

EMPLOYMENT

Hawaiian Commercial and Sugar Company / Alexander and Baldwin

Puunene, Hawaii

██████████ – Current

Project Manager, Livestock Diversification

- Oversaw the transition of nearly 4000 acres from sugar cane production to cattle grazing land
- Developed perimeter fence layout. Coordinated material procurement, and contract labor bids
- Developed and implemented intensively managed grazing strategy
- Conducted large scale forage grass seed planting, and seed procurement
- Played instrumental role in business modeling, research, and development
- Solidified partnerships with other large land owners and livestock industry stake holders
- Overseeing day to day work flow of cattle operation (stocker and cow/calf) activities

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██████████

Human Resource Specialist

- Played major role in implementing Kronos Timekeeping System to over an operation of over 700 employees. Transitioned payroll from a handwritten operation to a fully automated cloud based system.
- Investigated employee grievances, potential disciplines, concerns, and other work related issues, prepared documentation and recommend appropriate avenues for equitable resolutions in a union environment
- Interpreted and utilized labor contract language, Memorandums of Agreement (MOA's) and Memorandums of Understanding (MOU's) as well as State, Federal and County Laws
- As necessary, served as department's representative in various appeal and adjudicative forums.
- Developed policies and procedures on topics relating to operational efficiencies, EEO, ADA, FMLA, etc.
- Maintained metrics, tracking data in various HR Logs
- Headed various initiatives to help better the operations of the company, not related to job description, including:
 - Pig & Deer Eradication and Management Program
 - Organizing "HC&S Has Heart" Fund Raiser for the American Heart Association
- Managed all human resource, labor relation, and safety related matters during final 6 months of 2016 harvest season

Anchor T Ranch

Maui, Hawaii

██████████ – Present

Sole Proprietor

Imua Family Services

Wailuku, Hawaii

██████████

Human Resource Administrator & Volunteer Coordinator

- Solely responsible for all of Imua Family Services' day to day human resources administration.
- Performs difficult staffing duties such as dealing with under-staffing, terminations, and administering disciplinary procedures
- Provides employees with information regarding policies, job duties, working conditions, wages, opportunity for promotion
- Handles all FMLA administration and benefits administration, including health insurance, 401(k) retirement accounts, workman's compensation, and temporary disability insurance.
- Understands and ensures OSHA compliances throughout the agency. Provides safety training for employees.
- Recruits, interviews and selects applicants with appropriate agency directors (when necessary)
- Conducts and organizes new employee orientation
- Demonstrate sound judgment in dealing with employee relations issues
- Strong organizational, communication (written and oral) and interpersonal skills
- Maintains confidentiality when handling personnel information
- Played major role in business planning and development related to new facility, relocation and expansion.

Gonzaga University Summer Conference Services

Spokane, Washington

██████████

Supervisor of Summer Staff Assistants & Overall Manager of on-campus apartments.

- Developed, along with fellow supervisors, descriptive lists explaining tasks to be accomplished from day to day.
- Prioritized what dorms and apartments needed to be prepared.
- Diagnosed and resolved issues within the department, whether it was systematic, equipment, or personnel related.
- Attained the necessary resources to successfully assist customers with whatever housing issues that came about.

EDUCATION & AWARDS

Gonzaga University - Spokane, Washington

Bachelor of Business Administration. Concentration in Human Resource Management

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Agricultural Leadership Foundation of Hawai'i

Agricultural Leadership Program – Graduate, Cohort XV

████████████████████

Alexander & Baldwin – Exemplary Awards Program

Recognized for extraordinary performance by C. Benjamin, CEO of A&B

██████

Father Dussault Scholarship Recipient

████████████████████

Gonzaga University Dean's List Recipient – Spokane, Washington

████████████████████

Waiakea High School – Hilo, Hawaii

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SERVICE INVOLVEMENT & ACTIVITIES

Hawaii Cattleman's Council

July 2014 – Current

- Member

Maui Cattleman's Association

July 2014 – Current

- Board Member

92nd Annual Maui Fair

2014-2015

- Chairman, Large Animal Exhibit

USDA NRCS Soil and Water Conservation Board: Olinda-Kula District

September 2014 – Current

- Director

Maui County Nutrition & Physical Activity Coalition

July 2015 – Current

- Committee Member