
Lyah Kealohaonalani Kama-Drake

GOV. MSG. NO. 582

Job Title

King Kamehameha Celebration Commissioner - Kauai

Experience

Kauai Museum

Education Director/ Cultural Specialist / Archivist

Lihue, Kauai, Hawaii

October 17, 2008 - Present

Plan out yearly education calendar, work with schools year round on tours, outreach school visits, lesson plans, student art contest (prepping exhibit space and pieces, invitation letter, coordinate pizza celebration for participating students and teachers, order ribbon awards, etc.), organize monthly cultural festivals (contact vendors, prepare exhibit, marketing materials, etc.), organize monthly Hawaiian pa`ina feast, organize bi-annual living treasures event, accounting, payroll, membership duties: send out renewal letters and member cards, send out donation letters, filing, computers, copy, phones, fax, sales/marketing, cashier quick books, organize volunteers with daily schedule and events, archive accession intake, past-perfect 5 program, oversee facility maintenance (alarm, a/c, electric, water, insect control), research work for customer, work with grant writer for different program funding, fundraising, organize weekly activity schedule (throw net making, live music, lei making, coconut weaving, Human Resource duties: Workman's comp, Health Insurance, Liability Insurance. Work with Department of Accounting and General Services on grants and Payables

KekuaAloha God Is Love Foundation

Event Planner / Organizer

Anahola, Kauai, Hawaii

March 19, 2016 - Present

Plan and organize yearly Free Keiki Fun Day, Fitness Challenge and Youth Amateur "Burn Out Suicide" Samoan Fir Knife Competition event on Kauai. Organize and oversee volunteers in hospitality, security, entertainment, competition components (judges, awards, auditors, applications, etc.), reception and liability forms, insurance, MC, facilities, crafters, food vendors, emergency services (AMR, Police and Fire). Solicit donors and organize fundraisers. Attend all mandatory meetings on O`ahu and Kaua`i, organize Adopt-a-highway clean-up quarterly on O`ahu and Kaua`i, help organize American Foundation for Suicide Prevention walks on O`ahu and Kaua`i, organize KekuaAloha Foundation's "iScream for Jesus - Ice Cream Truck ministries appearances around the island and involved with the Miss Hawaii Scholarship Organization.

Kauai Aloha Festivals

Education / Cultural Specialist, Co-Owner

Anahola, Kauai, Hawaii

2007 - Present

Plan and Organize yearly cultural event on Kauai which includes a parade, selection of a new royal court (king, queen, prince, princess, etc.), planning venues for the court to travel to, organize transportation, costuming to and from dry cleaner to be ready for the yearly appearances, make sure food and refreshments are given to court at every appearance, make sure all equipment is accounted for, make sure a designated area or dressing room is ready with all necessary equipment, make sure all merchandise for purchase is ready to sell (ribbons & shirts), make sure marketing materials are ordered (banners, flyers, posters, etc.), work with grant writer for funding for entire year, accounting & record keeping to close grants.

Aloha Festivals
Hawaiian Cultural Specialist, Island Manager
Anahola, Kauai, Hawaii 96703
2006 - 2007

Plan and Organize yearly cultural event on Kauai which includes a parade, selection of a new royal court (king, queen, prince, princess, etc), planning venues for the court to travel to, organize transportation, costuming to and from dry cleaner to be ready for the yearly appearances, make sure food and refreshments are given to court at every appearance, make sure all equipment is accounted for, make sure a designated area or dressing room is ready with all necessary equipment, make sure all merchandise for purchase is ready to sell (ribbons & shirts), make sure marketing materials are ordered (banners, flyers, posters, etc.), work with grant writer for funding for entire year, accounting & record keeping to close grants. Fly to outer island to help with selection of new court and investiture, attend monthly meeting on Oahu.

Blockbuster
Retail Entertainment, Assistant Manager
Kapaa & Lihue, Hawaii
2002 - 2007

On duty manager for busy video company. Duties include safety briefing with employees before the start of shift, checking in products, restocking products, depositing monies into the bank from previous days sales, inventory, stock orders, customer services (membership, cashiering, special orders, etc.), cleaning duties (windows, vacuum, bathrooms, shelves, mopping, etc.).

Education

Kauai Community College - Certificate in Business
3-1901 Kaumualii Hwy, Lihue, Hawaii 96766

Leeward Community College - Certificate in Communication
96-045 Ala Ike St., Pearl City, Hawaii 96782

Columbia School of Broadcasting - Certificate in Radio Broadcasting
46-001 Kamehameha Hwy. Suite 216, Honolulu, Hawaii 96816

Waianae High School - Diploma
85-251 Farrington Hwy, Waianae, Hawaii 96792

Skills

Event planning/organizing (parties, weddings, cultural events and fairs), business organizing, accounting, secretarial duties, cultural arts instructor (hula, lei making, and hand kahili making).