

Micah K. Alameda

PROFESSIONAL SUMMARY

Highly motivated individual with the desire to assist an organization in the ability to provide excellent services to our community, while using my experience to further promote quality work that we, as a team, can be proud of.

EMPLOYMENT HISTORY

2016 - Present *Nā Leo TV* Hilo, HI

Marketing Manager // Member of Executive Management Team

- Research and write grants
- Providing members of the Management Team leverage in moving projects forward by assisting with information gathering, communicating with different parties, developing and monitoring plans, keeping track of responsibilities, and so on.
- Proactively identifying ways to improve the efficiency and efficacy of Nā Leo TV
- Managing special projects assigned by the President & CEO
- On-screen talent for internal broadcasting programs
- Externally, represent Nā Leo TV and the president's office with poise and professionalism
- Manage and oversee all intern staff
- Develop, implement, and execute strategic marketing plan
- Manage organizations social media platforms
- Research and report on external opportunities
- Work hand-in-hand with Production Manager to achieve production objectives
- Oversee monthly newsletter campaigns
- Maintaining and updating website

2016 Campaign Cycle *Elect Senator Kaiali'i Kahele 2016* Hilo, HI

Campaign Manager

- Body man to the Senator
- Oversaw day-to-day operations of campaign
- Implement all fundraising strategy and efforts
- Manage all campaign social media platforms
- Create and implement campaign schedule and database
- Manage and coordinate all canvass, phone bank and "Get Out the Vote" efforts
- Recruited volunteers and field organizers
- Operated and managed all volunteer efforts
- Handled all campaign communications

2015-2016 *Special Olympics Hawai'i* Hilo, HI

East Hawai'i Area Director

- Coordinate all Area activities with the direction from the State Office
- Conduct Area Regional competitions
- Develop and maintain a balanced budget
- Coordinate and host Area Management team and Head of Delegation meetings as needed
- Implement the Special Olympics program through the recommended Area Management Team structure making appropriate chairperson appointments and coordinating the activities of the committees with its structure
- Recruit new athletes to participate
- Recruit and manage volunteers to conduct quality competitions and fundraising event

2014 - 2015

Office of Council Member Dennis Onishi

Hilo, HI

Council Legislative Assistant

- Researched and drafted policy legislation
- Directed and coordinated constituent and community services
- Committee Clerk for the Committees on Environmental Management and Governmental Relations and Economic Development
- Maintain district website
- Attend all community meetings on behalf of Council Member

2012 - 2014

Office of State Senator Gilbert Kahele

Honolulu, HI

Legislative Aide/Committee Clerk

- Managed office staff and volunteers
- Researched and drafted policy legislation
- Directed and coordinated constituent and community services
- Committee Clerk for the Senate Committee on Tourism (coordinate scheduling of committee members and conference rooms, create and post notifications and distribute statewide, coordinate testifiers, ensure proper documentation)
- Maintained Senate website and formulated monthly district newsletters

2008 - 2012

University of Hawai'i at Hilo, Student Life Center

Hilo, HI

Building Manager

- Greet customers and ascertain what each customer's needs
- Oversaw day to day operations of the Campus Recreation Department
- Supervised student employees, non-student facility staff and fitness instructors
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons & vouchers, balancing cash drawers & making deposits
- Reported directly to the Building Coordinator and Director
- Collected and oversaw all timesheets for student employees

OTHER WORK EXPERIENCE

<i>Keaukaha Community Association</i>	Member	Hilo, HI
<i>Pi'ihonua Hawaiian Homes Assoc.</i>	Member	Hilo, HI
<i>Young Democrats of Hawai'i</i>	Member	Hilo, HI
<i>Hawaii County Democratic Party</i>	Member	Hilo, HI

EDUCATION

Kamehameha Schools, Hawai'i Campus	High School Diploma	██████
University of Hawai'i at Hilo	BA – Communications	Currently pursuing