

Melissia Mae A. Sugai

Objective

My goal and desire is to continue my efforts to support, build, and strengthen the King Kamehameha Day Celebration on the island of Kaua'i as Commissioner. Born and raised on [REDACTED], my commitment and dedication to the community reflects my [REDACTED] years of experience with Alu Like, Inc. Employment & Training Program, [REDACTED] years in the tourism industry as an entertainer, activity sales & Management capacity with Smith's Motor Boat Services, and 5 years in Construction Industry as a Project Administrator for Unlimited Construction Services. Along with many affiliation and involvements in Cultural events including Kamehameha Day Celebration, Aloha Week Festival, Mokihana Hula Festival, King Kaumuali'i Parade, and many other Community Events and activities on Kaua'i. My skills and talents gained from past and present experience will only enhance the opportunity to preserve this historical event.

Experience

[REDACTED]

County of Kaua'i

Lihu'e, HI

Economic Development Specialist II

- Under the direction of the Operations Manager, serves as a staff specialist in assisting with various economic development programs and projects.
- Oversees the Kaua'i Made Program including coordination of the application, evaluation, marketing process and providing support to all Kaua'i Made members to ensure marketing presence of all Kaua'i Made products.
- Assist higher level specialists by performing required research and analyses of economic factors and conditions relative to economic development program activities by selecting appropriate reference sources, determining proper approaches and methods to obtain necessary data, gathering, compiling and analyzing data and drafting reports of findings and recommendations.
- Supports OED Director with the six Emerging Industry clusters referenced in the Kaua'i Economic Development Plan – Comprehensive Economic Development Strategy (CEDS), including, but is not limited to the coordination and facilitation of CEDS stakeholder and focus group meetings and conducting feasibility studies.
- Organizes and manages the OED Databases including website upload assistance.
- Assist Accountant with procurement by following established Procurement Guidelines & Procedures. Oversee and track pending purchasing contracts.
- In the absence of the OED Administration Specialist, performs functions necessary to keep the office operating including clerical and routine administrative functions, meeting coordination, minutes, and mail runs, travel voucher support and expense account management.
- Complete special projects as assigned

[REDACTED]

Smith's Tropical Paradise

Wailua, HI

Show Supervisor

- Supervise, coordinate and oversee the activities of show production from cast, costumes, stage, lighting, music and props to produce Ethnic Cultural Show.
 - Schedule and conduct mandatory rehearsals, performance evaluations, staff meetings, and costume repairs and replacements to enhance and upkeep the quality of the show.
 - Encourage and motivate employees to participate in community events (Visitor's Charity Walk Bowling Nite, United Way 100% employee donation participation, King Kamehameha Parade, American Cancer Society Relay for Life)
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- Review applications, schedule auditions, and select new hires for show. Upon hire assist and complete necessary personnel paperwork along with orientation, training, scheduling, and evaluating performance.
- Create various forms for tracking purposes; payroll, rehearsal, costume inventory and assigned costume list for show. Also, create and post weekly schedule for show cast.
- Keep open communication with Show Manager & Owners, providing updates on overall Show, and volunteering in the planning of Company Christmas party, special events and activities, and maintain a clean, safe, and positive atmosphere for Show and cast.

Unlimited Construction Services, Inc.

Lihu'e, HI

Project Administrator

- As a Project Administrator multi-tasking, flexibility, prioritizing workload to accommodate deadlines, computer knowledge, and organizational skills are pertinent for the coordination of overall daily operations on Projects assigned to.
- Office duties include maintaining and operating a clean, safe, and workable office environment; operate & maintain office equipment from phone, fax, copier/scanner, and computers; provide clerical support to team on-site, receive, route, and distribute all daily correspondences.
- Create Project Manual, Forms, logs, transmittals and jobsite poster board for OSHA/HIOSH & Labor Laws, Logs for tracking and reporting purposes using excel format and Sage Timberline Office Software, Microsoft word, Microsoft Outlook, and Adobe Reader. Forms & Transmittals for outgoing correspondences to Owner's , Architects, Subcontractors, Vendors and other affiliation within individual projects.
- Prepare Subcontractors Contract Agreement package including the necessary exhibits required. Assist Subcontractors with Payment Application, Lien Release, Daily Field Reports, invoices. Generate Meeting Agenda, minutes, timesheets for office and field workers. Assist in cost coding invoices for individual construction projects; Assist superintendant with vendors for materials delivered on jobsite and coordinating shipment to/from Vendors. Ensure company & subcontractors are update with Certificate of Insurance, State Tax & Union Clearances.
- Work under the direction of Project Manager, Project Engineers, and Superintendent to assist with all aspects of project.
- Conduct weekly safety meetings on-site, prepare narrative accident investigation reports, and schedule drug testing for employees, post updated Safety laws, Labor laws, HIOSH & OSHA. Assist team in scheduling meetings, reservations, staff meetings.
- Attend weekly/quarterly meetings – Safety, staff, Subcontractors, Owner/Architect/Contractor to keep updated with production of project.
- Assist Project Manager/Engineers in applying for various permits for projects working with State, County, and private entities. Build open communication and rapport within the communities our projects were located to provide updates and information on construction activities.

