

**EDUCATION**

**B.A. in Social Sciences**

University of Hawaii-West Oahu

Graduated in [REDACTED]

Specializing in Psychology with a minor in Sociology. Qualified for Dean's List two consecutive semesters. Major GPA: 3.8.

**PROFESSIONAL EXPERIENCE**

**Social Services Manager, Adult Client Services Branch**

*January 2018 to Present*

State of Hawaii – Judiciary, Honolulu, HI

Responsible for directing and guiding the Adult Client Services Branch of the First Circuit Court. The Adult Client Services Branch serves the Family, District and Circuit Court's Criminal Division of the First Circuit by providing criminal investigations, offender supervision, driver education, community service placement, and temporary restraining order preparation for domestic violence cases. The branch has specialized services for drug, sex, and domestic violence offenders who may benefit from evidence-based advances achieved in service delivery, offender assessment and treatment, and integration of Court-based supervision such as drug and mental health courts. Establishes short and long-range Statewide vision, goals, and plans that align and meet the Judiciary's and State's goals for adult community corrections. Collaborates with external agencies, community entities, Judiciary leadership, Court Administration, stakeholders, and Courts in development of Statewide service standards for adult probation and facilitates the introduction of national perspectives on adult probation. Plans, organizes, directs, and oversees the branch's organizational structure to ensure clear, defined lines of authority and responsibility. Ensures the development of policies, practices, guidelines and procedures for the branch. Also, prepares and coordinates legislative measures on adult probation, and facilitates development of public policy by serving on committees, task forces, commissions, and other groups related to adult probation. Receives, reviews analyzes statistical data and prepares an annual statistical reports for statewide adult probation. Represents adult probation in community activities.

**Social Worker VI (Program Specialist)**

*February 2017 to January 2018*

State of Hawaii – Judiciary, Honolulu, HI

Responsible for a wide range of planning, developing, and managing projects, programs, policies, contracts, legislation, training and multi-disciplinary collaboration in the areas of domestic violence, child custody and visitation, sexual assault, and other related areas. Plan, develop, staff, coordinate and execute trainings, conferences, and meetings which involve instructional, informational and educational development for staff at both a local or statewide level. Represent the Judiciary on various working and advisory committees relating to matters involving social work, crime and delinquency or on issues relating to the court, the Judiciary, and community groups. Develop, prepare, coordinate, negotiate, and evaluate agreements with private agencies or groups for the purchase of services which include offender treatment, victim advocacy and support services. Participate in the negotiation process regarding cost, defining the scope and extent of services to be provided and the coordination of the services between the judicial and

professional staff and to the client participating in the program. Establish and determine program performance measures, goals, objectives and reporting schemes, and develop evaluation methods and standards. Prepare written grant applications, which include preparing budgets for available Federal or State funds by conceptualizing and planning an activity or project to improve or augment the services provided by the Judiciary. Responsible for the planning, budgeting, monitoring, and reporting of the Judiciary's Spouse and Child Abuse Special Account. Preparing written reports for and meeting with the State Legislature regarding the Judiciary's Spouse and Child Abuse Account and other matters related to domestic violence and child abuse. Establish working relationships with Judges, Administrators, fiscal officers, and other Judiciary staff to plan, develop, and organize activities to meet goals and objectives. Performed other related duties.

