

Jeanine Keohokalole**PROFESSIONAL EXPERIENCE**

- **Representative Jarrett Keohokalole, House of Representative, 48 District ~ Honolulu, Hawaii (January 2015 - Current) Part-time Internship, Office Aide**
Part-time, with duties to include research and report on current issues of constituents concerns or upcoming bills, tracking of current bills, provide basic clerical duties, obtain signatures from other representatives and senators for bills being presented, attend community meetings and hearings and perform other duties that is necessary.
- **KaizenKatering ~ Honolulu, Hawaii (June 1, 2014 - October 31, 2014) Approximately 14-16 hours/day, Owner**
Food catering for all types of events operating under the Pau Hana Lounge business. Overseas the maintaining of high standards of food hygiene, food quality and compliance with State of Hawaii, board of health regulations; Maintained accurate financial and administrative records, organizing new marketing strategies, increasing sales and developing new income streams, plan and coordinate menus for restaurant and special events. Meet with Managers to discuss financial forecasts and set budgets. Daily efficient and effective management of catering, including food preparation, meal specials, negotiating price and purchasing of food supplies, supervising and scheduling of cooks and kitchen staff, monitor quality of food, address customer concerns and complaints.
Reason for discontinuing: No ability for KaizenKatering to grow under the micromanagement of another company.
- **Northwestern Mutual ~ Honolulu, Hawaii (June 2013 - May 2014) Approximately 20 hours/week, Internship Program, Financial Representative**
Part-time Intern Program, with duties include setting appointments with clients to discuss their current financial situation. Analyze clients financial situation through extensive fact-finding. After analyzing the clients' current situation and goals, determine what products can help fill their needs and present appropriate solutions to the client. Provide continued service beyond the close of the sale. Licensed to sell Life Insurance and Accidental and Death Insurance Policies in the State of Hawaii.
Key Achievements:
 - * Winner of Intern Contest ~ Acquire a list of contacts with contact information and approximate salaries. Cash prize awarded to the most contacts.

Resume

Jeanine Keohokalole

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- **Pau Hana Lounge, Honolulu Hawaii (May 2011-August 2014) Average 20-30 hours, Manager**

Part-time, with duties that include the supervision of staff, and interact with patrons, and guests in a polite, considerate and welcoming manner. Maintain record and control of revenue, stock and supplies, perform daily close out and handle accounts payable. Solve practical issues and use good judgment and common sense in dealing with patrons in this environment. Practice and adhere to safety policy and procedures at all times.

Key Achievements:

- Improved sales by 10% on non-productive nights by scheduling of various non-profit organizations fundraising events.
- Reduced operational costs on week nights while sustaining customer service.
- Introduced seasonal sports specials that increased revenue by 5-10%.

- **University of Hawaii ~ Windward Community College, Kaneohe Hawaii (2010-2013) Approximately 10+ hours/week, Supplemental Instructor and Tutor**

Accounting 201 (Financial Accounting) & Accounting 202 (Managerial Accounting); English 22, 24 & 100; Tutor for Micro-Economics 130 and Macro-Economics 131, Hawaiian Language 101, 102, 201 & 202

Part-time, with duties include planning, organizing and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential. Develop schemes of work and lesson plans, establish and communicate clear objectives for all learning activities and use relevant technology to support instruction.

Key Achievements:

- Substantially improved the passing of 60% of more students each semester and achieving higher grades.
- Developed and introduced successful best practices of studying for accounting and economics.

- **DW Publishings, Auckland New Zealand (2010-2013), Contract basis, Assistant Research Editor and Business Consultant**

On call, with duties that include assisting in reviewing and editing manuscripts, masters and doctorate thesis papers, documenting and researching indigenous stories for preservation, interviewing subjects for research purposes, collecting and storing of cultural stories. Worked with native tribes to create best business practices and recommend options and solutions. Regularly traveled to different locations of the North island of New Zealand and assisted in various tasks such as developing of business plans, managing budget and assets and developing short and long term strategic plans.

Resume

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Key Achievements:

- Developed and introduced successful strategy plans for masters and doctorate students to obtain degree in a timely fashion
- Improved productivity and reduced operational costs by 25% by opening marketing channels in India.

- **Hemophilia Foundation of Hawaii, Honolulu Hawaii (2003-2010) Approximate 40-50 hours/week, Executive Director**

Full time, served as director and managed all operations including volunteers, Prepare minutes and agendas for board meetings, Schedule all board meetings and membership meetings, Organize annual conference, Organize three fundraiser events, Grant writer, Created and directed educational programs for members, families and community, Accounts payables and receivables, Worked with hired accountant to provide financial statements and audit reports, Assist board in preparing quarterly and annual budgets, Monitored account balances and investment options, Established budgets for educational programs, Prepared long range strategic plan, Created policy and advocacy workshops, Created 5 new additional fundraising activities added to the existing 2, totaling 7, Created island wide outreach and awareness campaign for vonWillebrands disease.

Key Achievements:

- Created a more responsive board of directors and members resulting in fulfilling of mission in one year.
- Increased operating budget by 150% within a year a half.
- Increased community educational awareness from five organizations to 30 in two years.
- Substantially improved the fundraising events by increasing sponsorship and revenues by 50% while reducing costs.

SKILLS

- Microsoft Office 2010 Word, Excel, Powerpoint, Spreadsheet, Access database; Microsoft Office Management 2008; Word Processing; File Management; Basic Website Skills; Digital Imaging and Modification; MacPhoto Shop, iMovie, iDVD; Adobe Contribute; FTP Program

EDUCATION

- University of Hawaii ~ Windward Community College AA in HWST [REDACTED]
- University of Hawaii ~ Windward Community College AA in LBARTS [REDACTED]