

Patricia "Patty" Akemi Teruya

OBJECTIVE:

To hold a challenging and rewarding position in a successful organization focused on service excellence and customer satisfaction.

EDUCATION:

Farrington High School	High School Diploma
Honolulu Community College	Two-Year Liberal
Department Community Services	Grant Writing Classes
Office of Hawaiian Affairs	Business Plan Classes

WORK EXPERIENCE:

City and County of Honolulu	Mayor's Special Event Coordinator
Mayor's Office	

Full-Time 4/9/2004 – 12/2011

- Operate basic office machines: photocopiers, scanners, and personal computers
- Supervise 4 employees to do event planning
- Oversee the Honolulu Hale grounds, permits, oversee all City Events
- Plan Events for Mayor, prepare Mayor's Scripts for Events
- Schedule HPD, BWS, CSD, DTS all City Departments
- Meet Clients to plan events on City grounds
- Attend Risk Management Classes
- Oversee Weekend Events Island wide

City Council – Councilmember Mike Gabbard	4/2002 – 2004
Honolulu, Hale – City and County of Honolulu	Legislative Aid – District 1

- Operate basic office machines: photocopiers, scanners, and personal computers
- Answer telephones, direct calls and take messages
- Attend District 1 Neighborhood Board meetings
- Legislative Meetings
- Attend City Council meetings
- Prepare District 1 Newsletters
- Attend Evening District 1 Community meetings

Patricia "Patty" Akemi Teruya

- Meet with Clients of District 1 to help with concerns

City and County of Honolulu

1995 – 2002

Neighborhood Commission Office

Community Relations
Neighborhood Assistant

- Providing Quality Customer Service to all neighborhood board members
- Answer telephones, direct calls and take messages
- Schedule for appointments
- Prepare and write minutes for Commission NCO
- Attend neighborhood Board meetings in the evening
- Prepare all Commission packets for monthly meetings

Sheraton Makaha and Resort Hotel

Full-Time

Assistant Food & Beverage Director

- Operate basic office machines: photocopiers, scanners, and personal computers
- Answer telephones, direct calls and take messages
- File confidential documents
- Perform word processing using Microsoft Word
- Perform data inputting using Microsoft Excel
- Supervise Kaala Dining Room with Lobby Bar
- Oversee two concessions on the Golf Course
- Oversee the Makaha Banquet Room
- Book Banquet Parties
- Oversee over 123 Employees in the Food and Beverage Department
- Provide Bar training and Restaurant Service

OTHER SKILLS AND QUALIFICATIONS:

- Microsoft Office Proficiency – Excel, PowerPoint and Word
- Extensive office clerical and administrative assistant experience
- Grant Writing
- Meeting minutes preparation
- Business Plan preparation/prepare 501 C 3 for Non Profit Organization

Patricia “Patty” Akemi Teruya

- Other skillsets and competencies: team player, hard worker, honest, people oriented, flexible, open-minded, reliable, able to motivate others, detail oriented, organized, customer service oriented and able to multi-task.

Community Services

- Food Bank Distributor in the Wai’anae Coast - current
- Currently serve 24 years on the Neighborhood Board System – Nanakuli/Maili Neighborhood Board, former Wai’anae Neighborhood Board and Nanakuli/Maili Planning Secretary and Planning and Zoning Committee Chair
- President- Wai’anae Coast Community Foundation – current
- Member Nanaikapono Protestant Church - current
- Member Nanakuli Hawaiian Homestead Association – current
- Member Council of Native Hawaiian Advancement (CNHA) – current
- Member Hawaii’s Native Community Coalition - current

REFERENCES: