

Keith R. Yap

QUALIFICATIONS

Certified Public Accountant, 1986, State of Hawaii

Over 35 years of progressive management and accounting experience

Strong background in Accounting, Finance, Computers, and Human Resources

Hands on Manager with persuasive leadership style

Proficient in design and operation of Excel Spreadsheets for budgeting, analysis and Proforma studies

PROFESSIONAL EXPERIENCE

Management and Administration

My experience in most of the companies has been a part of the Executive and Steering committee making up the backbone of the policy-making and management decision-making bodies of several Companies. Over 25 years of supervising and management of staff. Area of contribution centers on Accounting, Cash flow management, Human Resources, Computers and Support services to Operations.

Employment History:

Director of Administration & Treasurer, Gay & Robinson, Inc. & Subsidiaries

January 2012 to Present

Responsibilities include coordinating, supervising policy development and implementation regarding the company's financial, accounting, budgeting, risk management and human resource functions. Handle all Pension and Housing administration. Coordinate financial analysis and maintain relationships with banks and land Lessees. Supervise Accounting and Pension administration staff.

Director of Finance, Grove Farm Company and Related Entities

April 2008 to January 2012

Responsibilities include coordinating, supervising policy development and implementation regarding the company's financial, accounting, budgeting, risk management and human resource functions. Coordinate financial analysis and maintain relationships with banks and land and leasing management companies. Supervise Treasurer/Accounting Manager and Senior Accountant.

Finance Manager, Kukui'ula Development Company (Hawaii) LLC.

August 2005 to January 2008

The position was primarily responsible for the preparation of the Lifecycle Financial Plan budgets and related reporting functions. Provide financial analysis and modeling support for all departments on Pro forma studies within their areas of responsibility. Advise and assist the President on all matters related to finance and accounting. Mentor to the Controller.

Controller

This position headed all aspects of the company's accounting functions. As controller I directly supervised a staff of 6 to 8 accountants and indirectly supervised over 50 sales, marketing and administrative employees. Business Experience background consists mainly in the fields of Hotels, Real Estate Development and Construction.

- Maintain all Banking and Insurance relationships in good standing. Banking and Insurance presentations.
- Monthly closing of the books and Financial Statement Preparation.
- Cash Management.
- Employee Benefits Management.
- Budgeting and Forecasting.
- Evaluation and implementation of Internal controls.
- Operational systems to improve performance.
- Design and implementation of Spreadsheets to improve management reporting.
- Negotiated and reviewed contracts.
- Managed Accounts Receivable (Portfolio) and Collections.
- Implementation and roll out of automated systems.

May 2000 to July 2005 Controller, Hanalei Bay Resort, Quintus Resorts, (Timeshare Development, Hotel operations and Multiple Associations, consisting of four companies).

June 1997 – January 2000 Hawaii Regional Controller, Assistant Vice President – Embassy Vacation Resort, Poipu Resort Partners & West Maui Resort Partners (Managed by Sunterra Corporation, Timeshare Development)

June 1995 – June 1997 Controller, Kauai Coconut Beach Resort (Hawaiian Hotels & Resorts)

December 1991 – March 1994 Chief Operating Officer & Controller, Island Title Corporation

October 1988 – December 1991 Controller, E. E. Black Construction

Public Accounting

Progressive Public Accounting experience obtained mainly in the area of Auditing, Compilation and Review Services. Prepared and supervised all independent audits of local companies ranging from hotel to construction.

Work Experience in Public Accounting

March 1994 – June 1995 Senior Manager, PKF Hawaii, Parnell Kerr Forster, Int'l

August 1985 – October 1988 Audit Manager, Biddle & Erwin, CPAs

May 1981 – August 1985 Audit Senior, Mukai, Fo & Morikawa CPAs

EDUCATION

University of Hawaii, Bachelor of Business Administration, Accounting, [REDACTED]

University of Hawaii, Advanced Accounting, Auditing, Law for the Accountant

COMMUNITY DEVELOPMENT

Graduate Kauai Leadership Program – Class of 2007

Treasurer & Board Member of Kauai Hospice since January 2007
Finance Committee and past Board Member of Kauai Habitat for Humanity since April 2009
Chairman and past Vice Chairman- Kauai Niihau Burial Council since October 2008
Past Treasurer and Board Member of H.U.G.S. a Non-profit Organization serving seriously ill children and their families. December 1991 to June 1995.

Professional Associations

American Institute of Certified Public Accountants
Hawaii Society of Certified Public Accountants

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