
RESUME

Education:

McKinley High School
University of Hawaii
Bachelor of Business Administration - Accounting

License:

1974 Certified Public Accountant, State of Hawaii
(License #816 on inactive status)

Employment:

July 2011 – Present
Consultant services – Procurement, Organizational Structure, and
Internal Control review and establishment

January 2010 - June 2011
Research Corporation for the University of Hawaii
Director of Finance and Project Management

Duties: Responsibilities included the overall operations of the fiscal
section and all new projects.

Accomplishments: Implemented a Planning function for the organization
and started overall updating of its policies and procedures. Due to State
law, forced to retire as of June 2011.

June 2000 - December 2009
State of Hawaii, Hawaii Tourism Authority
Interim President and Chief Executive Officer
Chief Administrative Officer

Duties: Served as the Interim President and CEO for six months and
provided transition of duties to the permanent President for eight months.
Responsibilities as the CAO include the direct management of the
contractor for the daily operations of the Hawaii Convention Center, for all
budgets and financial reports, and the coordination of all administrative
and special projects.

Accomplishments: Created short and medium range planning documents
which were consistent with overall long range goals. Created
accountability models, which included targets and evaluation criteria for
yearly plans and for all funded programs.

July 1994 - May 2000

State of Hawaii, State Procurement Office
Administrator

Duties: Responsible for the implementation of Hawaii's new procurement code effective July 1, 1994.

Accomplishments: Developed procurement rules acceptable to all State and county governmental agencies. Implemented the procurement of Health and Human Services (Purchases of Services). Provided leadership in implementing new procurement concepts which included best value procurement and problem oriented request for proposal methods.

November 1992 - December 1995

State of Hawaii, Department of Accounting and General Services
Deputy Comptroller

Duties: Assisted the Comptroller in administrative duties which included budgeting for the Department. During the legislative session, provided legislative coordination between the Legislature and the Department.

Accomplishments: Established coordination among the Department of Accounting and General Services, Department of Education, and the Department of Budget and Finance to expedite capital improvement projects; encouraged the Legislature to pass an e scheated warrants bill to facilitate timely processing of reimbursements; and worked with various departments to improve coordination and communications.

February 1991 - October 1992

State of Hawaii, Department of Taxation
Deputy Director

Duties: Assisted the Director of Taxation in administrative duties.

Accomplishments: Implementation of the 1/2% county surtax computer system which would have been implemented if the mass transit project proceeded.

September 1985 - January 1991

State of Hawaii, Hawaii Community Development Authority
Administrative Services Officer

Duties: Coordinated personnel and accounting functions. Within the accounting function, was responsible for all procurement activities of the agency.

Accomplishments: Created a management accounting system used in conjunction with the State's FAMIS System. Worked the 1987-1989 legislative sessions with the House Majority Leader's Office helping with tracking bills and budgeting items.

October 1984 - June 1985

Bishop Square Management, Inc., a Subsidiary of Northwest Mutual Life Insurance Company of Milwaukee
Vice President Finance and Administration

Duties: Was responsible for all financial and personnel administration. Set policies and procedures which were consistent with present objectives of the company.

Accomplishments: Revised and updated all accounting and personnel policies and procedures.

March 1984 - October 1984

ISL Services, Inc., a Subsidiary of International Savings and Loan
Controller - Financial Officer

Duties: Was responsible for all financial affairs which included daily accounting transactions, policy determination, investment analysis, Parent/Subsidiary transactions and all other operations relating to financing.

Accomplishments: Created accounting policies and procedures. Informed existing management of the various accounting reports that can be used to help evaluate operations. Established a financial budget in detail for the current fiscal year and yearly projects for the next four years. Helped management define current and long term goals and established action plans to monitor and accomplish goals.

January 1982 - February 1984

Executive Development, Ltd.
Financial Administrator

Duties: Was responsible for all financial and administrative affairs of the company; coordination and supervision of all employees.

Accomplishments: Organized and established an Accounting Department. Hired necessary personnel, terminated and retrained existing employees. Established necessary controls and procedures. While doing current year's work, brought accounting records current which were eighteen months in arrears. Established financial budgets to measure future operation.

July 1981 - December 1981

Ala Moana City Corp.
Chief Accountant

Duties: Manager of the Accounting Department with responsibilities which included supervision, financial statement presentation and analysis, planning and forecasting, coordinating with independent computer consulting firm and external auditors, reviewing accounting systems and new accounting policies.

Accomplishments: Planned and implemented such plans; established a new company; and coordinated closing an accounting period of one company while simultaneously starting the accounting period of the new company.

(On June 30, 1981, Dillingham Corporation transferred its Hawaii Real Estate Properties to a limited partnership (Ala Moana Hawaii Properties) for the purpose of liquidation. A Management Company (Ala Moana City Corp.) was established to manage the operations of these properties. (All employees of Dillingham Land Corporation became employees of Ala Moana City Corp.)

May 1976 - June 1981

Dillingham Land Corporation
Chief Accountant

Duties: (May 1976 - April 1980) assisted the Controller in various accounting department's responsibilities.

(May 1980 - June 1981) Responsibilities included direct supervision of all accounting personnel, consolidation of profit plans and monthly financial statements for submission to corporate departments, review of new accounting systems and interpreting new accounting opinions and releases, coordination of work with internal and external auditors, coordination and implementation of accounting systems on an IBM System34 with an independent consulting firm.

Accomplishments: Gained necessary exposure and experiences in administrative and management skills. While performing budgetary duties, gained necessary experience working with executives and operational managers to establish yearly profit plans and five year projection. Was in charge of a special computer feasibility study which led to the successful implementation of an IBM System34. Coordinated and participated in all phases of the study which included feasibility requirements, management and executive familiarization and requirements, alternative solutions, program instructions, installation and training.

September 1971 - April 1976

Lemke, Chinen and Tanaka, CPA, Inc.
Senior Auditor

Duties: Conducted examination of financial statements of corporations, partnerships, local labor unions and sole proprietorships leading to, in most cases, rendition of an independent accountant's opinion. Estimated fees on new engagements, installed new accounting systems and did various types of tax returns.

Accomplishments: With patience and perseverance, vital accounting experiences were gained which are important for a sound foundation of a financial executive.

Military

April 1970 - April 1976

Hawaii Army National Guard
12 AG Company - Finance Section
Honorable Discharge

References

Upon Request