
OBJECTIVE

Energetic, personable, motivated director, manager and trainer with extensive corporate and non-profit experience. Successfully obtained and managed more than \$5 million in grants in education to support low socioeconomic students and their families.

EMPLOYMENT

Executive Director

11/2014 - Present

Hilo Medical Center Foundation (HMCF) - Hilo, Hawaii

- Identify, facilitate and create program opportunities to address the healthcare needs of Hawaii Island
- Actively working with community stakeholder groups to develop infrastructure to
- Work with local, state and U.S. legislators to support healthcare in Hawaii through legislation and appropriations
- Successful in obtaining a two million dollar line item in the governor's budget to support the Primary Care Training Residency Program

Director of Achievement

8/2013 - 11/2014

Catapult Learning

- Partnered with Hawaii Community College and the Hilo-Waiākea Complex to write Federal GEAR Up Program Grant, which provides money for services to low income middle and high school students in order to prepare them for secondary education.
- Provide instructional support training for teachers and administrators to assist in monitoring and implementing core programs in classrooms across the state of Hawaii.
- Conduct in-service trainings and deliver professional development training modules.

Executive Director

6/2010 - 8/2013

Friendly Community Outreach Center (FCOC) - Oceanside, California

- Designed and developed non-profit Supplemental Educational Services (SES) tutoring program; wrote federal grant to work in collaboration with local school districts to provide tutoring services free of charge to low income families in the areas of Mathematics and English language arts; in 2011 extended program to provide services in Hawaii.
- Managed all facets of program operations including office management, staff development, community outreach and organizational budgets.
- Developed comprehensive fundraising strategies involving foundation grants, corporate contributions, and individual donor programs. Successfully acquired and managed more than \$5 million in educational grants.

Social Studies Teacher

8/2008 - 6/2010

Perris Lake High School - Perris, CA

- Worked with at risk low-income students to prepare and motivate them to apply for financial aid and attend college or vocational training program.
- Leadership position for the collection, interpretation, and analysis of school wide student data.
- Site Leadership team member for Program Improvement Intervention Team.

Small Business Owner

9/1991- 2/2008

ConQuest Products Company – Laguna Beach, California

- International business manufacturing mechanical control cable assemblies and components.
- Developed and maintained distributors and supply chains in 18 different countries with extensive travel and interaction with all levels of business management.

VOLUNTEER EXPERIENCE

Chair - Committee for Quality Schools School Bond

6/12-11/12

- In charge of training volunteers, coordinating phone banks, fundraising events, conducting community outreach including scheduling and holding public information meetings regarding upcoming school bond election.

Council President for Menifee Valley Council PTA

6/07-6/09

PTA Executive Board Member

7/05 -6/12

- Coordinated PTA boards in collaboration with 5 local school districts: Menifee Union School District, Perris Union High and Elementary Union School Districts, Romoland and Nuevo School Districts, CA.
- Chartered and trained new units at school sites, conducted conflict resolution within the various PTA boards. Conducted community outreach with school site staff, administration, parents, and students to align with each individual school’s needs. 6/10-6/12
- Successfully wrote state, federal and corporate grants totaling more than \$2 million to support youth initiatives through various PTA units in Riverside County California.

EDUCATION

Chapman University
Single Subject Teaching Credential

Chapman University
Bachelor of Arts: Social Science- Magna cum Laude [REDACTED]

REFERENCES

[REDACTED]

[REDACTED]

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