
INTRODUCTION

I have retired, from full-time employment, and am seeking opportunities to contribute the interdisciplinary and multi-cultural knowledge, experience and skills I have acquired through my career. I work from an outcomes orientation, with strong skills in counseling, program management, policy and program development, fiscal planning and management, and working collaboratively with the community via outreach, education, advocacy, needs assessment and service delivery.

PROFESSIONAL EXPERTISE

Clinical Skills

- Clinical assessment and counseling of all ages in individual, couple, family and group settings
- Areas of expertise include sexual assault, domestic violence, substance abuse, crisis intervention, gerontology, immigrant/refugee services, life skills and career counseling and volunteer programs

Financial and Contract Management

- Budget preparation and management of funds from numerous government (federal, state and county), private and nonprofit funders
- Creative in restructuring programs to meet community needs in light of reduced funding
- Successful in maintaining diverse programs within fiscal constraints and significantly increasing fee-for-service income
- Instrumental in implementing accounting and financial management systems to meet the needs of growing organizations, including conversion of two accounting departments to computer systems
- Oversight of government programs with annual budgets of up to \$125M per year in state and federal funds
- Development of quality assurance and trending report procedures to meet funder requirements
- Instrumental in starting a non-profit professional membership organization

Community and Legislative Relations

- Collaboration with community groups and individuals to improve services and pass legislation
- Presentations to professional groups, policy makers and the public concerning organizational, programmatic, legislative and technical information
- Staff and volunteer training on social service issues and the legislative process
- Leadership of the initiative for professional Counselor licensure in Hawai'i, with the Governor signing the bill into law on July 12, 2004, and continuing through 2008 to ensure repeal of Sunset Law
- Successful in obtaining amendment to Landlord Tenant Act in first year of legislative work (1994)
- Drafting of legislation and presentation of testimony before State and City & County Committee hearings
- Education of legislators on human service issues involving domestic abuse and mental health counselor licensure issues

Management

- Skills in full range of management activities: strategic planning, development, implementation and evaluation of new programs and policies, assuring program outcomes, maintaining regulatory compliance and accountability, program quality assurance and overseeing reaccreditation activities
 - Management of large nonprofit programs, with oversight of 24 programs statewide, a budget of >\$5M and responsibility for over 170 staff, college interns and volunteers
- Experience in developing and managing full range of human service programs: residential programs, including emergency domestic violence programs, counseling programs, case management programs, employment programs, educational programs and volunteer programs
 - Oversight of >1,000 Community Care Foster Family Homes for the State of Hawai'i

- Development of efficient service delivery with high positive outcomes: redesign of programs to provide more efficient services and improved results, streamlining of client documentation, development of database to track client progress/participation, promotion of program cohesiveness through consensus decision making

Fundraising

- Development of nearly 100 proposals with success rate of >80% in funding from federal, state, county and private foundations within a four-year period
 - Multi-year grants awarded worth a combined total of approximately \$20M
- Development and implementation of fundraising strategies and donation solicitation from groups and individuals

RECOGNITION

Education

- Master of Science, Counseling Psychology, Chaminade University, Honolulu, Hawai'i ()
- Bachelor of Science, Business Administration, Hawai'i Pacific University, Honolulu, Hawai'i ()
- Society of Management Accountants Program, Vancouver, Canada ()
- Diploma of Applied Arts in Business Administration, Northern Alberta Institute of Technology, Edmonton, Canada ()

Licensure

- Licensed Mental Health Counselor, State of Hawai'i - LMHC # 4 (2005 to present)

Certifications

- National Certified Counselor, National Board for Certified Counselors - #26639 (1991)
- UH, Pacific Island Geriatric Education Center, Mental Health Issues in Older Adults Course (2005)
- Certificate of Non-Profit Management, Kapi`olani Community College (2004)
- Certificate in Clinical Hypnotherapy, University of Hawai'i (1999)
- Certified Substance Abuse Counselor, State of Hawai'i #481 (1990)
- Certificate in Transpersonal Psychotherapy, Transformational School of Hawai'i (1987)