ALU LIKE, Inc.

Lihu'e, HI

Career Counselor/Employment Specialist

- Worked 18 years in a Private, nonprofit community-based organization funded by the Federal Government under the Indian & Native Affairs/ Job Training Partnership Act/Employment & Training Program, now known as Workforce Investment Act.
- Provided year round services to eligible adults 18 years or older and youth ages 14-21 who were committed to achieve their highest potential. Responsible to verify and determine eligibility based on ethnicity, employment status, and economically disadvantage individuals. Services provided included outreach, intake, assessment, career planning, work experience, occupational skill training, educational & tuition assistance, tutoring and internships and referrals.
- Primary job was to provide guidance and counseling in areas of Employment & Training programs

available. Utilized assessment tools and testing to measure abilities, strengths, skills, and weakness to determine the necessary training needed for clients.

- Provided services in the Supplemental Youth Program that was designed to assist youths ages 14 – 21 with employment, education assistance, and prevention programs. Determined eligibility and services for each individual youth participated. Organized, planned and participated in statewide youth retreats, conferences, cultural trips, leadership training, and prevention activities.
- Job developed with Private, Non Profits, and Government entities to build rapport and create training job site locations for both Adults and Youths. Attended Community Meetings, Financial Aid workshops, Job Fairs to brainstorm and build relationships within the community.
- Provided tools necessary for Career planning, job readiness and educational goals, promoting economic and social development of their communities according to their cultural goals and values, and achieve personal and economic self-sufficiency.
- Worked with other programs within organization networking with community. Programs included Elderly Services, Alcohol/Tobacco/Drug Youth Prevention Program, High Risk Reduction Program, Early Childcare, Financial Literacy, Library Program, along with outside Agency (OHA, DHHL,KS/BE, QLCC) and other community based organizations.

ALU LIKE, Inc.

Lihu'e, HI

Manpower Service Technician/Clerical/Data Entry Clerk

- Perform a variety of clerical, receptionist, and data entry clerk duties within the organization.
- Schedule appointments for clients; gather documents for eligibility, and referral to appropriate programs for services.
- Operate and maintain office equipment, inventory office supplies and order when necessary.
- Input data for DOL reports, along with generating reports to meet program goals on island.
- Assisted with planning of youth events, activities, and conferences.
- Assisted other programs within organization providing clerical support.

Clubs/Organizations/Community Affiliations

Active Member

- Hale 'O Na Ali'i
- Anahola Hawaiian Homestead Association (AHHA)
- Office of Hawaiian Affairs (OHA)
- American Cancer Society Relay for Life – Team Activities & Entertainment Committee
- Kaua'i Charity Walk
- Tourism Strategic Planning Board

Past Member

- King Kamehameha Celebration –Pa'u Chair, Pa'u Rider, Commissioner Assistant
- Aloha Week Royal Court – Royal Court Representative, Event Assistant
- HAO – Hawaiian Agency Organization
- Alu Like, Inc. Statewide Conference Committee – Cultural Assistant Chair
- Kawaihau Strategic Team Planning
- Kapa'a HS Graduation Committee – Decoration Chair
- College/career/job Fair for High School and Community – Agency Participant
- Kaua'i All Girls Rodeo Association – Board Member
- Kaua'i Keiki & High School Rodeo Association – Board Member, Family Member
- Hawai'i High School Rodeo Association – Board Member, Family Member
- Waimea Town Rodeo Celebration – Board Member
- King Kaumuali'i Parade – Board Member, Pa'u Rider

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- 'Aha Punana Leo, Kaua'i – Board Member, Family Member
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Certifications

Notary Public
First Aid/CPR

Education



Kaua'i Community College

Lihu'e, HI

Associates in Liberal Arts

- Pending Certificate of Achievement

References

Upon request