

**CAREER HIGHLIGHTS**

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- ✪ **Provide advice and counsel to Governor, Cabinet officials, and legislative leadership on current and evolving fiscal conditions that inform state executive budget development, legislative appropriations, and executive budget execution**
- ✪ **Managed Governor's Office administrative operations and provided executive support for Cabinet officials on policy issues, budget development, and legislative proposals**
- ✪ **Advised and supported University President and Board of Regents in successful budget negotiations with state legislative branch and executive budget agency, resulting in additional general fund support in FY15 for campus operations**
- ✪ **Provided leadership and management of legislative staff working groups to successfully implement the Senate's paperless initiative, resulting in enhanced legislative process and resource conservation**
- ✪ **Raised community awareness of the adverse economic and social impacts on our community health system of those without health insurance, resulting in expansion of programs serving the uninsured**
- ✪ **Successfully managed budget negotiations with state legislative branch and executive budget agency, resulting in additional state funds to support the implementation of the Felix Consent Decree**

**PROFESSIONAL SKILL SUMMARY**

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**Budget & Finance** Chief administrator and departmental operating officer for State of Hawai'i budget and finance programs and attached agencies. Manager of budget policy and procedures for State of Hawai'i's public education system and University of Hawai'i system. Developed budget requests and presented testimony in support of requests. Administered system-wide budget allocations as reflected in legislative and executive budgets.

**Policy Development & Issue Management** Key adviser to elected officials, governing boards, appointed executives, and private clients on public policy in diverse disciplines. A trained facilitator for community dialogues, staff working groups, and leadership retreats. Representative at local, regional, and national conferences advocating and educating audiences about diverse policy initiatives.

**Staff Management** Team leader and manager of professional and support staff. Established project deadlines, monitored staff work process and products, edited staff work products. Developed and presented staff training on legislative process and procedure.

**Research & Writing** Conducted legal and policy research, drafted report findings and recommendations, prepared government and private foundation grant proposals, created media releases and web content, presented research at local forums and national conferences.

**EMPLOYMENT HISTORY**

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- ❖ 2018 – present Acting Director, Hawai'i Department of Budget and Finance
- ❖ 2016 - 2017 Deputy Director, Hawai'i Department of Budget and Finance
- ❖ 2015 - 2016 Deputy Chief of Staff, Hawai'i Governor's Office
- ❖ 2012 - 2014 Director of University Budget, University of Hawai'i
- ❖ 2007 – 2011 Assistant Senate Clerk, Hawai'i Senate
- ❖ 2004 – 2006 Executive Director, Hawai'i Uninsured Project
- ❖ 2003 – 2004 Senior Accounts Supervisor, Communications Pacific, Honolulu Hawai'i
- ❖ 2000 – 2002 Asst. Superintendent, Hawai'i Department of Education,  
Planning, Budget and Resource Development Office
- ❖ 1997 – 2000 Staff Director, Hawai'i Senate Judiciary Committee
- ❖ 1992 – 1996 Senior Legislative Researcher, Hawai'i Senate Majority Office
- ❖ 1986 – 1991 Legislative Analyst, Office of the Auditor, State of Hawai'i

**EDUCATION HIGHLIGHTS**

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- ⊛ M.S., **Public Administration** (Budgeting/Program Evaluation) Florida State University
- ⊛ B.S., **Criminology** (Sociology Minor) Florida State University
- ⊛ **Non-Profit Management Certificate Program** Kapiolani Community College
- ⊛ Meeting Facilitation, Center for Alternative Dispute Resolution Hawai'i State Judiciary