiscal, technological and personnel staff functions
- Directed the compilation and analysis of statistical and other data and prepares reports
- Managed personnel; participated in the overall planning and programming activities for the office
- Represented the Housing Administrator in hearings and meetings with various groups regarding administrative and operational matters; performs the duties for the Housing Administrator as assigned by the Housing Administrator

5/2008 – 7/2012

**Office of Housing and Community Development Specialist VI**

**County of Hawaii – Office of Housing and Community Development - Hilo, HI**

- Prepared plans, studies, reports and budgets to manage federal grant programs
- Prepared and developed grant procurement procedures for the Community Development Block Grant, HOME Investment Partnership Program, Neighborhood Stabilization Program, and Workforce Innovation and Opportunity Act and other federal programs/grants
- Conducted public hearings, workshops, informational meetings and training sessions
- Assisted the Housing Administrator and Assistant Housing Administrator with long range planning
- Supervised Housing & Community Development Specialist V, IV, III and Clerk III

3/05 – 5/08

**Office of Housing and Community Development Specialist V**

**County of Hawaii – Office of Housing and Community Development - Hilo, HI**

- Planned, operated, and administered the Federal Workforce Investment Act and Reed Act programs including Youth, Adult and Dislocated Worker Programs
- Operated a federally mandated One-Stop consortium of 11 agencies which provided social service programs to the community
- Coordinated community job fairs and employer forums
- Conducted presentations to provide program information to government officials, community organizations and business associations
- Prepared 5-year local area plans and annual plans to meet federal program guidelines

- Staffed the Workforce Investment Board (21 members) and required sub-committees in accordance with federal program requirements
- Supervised Housing & Community Development Specialist III, IV and Clerk III

4/01 – 3/05

**Employment Service Specialist II (3/03-3/05)**

**Employment Service Specialist I (4/00-3/03)**

**Workforce Development Division - Hilo, HI**

- Worked with employers, community organizations and professional associations to coordinate training and employment opportunities for participants.
- Provided case management to low-income adults and dislocated workers to provide necessary training to pursue and obtain employment goals

**SKILLS:**

- Strategic Thinking
- Effective Management
- Excellent Communicator
- Facilitate Meetings
- Public Speaking
- Proficient in MS Office programs

**BOARDS AND COMMITTEES:**

- Board of Director, Big Island Housing Foundation
- Board of Director, Hamakua Kohala Health
- Board of Director, Hawai'i Public Housing Authority
- Statewide Housing Director's Committee, Chairperson
- Special Action Team for Affordable Rental Housing, Appointed Member
- Hawai'i County Workforce Development Board, Member
- State Workforce Development Council, Appointed Member
- Committee on Aging, Appointed Member

**EDUCATION:**

1984

B.A. Degree in Business Administration  
University of Puget Sound – Tacoma, WA

**LICENSES AND CERTIFICATES:**

Real Estate Salesperson, State of Hawaii  
Certified Occupancy Specialist

**Professional References:** Available upon request