

Karen S. Wong

SUMMARY OF QUALIFICATIONS

- + years of management in profit and nonprofit organizations
- CPA with extensive experience in financial and personnel management
- Strong analytical and decision-making skills
- Strategic planning and tactical execution
- Implementation of several computerized systems
- Management of staff in multiple locations

PROFESSIONAL EMPLOYMENT

Lanakila Pacific
Honolulu, Hawaii

August 2016 – Present

Vice President of Workforce Resources

- Oversees the social enterprise arm comprised of grounds & custodial maintenance, silk screening & embroidery, and food service. We provide valuable employment and job training for people with disabilities.

Ballet Hawaii
Honolulu, Hawaii

April 2016 – August 2016

Interim Executive Director

- Managed the administration of the company's operations including accounting & budgeting, development, human resource, and facilities management.

OnCare Hawaii
Honolulu, Hawaii

September 2015 – December 2015

Director of Operations

- Managed the day-to-day operation of a large oncology practice with seven physicians and more than 60 employees working at multiple clinics.

First Hawaiian Bank
Honolulu, Hawaii

May 2014 – August 2015

Vice President & Manager, Wealth Management Service Center

- Managed the Wealth Advisory Division's insurance and broker/dealer investment operations team and the sales, service and support team.

Waterhouse, Inc.
Honolulu, Hawaii

July 2007 – March 2014

Senior Vice President (2012 to 2014)

- Managed the Properties Division which is comprised of 8 commercial properties.
- Oversaw the administration of the Waterhouse Charitable Trust which included coordinating meetings and preparing minutes, grant administration, court filings, and beneficiary reporting requirements.

Vice President – Finance (2007 to 2012)

- Managed the accounting, finance, IT and human resource functions for all nine companies which comprised of golf courses, commercial real estate and securities.
- Presented the financial reports to the board of directors.
- Converted to a new accounting software package and to Microsoft Online.

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PATCH, People Attentive to Children
Honolulu, Hawaii

2000 – 2007

Executive Director

- o Managed the administration of the company's operation and programs including mentoring and staff supervision, facilities management, collaboration with community partners, implementation of strategic plan, development and management of organizational and program budgets, development of policies and procedures, and grant writing.
- o Initiated the creation of and worked with the board on the organization's strategic plan. Included rewriting the mission and vision statements and creating operational strategies to fulfill the strategic plan.
- o Oversaw the design and implementation of a new database to track child care provider training information. Also, converted to a national database designed for child care resource & referral agencies that allows families to search for child care providers.

Waikiki Business Plaza, Inc.
Honolulu, Hawaii

1993; 1995-2000

Controller

- o Managed the accounting, finance and IT functions of eight affiliated companies involved in commercial property management and hotel & restaurant management. Prepared and analyzed financial statements, CAM reports, and coordinated audits.
- o Implemented the accounting, hotel management, and property management computerized systems.

Child & Family Service
Honolulu, Hawaii

1994

Vice President of Finance

- o Managed the accounting, budgeting and financial functions of the organization with an emphasis in budgeting and forecasting.
- o Presented financial statements to the board of directors.

Deloitte & Touche
Honolulu, Hawaii

Senior Audit Accountant

- o Provided audit and consulting services to some of the firm's largest audit clients. Specialized in commercial real estate, retail, government, and not-for-profit entities.

EDUCATION / LICENSES

University of Hawaii at Manoa
Certified Public Accountant

Bachelor of Business Administration; Accounting
State of Hawaii

INDUSTRY AND COMMUNITY AFFILIATIONS

- o Ronald McDonald House Charities of Hawaii, Treasurer, 2009 – 2014
- o People Attentive to Children (PATCH), Treasurer, 1998 – 2000
- o Big Brothers/Big Sisters of Hawaii, Volunteer, 1994 – 1995
- o Member of the American Institute of Certified Public Accountants, 1993 – 1999
- o The Immigrant Center, Assistant Treasurer, 1993 – 1995
- o Saint Francis Hospice, Volunteer, 1991 – 1993