

HILARY SANAYE OKUMURA



EDUCATION:

University of Hawaii Manoa  
Masters in Science in Chemistry



Creighton University  
Omaha, Nebraska  
Bachelor's in Science in Chemistry



Mid-Pacific Institute  
Honolulu, Hawaii  
Diploma



EMPLOYMENT HISTORY:

Arcadia Family of Companies

- Arcadia Home Health Services
  - 1660 S. Beretania Street
  - Honolulu, HI 96826
  - Administrator
    - Responsible for the overall management and operations
    - Supervision and oversight of staff including registered nurses, certified nurse aides, clerical personnel, housekeeping personnel
  - May 2014 to present
  
- Craigsides Retirement Residence
  - 15 Craigsides Place
  - Honolulu, Hawaii 96817
  - Administrator in Training
    - Training program for Nursing Home Administrator certification and licensure
    - Collaborate with DON in management and supervision of registered nurses, certified nurse aides

- Collaborate with Dining Services and Environmental Services in training and performance of respective staff in the health care center to ensure compliance with applicable regulations  
September 2011 to May 2014

Honolulu Police Department  
Scientific Investigation Section  
801 South Beretania Street  
Honolulu, Hawaii 96813  
Criminalist

- Analyze evidence for the presence of controlled substances
- Provide testimony in court on the analysis performed and determinations made
- Laboratory duties

May 2007 to September 2011

Myron B. Thompson Academy  
629 Pohukaina Street, Suite 3  
Honolulu, Hawaii 96814

Teacher – Math and Science

- Preparation of materials for on-line instruction
- Face to face counseling or tutorial
- Preparation of exams and grading

July 2006 to April 2007

University of Hawaii Manoa  
2545 The Mall  
Honolulu, Hawaii 96822

Graduate Assistant

- Monitor and Assist students in laboratory environment
- Correct and grade lab assignments and quizzes
- Consultation and tutorial
- Ensure laboratory environment meets federal and state requirements/regulations
- Ensure laboratory safety requirements as used by students

Creighton University  
Omaha, Nebraska

Organic Chemistry Teacher Assistant

- Monitor and assist students in laboratory environment
- Correct and grade lab assignments and quizzes
- Set up laboratory and provide assistance to Professor

- Tutorial as appropriate



Daiei Incorporate  
94-144 Farrington Highway  
Waipahu, Hawaii 96797

One-Time Stock – Seasonal hire

- Stock shelves with merchandise
- Clean and dust shelves
- Return merchandize to shelves

December 1998 to January 1998

June 1997 to August 1997

A-1 Aleetrician, Inc  
2849 Kaihikapu Street  
Honolulu, Hawaii 96819

Clerical Support – Seasonal hire

- Typing, filing, copying, faxing, answering phones
- Assist secretary as appropriate
- Development of operational manual

June 1994 to August 1994

VOLUNTEER:

Leahi Soccer Club – President  
2014 to present

Leahi Soccer Club – Coach  
2000 to present

Hawaii State Department of Health  
Office of Health Care Assurance  
601 Kamokila Boulevard, Room 361

Clerical Support

- Typing, filing, faxing and answering phones
- Development of log-in system for correspondence, documents received, reports, applications for licensure, building plan reviews, clearances received from other State and County departments, etc.
- Development of mailing system for inspection notices
- Development of filing system for provider charts to ensure consistency, easy access and tracking of necessary documents

- Provided consultation and tutorial for professional staff (Registered Professional Nurses and Public Health Nutritionists and Nurse Supervisors) as well as clerical staff in computer use
- Assist in review of documents, collection of and analysis of data for preparation to fulfill requests from public, legislators, lawyers, other agencies

May 2000 to August 2000

Kidney Health and Diabetes Management Program

P.O. Box 558

Kaunakakai, Molokai 96748

Research Volunteer

- Create spreadsheet for patient medical information, data entry, and organization of data
- Analysis of the effectiveness of program based on patient outcome
- Assist in the development of patient satisfaction survey

May 1998 to July 1998

Kapiolani Medical Center for Women and Children

1319 Punahou Street

Honolulu, Hawaii 96826

Assistant

- Assist nurses in feeding and monitoring of infants
- Stock shelves in nursing and patient units with necessary supplies
- Adhere to infection control practices
- Provide appropriate feedback to nursing personnel regarding infant statues and other issues regarding environment

May 1999 to July 1999

#### RESEARCH:

Isolation and Structure Elucidation of a new metabolite of Cyanobacteria

June 2002 to June 2006

#### PUBLICATION:

Homotyrosine-Containing Cyanopeptolins 880 and 960 and Anabaenopeptins 908 and 915 from *Planktothrix agardhii* CYA 126/8, Journal of Natural Products 2009, 72, 172-176.

#### REFERENCES

Available upon request