

EXPERIENCE

Lanakila Pacific

2019 – Present

Director of Workforce Programs

- Provide leadership in developing new initiatives and continuous enhancement of LP's programs and social enterprises in alignment with LP's mission and values and strategic planning
- Develop and implement program standards, ensure contract compliance, and perform operations necessary to support programs and social enterprises.
- Seek grant opportunities and develop project proposal that support and/or expand LP programs and social enterprises. Write proposals and grants to secure funding.
- Research, analyze and monitor financial performance, demographic and other data to develop and align program and social enterprise goals to new initiatives and community needs.

Center on Disability Studies, Postsecondary Support Project

2016 – 2019

Junior Specialist-Project Coordinator

- Coordinate a Federal Grant and State funded program supporting college students with disabilities throughout the UH system
- Responsible for hiring, training, and management of staff
- Serve as liaison for Department of Human Services administrators and staff to coordinate project activities and referrals to the Postsecondary Support Project
- Organize project data for billing and reporting purposes
- Serve as part of a leadership committee responsible for creating and executing annual program plan

Winners at Work, Inc., dba Abilities Unlimited

2014 – 2016

Asst. Vice President of Programs

- Oversee Abilities Unlimited Employment Program and responsible for direction of all programs with other company officers
- Responsible for hiring, training, and management of staff
- Coordinate and compose proposals for submission to state contractors
- Meet with Department of Human Services and Department of Health administrators to discuss and implement contract policies, procedures, and modifications
- Responsible for tracking program performance and making service delivery improvements

Innovative Paradigms, a division of Paratransit Inc.
Program Manager

2013 - 2014

- Managed paratransit eligibility for applicants of TheHandi-Van service on O'ahu
- Supervised staff of 6. Responsible for hiring, training, and supervision of staff at TheHandi-Van eligibility center
- Administered in-person eligibility determination process with applicants as needed
- Coordinated and oversaw travel training services offered through TheHandi-Van Eligibility Center
- Communicated effectively with the City and County of Honolulu Department of Transportation Services and Oahu Transit Services to address service needs of paratransit users

Winners at Work, Inc., dba Abilities Unlimited
Asst. Director of Programs/Project Development

2009 - 2013

- Proposed and gained 6 contract proposals with the State of Hawaii Division of Vocational Rehabilitation within 3 years
- Developed grant proposals, fee-for-service opportunities, and new job readiness courses
- Program earned more than 100% of commission-based contract with State of Hawaii in 2013
- Contract increases lead to increase of program staff from 2 fte to 8 fte
- Continued to execute Employment Program Management duties

EDUCATION

Master of Education, Rehabilitation Counseling
University of Hawaii at Manoa, Honolulu, Hawaii

Bachelor of Arts, Economics with emphasis in Business Management, Minor in Sociology
Occidental College, Los Angeles, California