Awards

- Counselor Professional Support Award, Hawai'i Counseling Association (2007)
- Presidential Citation, American Counseling Association, for efforts to obtain Licensure for Mental Health Counselors In Hawai'i (2005)
- Distinguished Service Award, Hawai'i Rehabilitation Counseling Association (2004)
- Counselor of the Year, Hawai'i Counseling Association (1998 and 2001)

PROFESSIONAL AFFILIATIONS

- Hawai'i Counselors Association: Past President (2007-2009)
- Hawai'i Counseling Association & Hawai'i Counselors Association: President (2006-2007)
- Hawai'i Counseling Association: President Elect (2005-2006)
- Crime Victim Compensation Commission: Commissioner (2002 – 2004)
- Hawai'i Counseling Association: Member (1988 – Present), Legislative Chair (1998 – 2008)
- American Counseling Association: Member (1988 – 1990 and 2005 – Present)
- Hawai'i State Coalition Against Domestic Violence: Board Member (1992 – 2000), Legislative Chair (1997 – 2000)
- O'ahu Domestic Violence Task Force: Member (1992 – 2000)
- Wai`anae Domestic Violence Task Force: Member (1998 – 2000)
- Student Advocates Against Domestic Violence Community Council: Member (1995 – 2000)
- Participated on a number of diverse Ad Hoc Task Forces (1992 – 2000)

EMPLOYMENT HISTORY

April 2006 to Feb 2015 PROGRAM SPECIALIST, ADULT & COMMUNITY CARE SERVICES BRANCH
State of Hawai'i, Department of Human Services, Social Services Division

Jan 2006 to April 2006 PROGRAM DIRECTOR, SENIOR COMPANION PROGRAM (while TA with position below)
State of Hawai'i, Department of Human Services, Social Services Division

Aug 2005 to April 2006 PROGRAM MANAGER, MEDICAID WAIVER SERVICES
State of Hawai'i, Department of Human Services, Social Services Division

Dec 2004 to July 2005 LEGISLATIVE CLERK FOR SENATOR SUZANNE CHUN OAKLAND
Hawai'i State Legislature, 2005 Session

June 2004 to Nov 2004 SELF-EMPLOYED - CONTRACT WORK AND VOLUNTEER WORK
Assisted nonprofits and Hawai'i Counseling Association in grant writing, Honolulu, Hawai'i

Sept 2000 to May 2004 DIRECTOR OF PROGRAM SERVICES, ADULT and FAMILY SERVICES
Child and Family Service, Honolulu, Hawai'i

July 1995 to August 2000 ADMINISTRATOR, DOMESTIC VIOLENCE PROGRAMS (O'AHU)
Child and Family Service, Honolulu, Hawai'i

Sept 1992 to June 1995 PROGRAM DIRECTOR, DEVELOPING OPTIONS TO VIOLENCE & TRANSITIONAL APTS
Child and Family Service, Honolulu, Hawai'i

July 1991 to Sept 1992 THERAPIST, PARENTS UNITED PLUS
Child and Family Service, Honolulu, Hawai'i

Nov 1989 to June 1991 THERAPIST, SEX ABUSE TREATMENT SERVICES
Kaua'i County YWCA, Lihue, Hawai'i

Nov 1998 to Nov 1989 COUNSELOR, SUBSTANCE ABUSE
Drug Addiction Services of Hawai'i, Honolulu, Hawai'i

Nov 1988 to Nov 1989 GROUP FACILITATOR, PARENTS UNITED (INCEST TREATMENT, part-time)
Child and Family Service, Honolulu, Hawai'i

Sept 1986 to June 1989 GROUP FACILITATOR, FAMILY VIOLENCE PROGRAM (part-time)
Waikiki Community Center; Honolulu, Hawai'i

Prior to Nov 1988 VARIOUS ACCOUNTING POSITIONS
Honolulu, Hawai'i