**Social Worker V (Probation Supervisor)**  
State of Hawaii – Judiciary, Honolulu, HI

*November 2011 to February 2017*

Supervised five (5) social workers in the Adult Client Services Branch, Supervision II Section, Criminal Misdemeanor Unit 2 who perform direct casework services. The unit is responsible for assessing, referring, monitoring and supervising criminal felons and misdemeanants adjudicated by the Circuit Court and Family Court for domestic violence and other related crimes. Responsible for assignment of cases to each social worker. Responsible for ensuring that the appropriate level of services to all cases assigned. Tasked with the coordination of the work of the unit and maintaining working relationships with other supervisors and personnel. Provide professional guidance by helping each social worker with their understanding of the policies and procedures of the organization via individual and unit meetings. Also advise and assist staff in their professional development through in-service training and goal setting. Evaluate staff's job performance and makes recommendations for improvement. Investigate complaints of worker's conduct or action and take appropriate action or recommend to Administrator appropriate action. Review all work assignments of staff including affidavits, motions, interstate compact requests, violation reports, and correspondence with the Court and social service agencies. Review case records and evaluate whether adequate services are being provided. Additionally, provide direction and guidance to workers in case planning. Analyze statistical reports and effect necessary operational adjustments as appropriate. Moreover, meet and work with social service agencies regarding program curriculum and discuss issues to help effectuate an effective working relationship with both the staff and clients. Participate in interview and selection process of new hires and serve as a liaison between judges and staff on related case matters. Performed other duties as required.

**Social Worker IV (Senior Probation Officer)**  
State of Hawaii – Judiciary, Honolulu, HI

*April 2000 to November 2011*

Performed supervision and case management of misdemeanor and felony domestic violence offenders. In addition, supervised defendants placed on Conditional Release status. Referred offenders to appropriate treatment services and monitored their progress via contact with service providers and through case planning strategies which included evidence based practices. Implemented Motivational Interviewing and Cognitive Behavioral techniques, and focused on building a working relationship with the offender. Also, assessed risk level of the offender by utilizing the Level of Supervision Inventory-Revised, the Adult Substance Use Survey the Domestic Violence Screening Instrument and the Spousal Risk Assault Assessment. Moreover,

provided written reports and recommendations for court hearing and performed investigations for courtesy supervision and mental health cases. Interacted with victims, family members, law enforcement and the community. Performed other duties as required.

**Social Worker IV**

*April 1999 to August 2000*

State of Hawaii – Judiciary, Honolulu, HI

Worked as a social worker in the Volunteer Guardian Ad Litem Program. Provided case management, consultation, and directed to volunteers in cases involving child abuse and neglect in the Family Court. Conducted interviews with applicants and assessed their appropriateness for the program. Trained volunteers in child welfare statutes, court process, client advocacy, communication and investigation skills, dynamics of child abuse and report writing. Responsible for matching cases with appropriate volunteers. Represented the program at community events and maintained cooperative relationships with other agencies. Supervised approximately 30 volunteers and managed the same number of cases.

**Juvenile Counselor**

*March 1996 to April 1999*

State of Hawaii – Judiciary, Honolulu, HI

Performed therapeutic counseling and allied rehabilitative services ranging from the simple to the moderately difficult for juveniles requiring temporary shelter in a non-secured facility. Investigated, evaluated, and assessed juveniles problems and recommended, developed, and implemented appropriate treatment/rehabilitation. Performed other duties as required.

**Sales Representative**

*October 1995 to March 1996*

University Imaging Systems, Honolulu, HI

Responsible for the sales of copier systems and facsimile machines. Involved in creating, developing, and implementing marketing strategies. Responsible for initiating and maintaining working relationships with business professionals.

**Data Conversion Manager**

*June 1994 to August 1995*

Title Guaranty of Hawaii, Honolulu, HI

Initially responsibility included imaging 6,500 rolls of microfilm (approx. 4.5 million images). Responsible for indexing these image into multi-page documents and creating 1,300 compact discs. After five months, was promoted to the position of manager, managing a staff of eleven.

**Delivery Driver**

*December 1992 to August 1995*

Mobile Waiters, Honolulu, HI

Part-time position delivering ordered meals to customers. Duties included picking up meals from thirteen restaurants and delivering them to customers. The collection of money was also part of the job.

**Campus Guidance Counselor**

*January 1990 to June 1992*

Phoenix Valley Church of Christ, Phoenix, AZ

Responsible for organizing, planning and directing activities for campus ministry. Organized and held weekly private counseling sessions. Extensive public speaking, in conjunction with leading congregational meetings.

**Parking Service Officer**

*August 1988 to December 1989*

Arizona State University, Tempe, AZ

Responsible for enforcing parking regulations on the university campus. Dealt with conflicts on issuance of citations, provided information to campus visitors, and enforced campus regulations.

**PERSONAL**

U.S. citizen. References available upon request.