

SHAUNA L. K. KAHIAPO, ESQ.

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## **PROFESSIONAL EXPERIENCE**

**Shauna L. K. Kahiapo, Attorney at Law** Principal, [REDACTED] – Current

- Manage the day-to-day operations of the firm including marketing, client management, accounting, and overseeing all legal matters
- Client intake and counseling
- Research and analyze the law on complex issues and write briefs for managing partner
- Synthesize legal research and analysis into coherent written memoranda or brief
- Appear in a court of law, arbitration or other judicial tribunal on behalf of the firm's clients
- Present well-reasoned arguments to the judicial body
- Analyze and summarize complicated legal documents, including contracts, and suggest alterations
- Perform discovery of various electronically stored data and hard copies of information in preparation for litigation
- Negotiate with outside parties on contractual issues and legal disputes
- Anticipate and mitigate potential legal problems within the law firm or for a client — and develop strategies to avoid costly litigation and reduce potential areas of risk
- Perform due diligence in legal matters concerning contracts, agreements, and leases

**Leu, Okuda, & Doi** Associate Attorney, [REDACTED]

- Research and analyze the law on complex issues and write briefs for managing partner
- Synthesize legal research and analysis into coherent written memoranda or brief
- Appear in a court of law, arbitration or other judicial tribunal on behalf of the firm's clients
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- Negotiate with outside parties on contractual issues and legal disputes
- Anticipate and mitigate potential legal problems within the law firm or for a client — and develop strategies to avoid costly litigation and reduce potential areas of risk
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**Premier Escrow and Title, Inc.** Escrow Operations Manager, [REDACTED] – Current

- Manage the day-to-day operations of the escrow and processing teams
- Oversee company profitability, including projections and execution of fiscal goals with escrow officers
- Manage and motivate team members to ensure consistent and excellent service levels
- Develop and implement processes to increase overall efficiency and performance levels
- Work collaboratively with escrow staff, agents, brokers, and attorneys to resolve problems that arise
- Ensure compliance with RESPA-TILA requirements for escrow's Closing Disclosure to clients
- Build and implement an internal workflow in SoftPro to track and measure service levels throughout all stages of transactions
- Write and code SoftPro forms using ReadyBlocs, ReadyDocs, and ReadyDoc Trees
- Monitor and troubleshoot IT issues and forward to major issues to IT contractor
- Create a customer service survey, monitor responses, and respond to complaints
- Oversee human resources decisions of hiring, terminating, promoting, and disciplining employees
- Serve as representative of Premier on the Hawaii Escrow Association; Legislative Committee Chair
- Account for escrow operations and fiscal goals to the President, CEO and CFEO

**First American Title** Customer Service Manager, [REDACTED]

- Manage the Customer Service Department team including transaction coordination team

- Coordination team works with escrow officer, agents, HOA managers, and other vendors to ensure that all contractual contingencies are satisfied prior to closing
- Orders and delivers condominium disclosure docs, termite inspection reports, surveys, building permit packages, and any other required documents
- Create and implement transaction timeline worksheet and of task alerts for agents and coordinators
- Oversee and train transaction coordinators to ensure the highest service levels
- Executive Account Manager to Locations, LLC
  - Service all Locations agents on their transactions, including uploading documents to their in-house transaction coordination software, TransactionPoint
- Executive Account Manager to Coldwell Banker Pacific Properties
  - Service all CBPP agents on their transactions, including preparing their final closed/tabbed file for their internal accounting and coordination purposes

**Island Title Corp.**

Escrow Coordinator, [REDACTED]

- Work with escrow officer, agents, HOA managers, and other vendors to ensure that all contractual contingencies are satisfied prior to closing
- Order and deliver condominium disclosure docs, termite inspection reports, surveys, building permit packages, and any other required documents
- Create transaction timelines based on HAR's standard Purchase Contract
- Research and complete broker's preview preliminary title searches using DataTrace, DataTree, and microfiche files
- Executive Account Manager to Locations, LLC
  - Service all Locations agents on their transactions, including uploading documents to their in-house transaction coordination software, TransactionPoint

