

**KEN N. KITAMURA**

██████████  
██████████ ██████████  
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Education

Masters in Public Administration  
University of Hawaii at Manoa, Fall ██████████

Bachelor of Arts in Government  
Chaminade University of Honolulu, Fall ██████████

Employment

1/14 to Present: Department of Human Services  
Fiscal Management Office  
Business Management Officer

Duties: My position directs, coordinates, and controls all internal management of expenditure controls, accounting/fiscal/payroll, contract services/procurement, and client money payments/overpay collection functions for DHS. In addition, the BMO provides advice and assistance in administrative matters to the Director, Deputy Director, Division/Office/Attached Agency Administrators, top-level Managers, and other staff.

6/02 to 12/13: Department of Business, Economic Development & Tourism  
Administrative Services Officer

Duties: My position directs, coordinates, and controls all internal management of expenditure controls, budget review/preparation, accounting/fiscal, contract services/procurement, electronic data/information systems management, organizational structure/functions, and human resources programs and functions for DBEDT. In addition, the ASO provides advice and assistance in administrative matters to the Director, Deputy Director, Division/Office/Attached Agency Administrators, top-level Managers, and other staff.

9/01 to 6/02: Department of Business, Economic Development & Tourism  
Business Manager

Duties: Managed vendor accounts with zone warehouse users and office tenants, directed and monitored all zone expenditures. Was directly responsible for creating and maintaining budget review and prep documents. Monitored or conducted all procurement for the program which included all repair and maintenance projects for the warehouse and tenant office spaces.

12/94 to 7/99: Office of the Lieutenant Governor, Honolulu.  
Business Services Officer

Duties: Working supervisor, providing services similar to an Administrative Services Officer.

1/94 to 8/94	Office of Councilperson Leigh Wai Doo. Legislative Aide
1/93 To 1/94	Senate Ways and Means Committee Senator Ann Kobayashi, Chair Special Projects Manager
1/90 to 1/93	Senate Ways and Means Committee Senator Mamoru Yamasaki, Chair Budget Supervisor
10/88 to 1/90	Department of Business and Economic Development Program Budget Analyst
1/87 to 8/88	Office of the Legislative Auditor Associate Auditor
12/85 to 5/86	Senate President Office Analyst