

**RACHEL JAMES**



**Employment Experience:**

***Hawaii Center for Advanced Transportation Technologies (HCATT)***

***October 2015-Present***

***Project Manager***

*As a member of the HCATT team, I:*

- *Communicate with contractors throughout the life of their contract to ensure timeliness of project completion, reimbursement and compliance*
- *Coordinate with community stakeholders to encourage collaborative project development*
- *Participate in policy forums and working groups to identify clean energy roadmaps for Hawaii*

***US House of Representatives- Staff for Congresswoman Tulsi Gabbard (the Member)***

***October 2013-October 2015***

***Senior Regional Representative***

*As a member of the District Office team, I:*

- *Communicated with constituents in the district to address personal and community concerns*
- *Collaborated with various levels of governments and governmental agencies to seek constituent resolutions*
- *Participated in and coordinated community outreach opportunities for the Member and her staff*
- *Coordinated with office staff in both the district and D.C. offices to support the mission of the Member*

***Catholic Charities Hawaii Supportive Services for Veteran Families (SSVF) Program***

***June 2012- May 2013***

***Housing Specialist/Intake Specialist II***

*As a member of the SSVF team, I:*

- *Worked directly with homeless and at-risk Veterans to secure permanent housing*
- *Collaborated with community and Veteran service organizations to ensure access to eligible benefits for Veteran clients*
- *Navigated complex computer systems to accurately record client and executive data*

***Catholic Charities Hawaii Supportive Services for Veteran Families (SSVF) Program***

***November 2011 –June 2012***

***Intake Specialist I***

*As a member of the SSVF team, I:*

- *Worked closely with Veterans as we progressed toward securing permanent housing*
- *Interviewed potential clients and worked toward eligibility through referrals to community agencies and development of personal goals*
- *Worked with clients who were emotionally distraught to find solutions to their housing challenges*

***Armed Services YMCA-Honolulu – Wheeler Army Airfield, Hawai'i***

***January 2010 –August 2011***

***Office Manager***

*As an office manager at the Wheeler Branch of the Armed Services YMCA-Honolulu, I:*

- *Worked to support community oriented programs offered to military families*
- *Assisted the branch director in the development and maintenance of programs designed to address the needs of junior enlisted service members and their families dealing with personal and financial challenges*

***Volunteer Experience:***

***Kuleana Microlending***

***June 2011-Present***

***Board Member/Team Lead/Outreach Coordinator***

***Armed Forces Communications and Electronics Association***

***Member and Young AFCEAN***

***Young AFCEAN Outreach team***

***January 2016- Present***

***Patsy Mink Center for Business and Leadership Advisory Board***

***Summer 2014-Present***

***Member***

***State Community-Based Economic Development (CBED) Advisory Council***

***April 2015-Present***

***Advisory Council Member***

***State Advisory Board on Veterans' Services***

***April 2014-April 2015***

***Board Member***

***Hawaii Women Military Veterans Sub-Committee (HWMVC)***

***April 2012- November 2016***

***Secretary***

***Family Programs Hawaii – Honolulu, Hawai'i***

***January 2009 – January 2013***

***Project Visitation Volunteer***

***Surfing the Nations, Feeding the Hungry- Wahiawa, Hawai'i  
January 2010 – January 2011  
Feeding the Hungry Volunteer***

**Professional Development/Certificates/Awards:**

***William S. Richardson School of Law, Energy  
Justice Program Fellow  
August 2016 to present***

***Federal Bureau of Investigation Citizens Academy  
Graduate-April –June 2015***

***Daniel K. Inouye Asia Pacific Center for Security Studies, Asia Pacific Orientation  
Course (APOC 15-1)  
Graduate- January 2015***

***Applied Suicide Intervention Skills Training (ASIST)  
Certified- June 2012***

**Post Secondary Education:**

***William S. Richardson School of Law, Honolulu, Hawai'i – [REDACTED]  
Degree: Juris Doctor ([REDACTED])***

***Hawai'i Pacific University, Honolulu, Hawai'i – [REDACTED]  
Degree: Master of Arts in Global Leadership and Sustainable Development***

***University of Phoenix Online – [REDACTED]  
Degree: Bachelor of Science in Business -Accounting***

***Cochise College, Sierra Vista, Arizona – [REDACTED]  
Degree: Associate of Arts: Psychology***