**Drake Properties, Inc.**

Executive Assistant, [REDACTED]

- Manage all aspects of the rental leasing process including viewing appointments, processing applications, credit checks, writing lease agreements, and handling repair requests
- Assess rental properties' improvement needs, secure bids, and ensure that improvements are completed properly and in a timely fashion
- Possess knowledge of and comply with the Hawaii Landlord-Tenant and HUD Section 8 laws
- Ensure that staff adhere to internal accounting, processes, and document requirements
- Handle all executive correspondence including phone calls and emails regarding listings, transactions, and client questions
- Take all transactions from open to close; coordinate with clients, escrow, lender, and other vendors
- Write HAR Purchase Contracts for clients' purchase of real property
- Input and maintain all office listings in MLS system
- Create marketing material such as emails, mailing campaigns, flyers, and postcards
- Schedule all appointments including showings, listing appointments, and buyer's presentations

**Locations, LLC – Sean Yano, Partner**

Executive Assistant, [REDACTED]

- Handle all executive correspondence including phone calls and emails regarding listings, transactions, and client questions
- Take all transactions from open to close; coordinate with clients, escrow, lender, and other vendors
- Write HAR Purchase Contracts for clients' purchase of real property
- Input and maintain listings in MLS system
- Create marketing material such as emails, mailing campaigns, flyers, and postcards
- Schedule all appointments including showings, listing appointments, and buyer's presentations

**Aloha Council, Boy Scouts of America**

Field Office Manager, [REDACTED]

- Organize annual Makahiki and Popcorn Fundraiser
  - Set fundraiser goals with Scout Executive and work with District Executives to meet those goals
  - Solicit vendors for participation in Makahiki coupon books
  - Receive and account for all fundraiser proceeds from troops and packs

- Assist district executives with meeting their membership and retention goals
- Coordinate field days, service projects, day camps, and Camp Pupukea summer camp
- Input and maintain membership registration records and annual troop renewal process

## **EDUCATION**

### **University of Hawaii William S. Richardson School of Law**

- Juris Doctor Degree
- Native Hawaiian Law Certificate
- Environmental Law Certificate

### **University of Hawaii West Oahu**

- Bachelor of Arts in Public Administration
- Digital Arts Certificate

### **Ko'olau Baptist Academy**

- High School Diploma

## **CERTIFICATIONS**

### **Hawai'i Bar Association**

- Passed the Hawai'i State February ██████ Bar Exam

### **Honolulu Board of Realtors**

- Licensed Real Estate Salesperson in the State of Hawai'i since ██████ (RS-63718)
- Active and in good standing with no history of violations

### **INETS Training Center**

- Certificates of Proficiency in Microsoft Word, Excel, PowerPoint and Access
- Certificates of Proficiency in Adobe Photoshop, Illustrator, and InDesign

## **ASSOCIATIONS**

### **Kahana Kilo Kai, Co-founder and Volunteer**

- A community-based, non-profit outreach program dedicated to managing the marine resources in Kahana Bay by using sustainable and traditional fishery practices
- Work collaboratively with community stakeholders including kama'āina, konohiki, kūpuna, DLNR, UH Manoa scientists and students
- Organize monthly projects including boat ramp improvements, beach cleanup, and planting native plants along shoreline to prevent beach erosion
- Negotiate and execute an Adopt-a-Harbor agreement between DLNR's DOBOR and Kahana Kilo Kai.
- Work with DLNR to introduce a bill to request funding from legislature for substantial developments to the boat ramp
- Work with DLNR to clarify no-wake zones for boats and jet skis in Kahana bay and install signage to notify visitors of zones
- Host UH Marine Science students and graduate students to train volunteers to gather salinity, limu levels, fish counts, gonads measuring, etc
- Coordinate fundraising efforts to pay for signs, educational brochures, shirts, and various projects

