

RESUME

JANE HORIKE

EDUCATION

University of Hawai'i at Hilo, 333 W. Lanikaula Street, Hilo, Hawai'i

University of Hawai'i at Manoa, 244 Dole Street, Honolulu, Hawai'i
Bachelor of Business Administration, Economics & Statistics

PROFESSIONAL EXPERIENCE

Hawai'i County Research and Development, 25 Aupuni Street, Hilo, Hawai'i.

Position: Economic Development Specialist III

Duties: Plans, organizes, conducts research and prepares analyses to develop product promotional and industrial expansion programs; makes recommendations on all mainland and foreign marketing; identifies and develops opportunities for the expansion of existing businesses and coordinates the promotion of new businesses; assists in the development of marketing organizations and participates in the promotion of effective relationships with retailers, wholesalers and others; and provides grants to non-profits for community economic development.

Hawai'i County Economic Opportunity Council, 47 Rainbow Drive, Hilo, Hawai'i .

Position: Program Specialist—Research/Statistician

Duties: Assist in research and preparation of grant applications, prepares budgets, prepares correspondence and reports to funding sources. Conducts feasibility studies for income producing projects such as consumer service (discount buying) and self-supporting agricultural training project. Conducts research and negotiate on purchase of major office equipment such as copy machine, telephones, computers, vans and buses.

Prepares agency Annual Report. Summarizing agency's diversified human services and economic development projects with total annual agency funding exceeding 6 million dollars.


Negotiates and contracts for Health Plans, Flexible Spending Plan, and conducts research on labor laws.

Prepared documents to obtain PUC licensing for transportation and set up the Medicaid Transportation Program for the agency.

Establishment of the Food Service Program that grosses over \$600,000 annually, feeds an average of 750 people daily, operates two kitchens and employs 17 persons. Served as consultant in planning and implementing an incubator kitchen 40 miles away and continue to provide assistance.


Provide support and coordination in the community. Participated in the establishment and operation of Laupahoehoe Teleservice/Telework Center (LTTC), Punawaina, and Kalaniana'ole Community Room. LTTC contains a business incubation program at he center.

Develops and maintains a community awareness program and the agency Library. Served as the Safety Officer.

 Hawai'i County Economic Opportunity Council, 34 Rainbow Drive, Hilo, Hawai'i.


Position: Statistician—CETA funds

Duties: Assisted in conducting research needs identification, data gathering and compilation, and proposal writing. Implemented, coordinated and monitored programs and provided technical assistance to field operations. Compiled monthly, quarterly, and bi-annual statistics and prepared required reports.

 Senate Clerk's Office, State Capital, Honolulu, Hawai'i

Position: Records Clerk

Duties: Organized and maintained files for each bill, resolution, reports and all actions acted upon by the Senate. Prepared material for distribution to media, various departments, senators and the public. Composed action sheet of the day's activities at each session.

 First Insurance Company, 1100 Ward Avenue, Honolulu, Hawai'i

Position: Rating Analyst

Duties: Promulgated and filed for rates of fleet autos. Prepared a Loss Analysis for each client. Prepared various statistical research and studies to aid management in decision-making and monitoring. Assisted accounting department in calculation and distribution of workmen's compensation dividends.