

— EXPERIENCED PROFESSIONAL —

Accomplished and results driven professional recognized for professionalism, commitment to excellence, and demonstrated ability to communicate and work with senior management and associates.

**Areas of Expertise** Legal Research · File Records & Maintenance · Report Generation & Analysis · Client Assessment · Contract Negotiation · Creative Problem Solving · Proposal Process · State & Local Court Proceedings · Client Relations · Corporate & Community Relations · Microsoft Office · Broad Research · Project Management

**Core Competencies**

- **Excellent Strategist** - Provide solutions that boost productivity and efficiency across the organization. Quickly identify problem areas and implement effective solutions to meet goals.
- **Exceptional Organizational Skills** - Consistently recognized by colleagues for exceptional talents in needs analysis and problem resolution in fast-paced environments.
- **Strong Sense of Responsibility** - Solid professional standards; excellent track record of dependability. Maintain focus on achieving results while implementing business solutions to meet a diversity of needs.
- **Administration and Management** - Knowledgeable of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- **Client Service** - Consistently demonstrate responsiveness, strong customer focus, and ability to build good customer relationships.

**Education**

**Masters in Psychology:**  
American School of Professional Psychology [REDACTED]

**Bachelor's in Social Work:**  
Lewis-Clark State College [REDACTED]

**Employment History**

**Independent Living Service Coordinator:**  
Access to Independence · Honolulu, HI

- Assist consumers with disabilities to become or remain as independent in the community
- Assisted clients in setting goals and aiding them through counseling
- Acquires assistive technology devices based on client's needs
- Advocate and teach clients how to self advocate
- Ensure accessibility and ADA law compliance
- Networking and building agency contacts

**Board Member & Volunteer:**  
Hawaii Fi-Do Service Dogs · Honolulu, HI

- Board Member for Hawaii Fi-Do for over 11 years
- Volunteer as a puppy raiser and trainer
- House and train potential service dogs for persons with disabilities
- Complete interviews for radio and video presentations for advertisements
- Lobby at the State Capital on behalf of Hawaii Fi-Do for the rights and benefits for persons with disabilities and their rights to utilize their service dogs
- Conduct workshops to various small groups and businesses on issues pertaining to access to public locations
- Address issues such as appropriateness and the responsibilities of both the dogs and their handlers while in public establishments.

**Children's Mental Health Specialist IV:**  
Dept. of Family & Child Services · Honolulu, HI

- Assist children from ages 8 to 18 and their families who had been diagnosed with mental health or behavioral issues
- Conduct private in-home counseling
- Generate case notes and files
- Attend family court to report on a case by case basis

**Owner and Operator:**  
D.I.V.E. (De-escalation and Intervention of Violent Encounters) · Honolulu, HI

- Owner
- Instructor of personal self defense in violent situations
- Instructor of deescalating violent situations
- Instructor of case reports and incident documentation

## ROSANNA DANIEL-KANETAKE • RESUME

### **Acting Medical Director:**

Poi'lani Dual Diagnosis TX. Facility • Kailua, HI

- Prepare the organization for their first JCAHO Accreditation (Joint Commission on Accreditation of health Care Organization).
- Audit all past and current client records
- Teach all staff members legal and appropriate documenting of all records.
- Appropriate staff and client relations creating
- Implement new programs and establishing co-operative relationships with the community and other agencies.

### **Executive Director:**

Holo Loa'a Inc.

Under the umbrella of HCAP (Honolulu community Action Program) • Waimanalo and Kapolei, HI

- Director of two village sites
- Implement various programs for the clients such as job skills training, addictions education and referrals for treatment for those that needed it, parenting skills, continuing education and budgeting.
- Grant and proposal writing
- Established each homeless shelter a field site for Social Work Interns from Hawaii Pacific University and from Volda College in Norway
- Student field instructor
- Emergency Night Manager

### **Case Manager and Project Director for Ke Ala Kapono Program:**

Institute for Human Services • Honolulu, HI

- Case manager for homeless clients
- Intake of individuals and families
- Weekly counseling and addiction referral
- Train clients in field of desired work
- Development of outside business partnerships

### **Child Protections Investigator:**

Idaho State Child Protection Agency • Twin Falls, ID

- Investigator of 3 counties
- Investigate all reports of child abuse, neglect and abandonment
- Composition of a report of my findings for the State office and/or the legal court systems.
- Facilitate immediate placement for the child or children involved
- Work with the States Prosecuting Attorney's office and do case depositions and court testifying and appearances

### **Psychiatric Technician and Social Work Assistant:**

State Hospital North • Orofino, ID

- Responsible for the intakes of new court ordered patients
- Develop individual patient programs and schedules and introducing them to all their physicians and nurses and other care staff
- Patient care and auditing patient records
- Responsible for finding placement or finding homes for patient leaving, preparing their families through counseling for bringing patient home
- Prepare medications and instructing the patients on proper use
- Prepare all discharge papers including the letters to the courts of the release of patient, and instructing patient and or their care takers of further contacts or further care and appointments

### **Accolades:**

Completed relevant coursework in all aspects of human services

Dean's List for several semesters of the 4 year attendance

Thesis paper on "Intergenerational Teen Pregnancies in Rural Areas" my senior year and this was published through one of my instructors in "Society Today", Vol.129. 1995

## ROSANNA DANIEL-KANETAKE • RESUME

### Professional Affiliations:

Field Instructor for the School of social work for Hawaii Pacific University and for international exchange students from Volda College in Norway for their school of Human Services, for 5 years

Honolulu, Hawaii's Police Departments ICE (methamphetamine) Task Force

Member of Zonta International, a woman's organization that promotes the excellence and continued achievements of Professional Women worldwide.

Sat on the Board of Directors for Waimanalo Job Corp

Temporary Medical Director for Poi'lan, a dual diagnosis treatment facility to help this agency acquire their accreditation with JCAHO, and upon JCAHO's first inspection and audit, Poi'lan was granted a three-year accreditation, which rarely happens. Usually the agency applying for the first time either gets an extension period to improve their efforts or is given only a one year accreditation, or is denied and is offered to reapply at a later date

Certified instructor for CPI (Crisis Prevention and Intervention) and trained over 2000 individuals within different agencies all over the State of Hawaii such as Catholic Charities, Helping Hands Hawaii, Honolulu Community Action Agency, Burns School of Medicine and other various agencies within in a three year period.

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