



**Department of Labor and Industrial Relations, Office of Community Services**

Contract, Performance, and Evaluation Administrator

July 2011- February 2013

- Administered over \$25M in State and Federal General, Bond and Grant-in-Aid funding
- Prepared Requests for Proposals (RFP) and Invitation for Bid (IFB) Procurements for over 100 contracts with 64 non-profits, overseeing RFP deliberation and scoring process for State and Federal funds
- Negotiated outcomes and terms on behalf of the State with awardees
- Prepared Divisional and Legislative Reports for the Division and testified on behalf of the agency
- Supervised and evaluated all exempt and civil service personnel according to Performance Appraisal System (PAS)
- Co-funded innovative food programs and social entrepreneurship programs with various non-profits

**Department of Labor and Industrial Relations, Office of Community Services**

Program Specialist

April 2009- July 2011

- Monitored Contracts for compliance with agreed upon outcomes for:
- Community Services Block Grant- US Department of Health and Human Services
- The Emergency Food Assistance Program- US Department of Agriculture
- Weatherization Assistance Program- US Department of Energy
- Employment Core Services for Low Income Individuals, Immigrants, and Refugees- State of Hawaii
- 42F Grant-in-Aid Contracts for various awardees

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**EDUCATION**

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Executive MBA, Shidler College of Business, University of Hawai`i-Manoa

Weinberg Fellow

Non-Profit Management Certificate, Kapi`olani Community College

B.A. Psychology/Philosophy, University of Hawai`i-Hilo

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**VOLUNTEER SERVICE**

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- Hawaii Alliance of Non-Profit Organizations, Chair
- Hawaii Public Health Institute, Director

- Hawaii Public Housing Authority, Director
- Hawaii Economic Opportunity Council, Treasurer
- Mayor's Active Living Advisory Council, Member
- UHA Hawaii Health at Work Alliance Wellness Advisory Council, Member
- Community Council on the Purchase of Health and Human Services, Member
- New Market Tax Credit Advisory Board (Punawai `o Pu`uhonua), Member
- Hawaii Food Policy Council, Founding Member
- HACBED Volunteer Tax Preparer (VITA)
- 7-gallon Blood Donor