

Jacqueline L. Hoover

WORK HISTORY:

Jan 01, 2005 **HAWAI'I LEEWARD PLANNING CONFERENCE**

To Current

President

Serve as Chief Executive Officer for a member-based planning and advocacy organization established in 1974. Membership includes large landowners, ranchers, developers, contractors, architects, engineers, conservation groups, and financial institutions all of whom are committed respectively and collectively to sound planning; wise use of resources; respect for Hawai'i's host culture and history; and effective government process. Work includes development and execution of various forums to explore comprehensive infrastructure financing tools looking to alleviate infrastructure concerns and to enhance quality of life; develop and implement outreach programs intended to provide information to the public as well as, have positive impact on policy makers. Concurrently serving as Executive Director of Hawai'i Island Economic Development Board (HIEDB) since December 2008, see below.

Dec 17, 2008 **HAWAI'I ISLAND ECONOMIC DEVELOPMENT BOARD**

To Current

Hawai'i Innovation Center at Hilo

Executive Director

Serve as Chief Operating Officer for a private non-profit corporation organized in 1984 for the purpose of furthering balanced economic development and job creation on the Island of Hawai'i. Conceived and produced annual Hawai'i Island Renewable Energy Solutions Summit (HIRESS) and other outreach, education forums. Concurrently serving as President for Hawai'i Leeward Planning Conference (HLPC), see above.

June 1998 - **NATURAL ENERGY LABORATORY OF HAWAI'I AUTHORITY (NELHA)**

Dec 31, 2004

Interim Executive Director

Oversee all operations and administration of this Hawai'i State agency that operates an ocean science and technology park offering a unique complement of natural and logistical resources. Assets include office and laboratory facilities, and open land for lease by tenants for research, education, and commercial activities. The agency is administratively attached to the State of Hawai'i Department of Business, Economic Development and Tourism (DBEDT), and is currently funded by allocations from the Hawai'i State Legislature and revenues collected for use of NELHA facilities (including lease of land) and services. Served concurrently as NELHA Administrative & Projects/NELHA Gateway Manager (see below).

Administrative & Projects Manager/NELHA Gateway Manager

Involved in all administrative, management, legislative, budget & land use planning and development, operations, personnel, and outreach aspects of NELHA's programs. Major responsibilities included developing strategy and testimony applicable to legislative initiatives affecting NELHA's program and funding; managing and coordinating federally funded program initiatives including design, planning, and construction of the NELHA Gateway Renewable & Distributed Energy Center (construction started in December 2003, opening scheduled for July 2004); reports to Board, county, state and federal agencies; facilitating efforts between operations, scientific, engineering, fiscal, and administrative support staff; and assisting the current Executive Director in assessment to ensure execution of the mission of NELHA and vision of the NELHA Board of Directors. Primary point of contact, interface and development resource agent on capital improvement and special projects including Congressional appropriations, sensitive native Hawai'ian issues, and development and implementation of NELHA Ambassador and "Friends of NELHA" outreach programs. On-site Personnel Specialist requiring familiarity with bargaining agreements & interaction with bargaining unit (Union) representatives in addition to managing such aspects as OSHA compliance & workers' compensation programs. Risk management officer and primary point of contact on potential and on-going litigation.

Sept 1997 **PUBLIC RELATIONS and LEGISLATIVE STRATEGY CONSULTING**
To Jun 1998 Media and public relations work for various venues including and not limited to Waikii Music Festival; Legislative Strategy for including and not limited to Charter Fishing Consortium.

Jun 1997 to **Research Corporation University of Hawai'i/Conference Center UH Hilo**
Aug 1997 [REDACTED]

CULTURAL RESOURCE SPECIALIST

Developed and conducted lectures, walking tours, and demonstrations on Hawaiiana and Hawai'ian history with emphasis on ancient fish ponds, fisheries resources, conservation methods, indigenous plants, and petroglyphs for students from across the continental U.S., Europe and Canada enrolled in a cultural exchange program through summer of 1997

May 1994 to **WAIKOLOA LAND COMPANY – [REDACTED]**
Jun 1997 [REDACTED]

COMMERCIAL PROPERTY MANAGER

Management of all aspects for portfolio of properties including shopping centers, business centers, and industrial/warehouse facilities.

