



Objective

To be part of an organization where I can utilize and contribute my passion, knowledge and resourcefulness in human resources to best promote the values of the organization.

Office Manager

2014 - present

Assistive Technology Resource Centers of Hawaii (ATRC)



- o Performs general office management duties.
- o Provides all administrative support to the Executive Director and staff as requested.
- o Represents ATRC at the Health & Early Childhood Committee Meetings, State Council on Development Disabilities.
- o Assists staff in ATRC projects and services (conferences, outreach programs in the community and assessments).

Executive Administrative Assistant

2011 - 2014

DoubleTree by Hilton Alana Waikiki (Managed by Hilton Worldwide)



- o Provides all administrative support to the General Manager and other executive department managers as requested.
- o Assists the human resources department as requested, especially during leaves of a human resources staff. From March – September 2013, was responsible for planning and executing employee relation activities to include producing the monthly employee newsletter, preparing and submitting the DoubleTree by Hilton’s Quarterly CARE Packet, coordinating the monthly CARE Champion of the Month election, CARE Rally and birthday celebration; coordinating community activities (Hawaii Food Bank Drive and Charity Walk) and administering the Catch Me At My Best Program from May – August.
- o Assists the Assistant Director of Finance with the bi-weekly payroll processing (input leaves in TimeSaver, audit employees’ time sheet and overtime).
- o Actively involved in the CARE Committee (Guests, Employees and Community relations committee) as secretary and past president; and as Safety Committee secretary.

Human Resources Specialist

2007 – 2011

Hawaii Government Employees Association (HGEA)



- o Provided all aspect of human resources administration for 88 staff at the three divisions of HGEA.
- o Conducted and coordinated recruitment process, new-hire orientations and training sessions.
- o Developed and promoted wellness incentive programs (iWalk-for-iPod, on-site HealthPass)
- o Administered benefit programs – leave requests, health insurance, worker’s compensation, and 401K

- o Reviewed and revised employee handbook, personnel policies, and job descriptions to ensure organization’s compliance with legal requirements.

Human Resources Assistant **2004 – 2008***
Doubletree Alana Hotel – Waikiki (Managed by Hilton Hotels Corporation)



- o Assisted with recruitment, new-hire orientations and training sessions. Maintained personnel requisition folder and employment tracking system (ERMA) for the Affirmative Action Plan (AAP) year-end reports.
- o Processed and maintained files for paid time off (PTO) and Leaves – temporary disability insurance (TDI), family and medical (FMLA/HLA) and worker’s compensation claims.
- o Promoted and coordinated safety incentive programs, hotel branding programs, community activities, and recognition programs.
- o *Remained on on-call status until 02/2008 to assist department while human resources manager was on a leave.

Human Resources Manager **1998 – 2004***
HTH Corporation dba Pacific Beach Hotel and Pagoda Hotel



- o Oversaw the daily operations of a five-staff human resources office.
- o Responsible for recruiting and hiring employees for two hotels. Identified qualified candidates for open positions including division managers and specific executive positions.
- o Conducted new-hire orientations twice a month.
- o Investigated and processed worker’s compensation claims and maintained files. Participated in the safety committee by investigating and analyzing industrial injuries. Recommended solutions and assisted in implementation of new procedures and policies to reduce work injury incidents.
- o *Remained on on-call status until 12/31/2004 to assist with transitions in the human resources department.

Skills and Education

Computer skills – Microsoft Office – Word, Excel, Outlook; Web-base programs (Ceridian HR/Payroll); iEmployee (time and attendance); TimeSaver and PeopleSoft; and BirchStreet (purchasing).

Bachelor of Business Administration	High School Diploma with Honors
University of Hawai’i at Manoa	Wallace Rider Farrington High School
School of Travel Industry Management	

Awards

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| o Outstanding Hotel Employee, Hawai’i Hotels & Lodging Assn. – Honorable Mention | 2012 |
| o Spirit of CARE Champion, DoubleTree by Hilton Hotels | 2012 |
| o Spirit of CARE Champion, DoubleTree Hotels | 2007 |
| o Service Excellence Annual Award, Doubletree Alana Hotel – Waikiki | 2006 |
| o Manager of the Quarter – HTH Corporation | 2003 |