

HILARY 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:

Nuuanu Hale  
2900 Pali Highway  
Honolulu, Hawaii 96817  
Administrator

- Responsible for the overall management and operations
- Supervision and oversight of staff including registered nurses, certified nurse aides, clerical personnel, housekeeping personnel

June 2017 to Present

Moxie3Innovations  
99-1112 Iwaena Street, #3  
Aiea, Hawaii 96701

Director of Operations

- Oversight of the day to day operations
- Work flow management of the company
- Assist with marketing and sales

May 2017 to June 2017

Arcadia Family of Companies

- Arcadia Home Health Services (AHHS)  
1660 S. Beretania Street  
Honolulu, Hawaii 96826

Administrator

- Responsible for the overall management and operations

- Supervision and oversight of staff including registered nurses, certified nurse aides, clerical personnel, housekeeping personnel
  - Oversight of Central Union Adult Day Care/Day Health Center and Kilohana Adult Day Care/Health
  - Overall coordination with Na Pu'uwai Native Hawaiian Health Care System for Molokai and Lanai including AHHS on Lanai, AHHS on Molokai, and Na Pu'uwai Senior Enrichment Center on Molokai  
May 2014 to March 2017
- Craigsid Retirement Residence  
15 Craigsid 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
  - Responsible for overall management and supervision of Health Care Center for SNF/ICF residents of 41 beds
  - Coordination of Clinic Services for Independent and Assisted Living residents  
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

[REDACTED]

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

[REDACTED]

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

[REDACTED]

A-1 Alectrician, 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

[REDACTED]

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 statuses 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