

▶ Jane Clement



**Professional Summary**

Experienced professional who excels at relationship building. Skilled at problem solving and conflict resolution, and able to encourage teamwork. Able to network with public organizations and businesses to create successful partnerships.

**Skills**

- Coordination, Planning and Organizing
- Bilingual – Fluent in English and Filipino
- Problem Solving
- Multicultural Sensitivity/Awareness
- Interpersonal Abilities
- Flexibility/Adaptability/Managing Multiple Priorities

**Experience**

**Community Consultant** (July 2017 –Present)

Hawaii Electric Light (Kailua-Kona, HI)

- Develop, implement and coordinate community and educational outreach programs and services for the company, including identification of critical community issues and concerns and recommendation of actions designed to address them and further company goals and objectives.
- Develop clear and credible strategies and programs and communications vital to the Company's relationships with customers and communities.

**Legislative Assistant to Councilman Dru Kanuha** (Dec 2012 –July 2017)

County of Hawaii (Kailua-Kona, HI)

- Drafts and edits legislation, including bills, rules and other items.
- Provides administrative, research and writing support for Councilman Kanuha.
- Evaluates legislative proposals and make recommendations for Councilman Kanuha's consideration.
- Handles community inquiries and complaints and helps in solving issues.
- Responsible for serving as communicator between the Councilman Kanuha and constituents.
- Coordinates district events and activities.
- Conducts, attends and makes presentations at meetings on behalf of Councilman Kanuha.

- Facilitates meetings with constituents, businesses, and advocacy groups on behalf of Councilman Kanuha.

**Afterschool Program Director** ( Jul 2010 –Oct 2012)

Kahakai Elementary School (Kailua-Kona, HI)

- Designed new and improved existing programs on early intervention, parenting, after-school activities and tutoring.
- Hired and supervised a team of 8 after-school program teachers.

**Parent-Community Networking Center Coordinator** ( Feb 2004 – Mar 2005 and Jul 2010 –Oct. 2012)

Kahakai Elementary School (Kailua-Kona, HI)

- Served as liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues.
- Organized a variety of family-oriented school activities (e.g. Multicultural Night, Keiki Triathlon, Literacy Nights, parent meetings, conferences, etc.) for the purpose of providing support to the school and parents, showcasing student's talents and abilities, and celebrating the diversity of the school community.
- Recruited and trained parent and community volunteers to support various school programs and activities.

**Volunteer Experience**

▶ **Commissioner, Hawaii State Foundation on Culture and the Arts**

- Appointed by Governor David Ige in 2015 and is still currently serving the commission representing Hawaii Island.
- Establishes policies and programs of the SFCA to stimulate, guide and promote culture, the arts, history and humanities throughout the state.
- Recommends legislative and administrative actions.
- Approves grants awarded by SFCA.
- Serves on the Planning and Budget and Legislative Committees as well chair of the Grants and Programs committee.

▶ **Board President, Kailua Village Business Improvement District**

- Serves as chief elected officer of the BID Board of Directors and presides at all meetings of the Board.
- Oversees the general operation of the organization.
- Appoints committee chairpersons, subject to the approval of the Board of Directors.
- Presides over the annual Kailua Village Business Improvement District annual meeting held in March each year.

▶ **Program Director, Community Forums (formerly Community Enterprises)**

- Helps plan and develop the monthly forum series that focuses on current topics of importance to the residents of Hawaii County, and offers opportunities for citizen participation in issues that affect their daily lives and the community as a whole.

▶ **President, Congress of Visayan Organizations (COVO) Foundation**

- Serves as the charitable arm for COVO – the umbrella organization of several Visayan organizations and associations in the State of Hawaii.
- Partnered with Gawad Kalinga USA and COVO to build two 20-home villages and installed water systems in Bohol and Leyte, Philippines for the survivors of the earthquake and typhoon that hit Central Philippines in 2013.
- Partnered with Feed the Hungry, Inc. to build a three-classroom schoolhouse in Ormoc City, Philippines which was also devastated by the 2013 super typhoon Haiyan.

▶ **President, Kona Visayan Club (KVC)**

- Organized various benefit events and raised over \$65,000 to build educational spaces in remote areas in the Philippines and help address the country's classroom shortage.
- Started the KVC Scholarship Program and awarded over \$50,000 in educational scholarships to West Hawaii college-bound students since its inception in 2009.
- Partnered with the Office of Social Ministry to provide quarterly feeding the West Hawaii homeless community.
- Established the annual Philippine Cultural Festival and "Paskong Pinoy" (Filipino Christmas) events in Kona to promote and perpetuate the Filipino culture and traditions.
- Helped establish the sister-city relationship between Ormoc City, Philippines and Hawaii County.
- Planned, organized and coordinated Hawaii County's reciprocal visit to Ormoc City with Hawaii County mayor Billy Kenoi leading the delegation along with fourteen other county officials, business and community leaders.

▶ **Education**

Bachelor in Science: Secondary Education  
Cebu Normal University (Cebu City, Philippines)

Master in Organizational Leadership, expected in [REDACTED]  
Argosy University  
Honolulu, Hawaii