

**APHIRAK BAMRUNGRUAN**



**PROFESSIONAL EXPERIENCE**

**Hawaii Department of Human Services**

**Limited English Proficient (LEP) Project Manager**

**[REDACTED] - Present**

- Oversee and manage the development and implementation of department-wide systems, programs, policies and procedures designed to address the language needs for the Department’s LEP applicants and clients.
- Assess the status and effectiveness of efforts to identify solutions to language access. Identify deficiencies and creating corresponding solutions.
- Establish priorities, methodologies and means by which to measure outcomes.
- Research and recommend adoption of language translation proficiency standards that meet federal and state requirements for different interactions or transactions.
- Develop and implement systems, tools and processes to implement, evaluate and maintain adopted proficiency standards.
- Interface and collaborate with federal agencies and other state departments, service agencies, contractors and private sector partners to establish and coordinate the implementation of a comprehensive department-wide plan to address LEP issues and concerns.
- Serve as the LEP consultant to departmental staff and serve as the lead representative at internal and external meetings and conferences that deal with LEP related issues.
- Advise the Director about alternatives and means by which to improve the access to services for LEP applicants and clients.

**Hawaii Department of Human Services**

**Limited English Proficient (LEP) Project Coordinator**

**[REDACTED]**

- Developed a detailed translation project implementation plan identifying goals, schedules, deliverables, risks, assignments, communications, etc.
- Coordinated with division staff to carry out and oversee translation project.
- Utilized appropriate division staff as well as outside resources to seek the proper knowledge, skills and abilities required to carry out the objectives/activities of the project.
- Regularly monitored progress, evaluated variations from planned outcomes and scheduled and made necessary adjustments.
- Participated in community-based committees and planning groups; solicited community input, coordinated discussions and conducted field research related to language access.
- Assisted the LEP Project manager in processing and tracking language services requests.
- Served as liaison between the contractor(s) and staff(s) to resolve issues regarding contract performance and quality of service.
- Developed Request for Proposals (REP) for contracted translation services, evaluated proposals, and negotiated and executed contracts for services.

**Volunteer Legal Services Hawaii**

**Staff Attorney**

**[REDACTED]**

- Reviewed legal intakes/case summaries generated by intake staff and volunteers to ensure that information was complete and accurate.
- Provided and facilitated training for staff and volunteers on topics relating to legal services.
- Developed and maintained internal policies, procedures and guidelines relating to the delivery of legal services through the agency’s clinics, workshops and other programs.
- Prepared reports regarding the Legal Services Division’s activities.

- Promoted pro bono service by attorneys in Hawaii at private and public events.
- Identified and assessed ways to expand and improve the delivery of legal services to the indigent in Hawaii.
- Supervised and reviewed the work of clinic and workshop staff and volunteers.
- Worked cooperatively and closely with staff to develop, maintain and update case handling procedures.

**Hawaii Civil Rights Commission  
Investigator**

[REDACTED]

- Examined alleged violations of equal opportunity laws and policies as they related to employment, housing, public service and public accommodation.
- Interviewed employees, reviewed personnel documents, and analyzed employee data.
- Conducted fact finding, settlement and mediation conferences to resolve discrimination complaints.

**Law Office of Aphirak Bamrungruan  
Solo Practitioner**

[REDACTED]

- Self-employed attorney responsible for all the business decisions and activities of the firm.
- Represented clients principally in business and family immigration law, including student visas, H-1B visas, fiancé(e) visas, spousal and family visas, investor visas, human trafficking visas, asylum, adjustment of status, naturalization, and other related matters.
- Represented clients in administrative interviews before US Citizenship & Immigration Services, and in deportation proceedings before the Honolulu Immigration Court and the Board of Immigration Appeals.
- Represented clients in matters involving divorces, paternity, adoption and restraining orders.

**Domestic Violence Action Center  
Staff Attorney**

[REDACTED]

- Screened and interviewed clients.
- Drafted pleadings and conducted legal research.
- Represented clients as a trial lawyer in Family Court and provided legal case management.
- Instructed a legal information class at the Family Court.

**EDUCATION**

**UNIVERSITY OF HAWAII**, Honolulu, Hawaii  
Juris Doctor and Pacific Asian Legal Study Certification.

[REDACTED]

**UNIVERSITY OF HAWAII**, Honolulu, Hawaii  
Master of Laws (LL.M.)

[REDACTED]

**INSTITUTE OF LEGAL EDUCATION**, Bangkok, Thailand  
Barrister-at-Law

[REDACTED]

**THAMMASAT UNIVERSITY**, Bangkok, Thailand  
Bachelor of Laws (LL.B.)

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**CERTIFICATIONS, MEMBERSHIPS, AND AFFILIATIONS**

Hawaii State Bar Association  
U.S. District Court, District of Hawaii  
Thai Bar Association