

IRIS M. PEELUA

Objective

Experience

September 2014-Present TOWNE REALTY OF HAWAII, INC. Wailuku, Maui

PROJECT COORDINATOR

- Work with Development and Construction. Duties include: Obtaining all of the necessary approvals from the beginning of the subdivision thru construction plan approval. Thru these approvals working extensively with various departments at the County of Maui and State of Hawaii Departments.
- Responsible for Permit processing and occupancy. Prepare and submit all permit applications for homes and working with all government agencies thru permit processing till building permit is pulled. Thereafter working with construction along with the government agencies to obtain occupancies for these homes.
- Other duties include: Word processing, Excel spreadsheets, Assist with air travel, Coordination of events, luncheons and dinners.

January 2012 – D&M SATELLITE SOLUTIONS Kahului, Maui
September 2014

SR. SALES ASSOCIATE

- Managing the Island of Maui, Molokai and Lanai. Managing sales associates on Maui & Molokai and Lanai. On Maui manage sales associates at a store front at the Kaahumanu Center. Managing including; Responsible for the daily operations of the store along with managing sales associates to including: scheduling, team meetings and goal settings. Also assist with inventory and moving of equipment throughout the islands.
- Working with all types of customers, walk ins, referrals, taking sales from a central line, selling Directv Services. Work with customers from the point of sale thru installation and also servicing after installation.

IRIS M. PEELUA

January 2007 to
September 2012

Iris M. Peelua Expediting Services

Pukalani, Maui

Consultant

- Providing assistance for clients to include: homeowners, business owners, contractors, architects and developers with assistance for their building permit, SMA submission, subdivision approval, certificate of occupancy.
 - Assist clients in filing necessary paper work for submission of necessary permits. Work with clients during the process and also work with all county and state officials with respect to any comments and/or needed of additional paper or construction drawings.
 - All administrative duties: typing of letters, responding to comments, emailing, filing.
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5/2003 – 1/2007

Towne Realty of Hawaii

Wailuku, Maui

Project Coordinator

- Coordinate with project managers in the subdivision process of parcels
 - Maintain files and filing system of all development documents
 - Assist project managers in obtaining final subdivision approval with all county and state agencies.
 - Submit and track all building permit applications for all ongoing projects
 - Submit and track all water meter applications for all ongoing projects
 - Responsible for obtaining all certificate of occupancies for all ongoing projects
 - Administrative duties to include: maintaining and updating of all excel spreadsheets for all project managers, typing of letters, transmittals and assist in making travel, ground and hotel arrangements.
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11/2003 – 5/2003

Towne Realty of Hawaii

Wailuku, Maui

Administrative Assistant to the Vice President of Development

- Maintaining of Calendar (daily, weekly, monthly and yearly) for the vice president of development and responsible for all filing, receiving and responding to all letters and emails.
 - Coordinate all travel, ground, hotel accommodations
 - Human Resources
 - Coordination all company functions to include: ground breaking, topping off functions, and fundraisers and company Christmas parties
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5/00 – 11/2003

Goodfellow Bros., Inc.

Kihei, Maui

Administrative Assistant – Estimating Department

- Assist Estimators with all bids
 - Ordering of Bid Bonds
 - Obtaining of all prices for bids from subcontractors and vendors
 - Responsible for the collation of all documents needed for final bid documents
 - Typing of letters, emails, transmittals and sending out all needed plans and documents to all subcontractors and vendors.
 - Xeroxing of blueprints and assembly
 - Coordinate meetings for estimators and responsible for all travel, car and hotel accommodations for the estimating department.
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IRIS M. PEELUA

5/1988 – 5/2000

Sato & Associates

Wailuku, Maui

Administrative Assistant/Office Manager

- All Administrative duties to include: typing of all necessary documents, specs, water calculations and all letters.
- Coordinate all travel, ground, hotel accommodations
- Human Resources
- Coordination all company functions to include: ground breaking, topping off functions, and fundraisers and company Christmas party

Education

Maui High School

Kahului, Maui

High School Diploma

Volunteer Experience

- County of Maui, Board & Commissions, Council of Aging
- Maui Bronco League – President
- Aloha Festivals – Island Manager
- Kamehameha Day Parade