### **Domestic Violence Action Center, Volunteer**

- Completed senior practicum for UH West Oahu at DVAC as a volunteer
- Answered HelpLine phone calls from individuals seeking assistance
  - Conducted conflict-checks with callers by accessing DVAC's online database
  - Assessed callers to determine whether they qualified for assistance
  - Provided counseling, resource referrals, and safety planning to callers as needed
- Did outreach at criminal and family court in Honolulu and Kapolei
  - Provided information to individuals about DVAC's services

- Assessed individuals to determine whether they qualified for assistance
- Assisted individuals with completing petitions for an Order of Protection

**Ka Mala Lani – Pope Elementary School, Volunteer**

- A public elementary school gardening program that empowers students to grow their own food through concepts of aloha 'āina, mālama 'āina, and laulima using only organic and traditional methods
- Assist with coordinating 'ohana feast nights where children cook and share the food that they grew
- Assist with daily gardening classes: seeding, tilling, weeding, and pruning native food plants

**Aloha Dressage Society, Board Member and Volunteer**

- A non-profit organization dedicated to the promotion and support of the art and sport of dressage by providing educational opportunities, enhancing public appreciation for the discipline of dressage, and fostering good sportsmanship and the humane and ethical treatment of horses
- Coordinated annual awards banquet including decorations, entertainment, and program

**Law Student Government, Elected Senator**

- Governing body elected to represent the students of William S. Richardson School of Law
- Coordinate with deans, professors, librarians, and other staff members on issues that affect students

**Access to Justice Working Group, Member**

- A student organization that promotes legal representation for under-privileged and under-represented communities and individuals
- Assisted with drafting bills, lobbying for, and testifying on behalf of SB2255 and HB2182 pertaining to access to justice; bills propose a loan forgiveness program for attorneys who graduate and work for non-profit law firms

**Prince Kūhio Hawaiian Civic Club, Member**

- The first Hawaiian civic club established in 1918 to stimulate civic efforts and education within the Hawaiian community and promote Hawaiian culture through preservation and perpetuation of Hawaiian values, culture and education
- Organize and conduct workshops to teach Robert's Rules of Order to civic club members who wish to participate in legislative hearings, community board meetings, and other public forums
- Participate in annual trip to Kaho'olawe to repair facilities, beach cleanup, plant native foliage, and other mālama 'āina efforts

**Ho'oulu 'Āina, Volunteer**

- A non-profit organization dedicated to cultural education and community transformation; named Ho'oulu 'Āina, meaning "to grow the land" and "to grow because of the land," based on the value that the health of the land and the health of the people are one
- Assist with organic, native reforestation, pa pohaku (rock wall) building, planting native medicinal and food garden beds, and many other mālama 'āina endeavors

**Ka Huli 'Ao Native Hawaiian Center of Excellence, Volunteer**

- Research and write about various topics that concern Native Hawaiian traditional rights, land/title rights, and water/environmental justice issues.
- Collaborate with Uncle Walter Ritte to write a comment letter to the United States National Park Service regarding its proposed plan for Kalaupapa and "back side" Molokai, which includes the primary watershed land, hunting ground, and land of historical and spiritual significance (comment letter is pending answer from NPS)

**AWARDS AND HONORS**

**CALI Award of Excellence, Merit-Based Recipient**

- Earned high grade point in Organizing for Social Change class taught by Prof. Mari Matsuda

- Awarded for work, research, and paper on legal issues that the Kahana community face with their land, fisheries, and in dealing with the State of Hawaii

**CALI Award of Excellence**, Merit-Based Recipient

- Earned high grade point in Contracts I class taught by Prof. Hazel Bey

**Department of Hawaiian Homelands Scholarship**, Merit-based Recipient

**Prince Kūhio Hawaiian Civic Club Scholarship**, Merit-based Recipient

**Kua'ana Tuition Waiver Scholarship**, Merit-based Recipient

**Mānoa Opportunity Grant Scholarship**, Merit-based Recipient

**Na Ho'okama Scholarship**, Merit-based Recipient

**Eizo & Toyo Sakumoto Trust**, Merit-based Recipient

**Key Project Scholarship**, Merit-based Recipient

**Dean's List**, Merit-based Recipient

- University of Hawaii at West Oahu
- Leeward Community College
- Windward Community College