GENERAL MANAGER, KINGS' SHOPS

At the request of the Owners of Kings' Shops (majority owner is Waikoloa Land Co.), I transferred to CBC to assume management of all aspects of 50,000 square foot upscale resort shopping complex, including but not limited to serving as liaison between tenants and landlord; develop and implement signature events and marketing/promotion programs designed to enhance the center and attract new business while simultaneously maintaining existing markets; interpretation and enforcement of lease clauses; facilities maintenance; develop and implement annual budgets and capital expenditures programs; purchasing; develop specs and proposals for contracted services; solicit for bids, review submitted bids, development of contracts for execution; oversee renovation and new construction projects; assist with revenue collections; writing and production of a monthly tenant newsletter; supervision of administrative assistant, building engineer & maintenance staff, and contractors; development and implementation of emergency procedures; conception and implementation of multi-media advertising campaigns.

During my tenure at this shopping complex, occupancy was increased from 68% to 95%; sales maintained an upward trend in an otherwise flat economy such that there was a 20% increase in overall sales in 1996 over sales in 1995 with sales averaging \$ 600+ per square foot overall; conceived, developed, and implemented a new annual Aloha Festival signature event which was hosted at the center and which served as a resort-wide venue with co-sponsorship from adjacent hotels, condominiums, and golf course and which drew in excess of 3,000 attendees in 1996; enhanced an existing 4th of July signature event thereby increasing attendance from 200 to over 2,000; developed and maintained excellent relations with tenants, contractors, and landlord; nominated as "Shopping Center of the Year" by the Hawai'i chapter of the International Council of Shopping Centers.

Dec 1990 to **WAIKOLOA LAND COMPANY**
May 1994 [REDACTED]

ADMINISTRATOR (Sept 1993 to May 1994)

Responsible for administration and management of fiscal matters of Kings' Shops and other revenue generating properties; risk management and insurance coverage; fuel program; equipment leasing and buy-out program; assets management; supervision of secretary and support personnel. **Served concurrently as Project Engineer (see below for details).**

PROJECT ENGINEER (Dec 1990 to May 1994)

Managed construction warranty projects at the Hyatt Regency Waikoloa (now Hilton Waikoloa Village) including development and implementation of maintenance program and renovations of saltwater boat way (including installation of new pumps for boat way and dolphin saltwater lagoon); repairs and retrofits to monorail system; repairs to 100+ rooms affected by moisture intrusion; helped design & managed project to search and recover 30,000+ gallons of diesel leaked from an

underground storage tank; served as liaison between Owner and Operations personnel; developed specifications and scopes of work, contracted contractors & consultants for numerous projects; directed work of consultants, contractors, sub-contractors, and tradesmen; participated and testified in ongoing arbitration hearings; participated in due diligence process during sale and transfer of hotel operations; developed briefs for use by transition team during and after sale of hotel; supervised aspects of construction warranty for landowners including compliance with federal, state, and county regulations as administered by the EPA, Dept. of Health, and other regulatory agencies. Managed construction projects for pool and deck repairs, restaurant and main kitchen renovations at the Royal Waikoloan Hotel (now Marriott Waikoloa Beach Resort).

April 1988
To Dec 1990

**HRW Ltd. Partnership
dba HYATT REGENCY WAIKOLOA**

DIRECTOR OF PROJECTS, ENGINEERING

Administered and managed major expenditures program and budget in excess of fifty million dollars annually, involving both construction and direct purchasing. Fully versed in all aspects of purchasing/expediting; accounting and inventory control; contract development and administration; preparation of budgets; production and critical path scheduling; facilities maintenance and operations requirements; development of project specifications and scopes of work for varied projects including renovation of 100+ guest rooms, construction of game arcade, renovation of Regency Club lounges, major renovations to saltwater boat way; major repairs and renovation of fine dining restaurants. Participated in Ciguatera research and green sea turtle tagging projects (successfully campaigned for resort to sponsor conferences and provide funding).

