



GOV. MSG. NO. 720

ROBYN L. JUMAWAN

CAREER OBJECTIVE

Become a part of the Hawaii Boxing Commission to promote and regulate the sport of boxing in Hawaii.

BOXING EXPERIENCE

- USA Boxing Official In Charge/Supervisor 2009 to present
- USA Boxing Member 2008 to present
- USA Boxing Level 1 Judge/Timekeeper/Clerk 2009 to 2012
- USA Boxing Level 2/3 Judge/Timekeeper/Clerk 2012 to present
- USA Boxing Level 2 Coach 2014 to 2018
- USA Boxing Green Level Coach 2019 to 2022
- USA Boxing Bronze Level Coach 2023 to present
- USA Boxing Referee/Judge Clinician 2018 to 2021
- Trained WBC Pro Boxing Judge 2022 and 2023
- Pearlside Boxing, Inc. Coach 2007 to present

BOXING BOARD OFFICES HELD

- Vice President – Pearlside Boxing 2007 to Present
- Vice President – USA Boxing Hawaii 2012 to 2016
- Chief of Officials – USA Boxing Hawaii 2016 to 2020
- Registration Chair - USA Boxing - Hawaii 2016 to 2024

PROFESSIONAL EXPERIENCE

7/07 – Present

MARKETING SPECIALIST/VICE PRESIDENT

PearlSide Boxing, Inc., Kapolei, Hawaii

- Market PearlSide Boxing and Fitness (a 501.c.3) programs to the public; Greet and service customers; Oversee data base management, date entry; contribution processing and receipts. Perform administrative tasks. Coordinate volunteers and interns. Act as Supervisor at USA Boxing Sanctioned events. (1 of 6 in the State)

8/03 – 7/07

FISCAL OFFICER/ADMINISTRATIVE ASSISTANT

Hufton Construction, Chesterfield, Missouri

- Supervise A/P and A/ R Commercial Accounts; Coordinate personnel, payroll and benefits. Client billings; Administrative tasks.

10/99 – 7/02

SENIOR SECRETARY

Natural Energy Laboratory of Hawaii Authority, Kailua-Kona, Hawaii

- Secretary to Executive Director (ED) and Board of Directors (BOD) coordinating monthly BOD Meeting, agendas and travel. Draft proposals, contracts and administrative budgets and ensure

compliance; Editor of *Nelha Pipeline*, monthly international newsletter; Maintain personnel files; Process personnel paperwork and assist with Personnel Assessment Programs; Supervise public outreach presentations; Assist education specialists with guest coordination; Provide visitors' assistance and information about NELHA; Legislative and Americans with Disabilities Act (ADA) coordinator; Government Notary Public.

9/97 – 9/99

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

Thomas Bingham and Associates, Kailua-Kona, Hawaii

- Perform personnel activities regarding payroll, benefits and employee relations; Client billings, A/P and A/R. Payroll and payroll taxes; Administrative tasks; Travel arrangements.

9/84 – 2/96

**ACCOUNTS PAYABLE SUPERVISOR; ADMINISTRATIVE ASSISTANT;
HUMAN RESOURCES SECRETARY; CLERK TYPIST**

Consolidation Coal Company, St. Louis Missouri

5/92 – 2/96

ACCOUNTS PAYABLE SUPERVISOR

- Supervise 10 A/Payable Clerks; Train all A/P new hires

2/87 – 5/92

ADMINISTRATIVE ASSISTANT

- Secretarial duties for Finance Director and Assistant Director; Establish accounts payable procedures resulting in promotion to A/P Supervisor.

5/85 – 2/87

HUMAN RESOURCES SECRETARY

- Secretarial duties for Human Resources Director and 3 Assistant Directors

9/84 – 5/85

CLERK TYPIST

- Clerical and secretarial duties; Coordinate all company shipping and mailing.

12/80 – 9/84

ADMINISTRATIVE ASSISTANT

Defense Contract Audit Agency, St. Louis Missouri

- Administrative duties supporting 30 Government contract auditors.

EDUCATION:

5/86 – 5/87

Lael University, St. Louis, Missouri

B.S. Degree in Counseling/Religious Education

9/79 – 8/83

University of Missouri – St. Louis

2nd semester senior – English degree with Emphasis in Communications and Journalism
Minor – Writing Certificate. GPA 3.8

SKILLS:

Proficient in Microsoft Word; Works; Windows; Excel.

REFERENCES:

Mike Freitas
Pam Minn
Mike Yadao



PERSONAL AND PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST