



**Objective:** Leadership position utilizing management and outreach skills to help shepherd organization’s vision and mission forward.

**Core Competencies:** Business Development Grant Writing Budget Preparation & Implementation  
 Project Management Community Outreach Grant Administration  
 Event Coordination

- 2015-Present: **Community Outreach Coordinator – Goodfellow Bros., Inc.**
  - **Coordinated** the Public Information Meeting, Groundbreaking Ceremony and Private Reception for the Queen Ka’ahumanu Highway Widening, Phase 2 Project
  - **Coordinated** the Annual Employee Service Awards for all regions (Hawaii, California, Oregon and Washington)
  - **Responsible** for working with GBI President on donations and community support efforts state-wide
  - **Responsible** for assisting GBI CEO with meetings, travel, etc.
  - **Responsible** for submitting articles and photos for the company’s quarterly newsletter
  - **Assist** Office Manager with company events (e.g. Employee Annual Picnic, Hosted Meetings/Luncheons, Company Holiday Party, etc.) and community outreach efforts.
  - **Provided Technical Assistance** neighbor island regions for projects and community outreach opportunities
  
- 2012-2014: **Governor’s Representative for Maui – State of Hawaii**
  - **Responsible** for servicing constituents and State/County agencies
  - **Established** working relationships with various State agencies (e.g. DLNR, DOT Highway, DOT Airports, DOT Harbors, DOE, Dept. of Health, etc.) to be able to assist constituents
  - **Assisted** constituents with completing applications for Legal Name Changes
  - **Responsible** for overseeing the issuance of Hawaii State ID’s
  - **Responsible** for writing Messages, In Memoriams, Proclamation, Commendations, etc.
  - **Represent** the Governor at events and provide Messages and/or Proclamations as needed.
  - **Responsible** for seeking opportunities for Messages from the Governor
  
- 2011-2012: **Self-Employed**
  - **Coordinated** the Kurt Suzuki-All Pono Baseball Clinic
  - **Assisted** with the coordination and execution of events (e.g. 2011 Hawaii Association of Counties (HSAC); Boys & Girls Club of Maui “Teen Expo”, etc.)
  - **Responsible** for writing grants and seeking out funding opportunities
  - **Generate** opportunities and innovative concepts for events
  - **Provided Technical Assistance** to clients
  
- 2008-2011: **Deputy Coordinator - Office of Economic Development, County of Maui**
  - **Assisted** the OED Coordinator with initiatives and execution of projects
  - **Assisted** in \$10million budget preparation and implementation
  - **In charge of** oversight of daily office operations and personnel issues for staff of fifteen (15)
  - **Served** as the Mayor’s Liaison to the State Workforce Development Council
  - **Served** as the County’s Liaison to the Maui County Workforce Investment Board
  - **Wrote and secured** federal funds for planning and design of the Wailuku Municipal Parking Structure (\$1.2M) and Emergency Management Center (\$850K)
  - **Established** the *Na Koa Ikaika Maui* Baseball Organization
  - **Chaired and facilitated** the Grown on Maui Farmers Market at the Maui Ag Festival
  - **Assisted** with writing and securing federal funds for workforce development training

- 2000-2008      **Executive Director – Office of Economic Development, County of Maui**  
- **Administered** the Workforce Investment Act (WIA) program for Maui County  
- **Responsible** for oversight and implementation \$1.5million budget for workforce programs  
- **Generate and Manage** contracts for program service providers  
- **Provided Technical Assistance** to program staff and service providers  
- **Ensured Compliance** to State and Federal guidelines  
- **Created** WIA program reporting forms to be utilized state-wide
- 1997-2000      **Economic Development Specialist – Office of Economic Development, County of Maui**  
- **Managed** \$7million of County funded grants  
- **Established** “*Grown on Maui*” program and logo to assist local farmers with branding  
- **In charge of** Kula Agriculture Park Committee  
- **Administered** programs to promote Agriculture and Small Business
- 1995-1997      **Director of Business Operations – Maui Stingrays/Hawaii Winter Baseball, Inc.**  
- **Responsible** for assisting General Manager with overall execution and operations  
- **In charge of** accounts receivables; accounts payables; employee timesheets  
- **Generate and Manage** sponsorship agreements  
- **Responsible** for arrangements for all coaches, players, umpires, media and visitors from Major League Baseball and other Leagues (Japan and Korea)  
- **Provided Oversight** on game day operations
- 1991-1995      **Front Office Manager – Maui Sun Hotel**  
- **In charge of** daily front office operations (Reservations, Bell Desk, Front Desk, Nigh Auditors, PBX)  
- **Responsible** for responding to guests and hotel owners  
- **Managed** rooms inventory and alternative accommodations in sold-out situations
- 1985-1991      **Group Rooms Coordinator/Convention Services – Maui Inter-Continental Resort**  
- **In charge of** coordinating all room accommodations for conventions and groups  
- **Responsible** for ensuring contract compliance  
- **Managed** room block; inputting of all group room lists; and room assignments  
- **Conducted Meetings** with conference coordinator and group escort to ensure guest needs are met  
- **Provided** general information about the island and surrounding areas for the guest’s enjoyment
- Education:**      - **University of Hawaii at Manoa** - Bachelor in Business Administration
- Community:**      - **State DBEDT Community Based Economic Development Economic Development (CBED) Advisory Council** – awaiting Senate confirmation  
- **Maui County Workforce Investment Board** – Past Board Member  
- **State Workforce Development Council** – Past Board Member  
- **Academy of Hospitality and Tourism** – Past Board Member  
- **The Maui Farm** – Past Board Member  
- **Tourism Workforce Advisory Council** – Past Board Member