Developed and maintained excellent record for addressing guest, tenant and executive committee concerns. Authored mission statement that was formally adopted by the Vice President/Managing Director as the official mission statement for the Property. Selected as Manager of the Quarter and nominated as Manager of the Year. Supervisory responsibilities for a division of 100+ employees plus contractors employed for implementation of construction and capital expenditures projects.

Jun 1986 to
Jun 1988

HAWAIIAN DREDGING & CONSTRUCTION CO.

ASSISTANT PROJECT ENGINEER

Compiled monthly payment application for submittal to owners/developers of the \$360+ million Hyatt Regency Waikoloa construction project. Worked directly with sixty subcontractors and twelve HD&CC project engineers to compile data for monthly incorporation into the General Contractor's application for payment. Generated reports and support data, attended monthly billing review meetings as representative of HD&CC with owners, architects, and banking representatives. Reviewed, verified, and processed subcontractor billings for payment; distributed payments and administered mechanics' lien release program. Developed and implemented system for inventory control and payment schedule for stored materials. Assisted project engineers with construction and change-order submittals and reviewed clarification requests to identify common impact on various areas of project. Supervised engineering clerical staff and construction laborers. Developed & managed punch list for turnover of property from general contractor to Owner.

Jun 1981 to
Jun 1986

VAN WATERS & ROGERS, division of UNIVAR

DIRECTOR OF MARKETING, INDUSTRIAL CHEMICALS - PEST CONTROL SUPPLIES

Served in this capacity for the largest distributor of pest control chemicals and equipment in the United States. Developed product lines for forty-five sales offices located nationwide from Hawai'i and Alaska to Florida. Negotiated for distribution and private label rights with chemical and equipment manufacturers worldwide; developed and implemented pooled purchasing program; established pricing; coordinated and administered product field tests; developed and implemented market analysis and national advertising programs; interacted with regulatory agencies on county, state, and federal levels including compliance with registration requirements for pesticides and

economic poisons; collected data, produced sales analysis, and budget forecasts for use at area, regional and corporate levels; assisted with due diligence & other tasks associated with identifying expansion sites and assisted with opening new branch offices; organized and implemented training and information meetings; participated in public hearings; served as editor for company newsletter; supervised sales, marketing, technical and support personnel. Named Manager of the Year in 1984 & 1985.

Jan 1981
To Jun 1981

**PROFESSIONAL MARINE SERVICES
ADMINISTRATIVE ASSISTANT**

Responsible for all office duties including correspondence, invoice generation, and general clerical for international yacht delivery/refit operation.

May 1978 to
Dec 1980

**NOAA SEA GRANT MARINE ADVISORY PROGRAM
RESEARCH CORPORATION UNIVERSITY OF HAWAII**

PROGRAM ASSISTANT ADVISORY AGENT

Assisted in all aspects of development and implementation of educational programs for a diverse constituency ranging from students of all ages (pre-school to college), commercial fishermen, water recreationists, etc. Authored numerous grants for program funding; assisted with installation of hyperbaric chamber at Kauai Veterans Memorial Hospital and organization of volunteer group (KUA - Kauai Underwater Association) which received training for operation of chamber and hyperbaric treatment (personally participated in over 60 hours of treatment of patients); assisted with development of Kauai Commercial Fishermen's HUI and organized pooled shipments of fish direct to Japan thereby developing a new market for Kauai fishermen; developed and implemented shoreline use map detailing shoreline conditions for the entire island of Kauai; produced and delivered "Reeftalk" lecture series and walking tours; successfully sought grant monies to develop and implement research on Ciguatera; developed and implemented meetings providing information and public hearings; participated in census of whale and other marine life populations; participated in planning sessions (including public hearings) for development of a whale sanctuary in Hawaiian waters; worked with private industry on various aquaculture development projects; interfaced with numerous agencies such as Pacific Missile Range Facility, US Coast Guard, Environmental Protection Agency, National Marine Fisheries, Kauai County, Dept. Of Land & Natural Resources, etc.

PRIOR:

Data Analyst - Government Contractor/Pacific Missile Range Facility
Escrow/Title Search Assistant
Resident Manager - College Housing Facilities
Tutor: Accounting, Economics, French, History, Business Statistics, Business Law,
Computer Science, Middle East History, Middle East Relations

**EDUCATION: SAINT MARY'S COLLEGE OF CALIFORNIA
UNIVERSITY OF CALIFORNIA, BERKELEY**

Schools of Business, Pre-Legal Studies & Middle East Banking Institute
Bachelor of Science: Economics and Business Administration; Accounting
Studies in Engineering, International Relations & Middle East History, Pre-Legal

DIABLO VALLEY COLLEGE

Certification: Emergency Medical Technician

HEBREW UNIVERSITY

Certification: Israeli Common Law; Middle East History

LEHRHAUS JUDACIA, BERKELEY

Studies in Hebrew Language, Israeli History & Law

UNIVERSITY OF HAWAII, HILO (Early Admissions/High School Concurrent)

Studies in history, mathematics, statistics, philosophy, business law

AFFILIATIONS:
(Past & Present)

County of Hawai'i Committee on the Status of Women
County of Hawai'i Mayor's Energy Advisory Commission
County of Hawai'i South Kohala Community Development Planning Steering Committee
Economic Development Alliance of Hawai'i (EDAH)
Governor's Advisory Board on Boating Safety
Governor's Affordable Housing Regulatory Barriers Task Force
Hawai'i Aerospace Advisory Committee
Hawai'i Big Game Fishing Club Board of Directors
Hawai'i Island Burial Council
Hawai'i Island United Way Board of Directors
Hawai'i Job Service Employer Council
Housing Hawai'i (Education & Advocacy Committee)
Kauai Underwater Association (Founding Member)
South Kohala Hawai'ian Civic Club (Vice President)
State of Hawai'i Ciguatera Task Force
State of Hawai'i Coalition for Violence Prevention
University of Hawai'i, Hilo Keaholoa Science, Technology, Engineering & Mathematics (STEM) Advisory Board
UH Hilo College of Business & Economics Advisory Board
UH Hilo - Na Pua No'eau Center for Gifted & Talented Hawai'ian Children Nat'l Advisory Council
Waikiki Yacht Club
Waikoloa Foundation Naupaka Award Committee
Waimea Community Association
Waimea Middle School (21st Century Charter School) Local Advisory Panel (Chair)
YMCA (Hawai'i Island) Aquatics Committee; Junior Sailing Program; Free Diving Club

GENERAL:

Campaign Strategist/Manager including U.S. Senators Daniel K. Inouye and Daniel Akaka
Certified Emergency Medical Technician
Certified Hyperbaric (Recompression) Chamber Operator
Certified PADI Diver
Computer Proficient
Events Development, Implementation and Coordination
Grant Writing Experience (Proven Track Record – Over \$18 million grant funding)
Legislative Strategy & Testimony Development & Implementation
Marketing & Public Relations; Newsletter/Press Release Writing & Editing
Property Management, Leasing & Tenant Relations
Risk Management/Loss Prevention Program Development & Implementation
Safety Officer Experience

PUBLISHED WORKS:

[Boating in Thunderstorms](#)
[Bookkeeping for Commercial Fishermen](#)
[Bubble Nucleation: Decompression Sickness](#)
[Energy for Keeps: Electricity from Renewable Energy \(contributor\)](#)
[Future Watch: Ocean Mining for Manganese Nodules](#)
[Kahu 'O Ke Kai \(Guardian of the Sea\)](#)
[Preventing & Fighting Shipboard Fires](#)
[Preventing Underwater Corrosion](#)
[Survival in the Ocean: Drown proofing for Boaters](#)
[Using Weather Forecasting to Track Fish Migration Patterns](#)