
Saumalu Mataafa

EXPERIENCE

- Executive Assistant** Department of Management, County of Maui, Wailuku, HI *March 2019-present*
Manage and draft county policies • Provide expertise to the Mayor and Managing Director • Facilitate housing policy discussions • Conduct departmental studies and assist with change management • Manage grants • Analyze and write reports
- Policy, Budget, and Communications Liaison** Office of the Mayor, Wailuku, HI *January 2019-March 2019*
Manages Mayor Michael Victorino's legislative priorities • Review and draft County budget documents • Supervise State legislative research team • Develop plans for affordable housing on county-owned land
- Lead Legislative Analyst** Maui County Office of Council Services, Wailuku, HI *August 2017 – January 2019*
Responsible for researching and drafting county legislation relating to housing, land use, transportation • Managed the Council's Land Use Committee and the Housing, Human Services, and Transportation committee • Managed and provided oversight on several contracted audits, policy analyses, and services for the Council • Supervised State legislative research team • Lead manager for the County's Hawaii State Association of Counties (HSAC) matters • Reviewed legal opinions on affordable housing related matters • Draft press releases, newspaper articles and columns
- Legislative Research Analyst** Hawai'i State Capitol, Honolulu, HI *December 2016 - May 2017*
Responsible for leading and facilitating policy research, and drafting legislative solutions related to drug decriminalization, zoning, economic development, food security, and prison overcrowding • Managed the State House of Representative's Economic Development and Business Committee
- Program Coordinator** NASA Ames Research Center, Moffett Field, CA *May 2015 - August 2016*
Managed the Space Life Sciences Training Program and curriculum • Developed program budget • Supervised, organized and facilitated space biosciences enrichment and career training program for twenty NASA interns
- Research Associate** NASA Ames Research Center, Moffett Field, CA *May 2015 - August 2015*
Researched human interactions with technology in remote environments • Conducted remote sensitivity training experiments
- Research Associate** NASA Ames Research Center, Moffett Field, CA *May 2014 - August 2014*
Developed prototypes for NASA's Space Biosciences Division's funded research on the effects of space on biology
- Human Factors Specialist & Lab Manager** Embry-Riddle Aeronautical University, Daytona Beach, FL *August 2012 - May 2015*
Supervised team of ten students • Managed university's contract with the Federal Aviation Administration on air traffic controller study • Conducted experiments related to aviators' interaction with user interfaces • Managed university's Aerospace Physiology laboratory and outreach • Wrote grant applications for several projects
- Research Assistant** Embry-Riddle Aeronautical University, Daytona, Beach, FL *January 2012 - May 2014*
Researched and developed virtual training programs for military combat pilots • Conducted experiments and demonstrations on the effectiveness of proposed training program

PROJECTS

~County of Maui~

Attainable Housing for Maui Nui Task Force

Develop strategic plans to address Maui County's housing crisis • Facilitate meetings between County directors and officials

County Affordable Housing Project

Develop plan and scope for developing affordable housing, for very low income residents, on County-owned land in Kahului, Hawaii • Facilitate meetings between stakeholders

Ka Ipu Kukui Fellowship

Community-based leadership training program • Reviewed and interacted with community and business leaders to determine challenges facing Maui Nui • Participated in the Focus Maui Nui process and planning processes

Affordable Housing Policy Analysis and Implementation Plan

Developed the scope and request for proposals (RFP) for an affordable housing policy analysis and implementation plan • Managed contract agreements with vendor • Reviewed project milestones, data collection methods and implementation plan and policy reports • Developed result-driven legislation for the County

Maui Metropolitan Planning Organization's Long-Range Transportation Plan 2040

Reviewed facts and findings from Maui's long-range transportation plan • Facilitated discussion on transportation issues and recommended solutions for future planning • Reviewed data collection methods

Audit of the County's Department of Transportation

Managed contract agreements with auditor • Reviewed project milestones, data collection methods and transportation audit report • Developed result-driven legislation for the County

Video Production Services

Managed the contract agreements with video production services vendor • Reviewed and collected pricing data • Proposed contract amendments

Hawaii State Association of Counties 2019 Annual Conference

Coordination and planning for the 2019 annual conference events

Precinct Chairman

Managed precinct during the 2018 primary and general elections

~State of Hawaii~**Drug Decriminalization**

Researched and reported on international efforts to decriminalize certain drugs • Considered the consequences of implementing administrative penalties for certain drug usage

Drug Probation Programs

Led and managed Representative Keohokalole's legislative research team • Facilitated meetings with the Hawaii State Judiciary's Hawaii's Opportunity Probation with Enforcement program representatives to understand their need • Reported on the program's operation and efficiency

State Prison Overcrowding

Met with stakeholders and collected data on state prison overcrowding • Reported facts and findings

~NASA Ames Research Center~**Habitat Development for Multigenerational Rodent Research on the International Space Station (ISS)**

Served as team manager and leader for the development of multigenerational rodent research on the ISS • Conducted stakeholder needs analysis with biologists and hardware engineers to prototype a habitat to promote neonatal growth in space • Utilized decision matrices and quality function deployment (QFD)

Hindlimb Unloading (HU) Device Redesign

Redesigned the HU device to address principal investigator's need for more efficient, portable device for long duration space studies • Created decision matrices, and used commercial off-the-shelf technology to facilitate prototyping

Remote Sensing and Virtual Reality

Helped develop a user interface for long duration spaceflight and remote controlling robots • Conducted usability research on the maneuverability of using remote flight control with displays

~Embry-Riddle Aeronautical University~

EcoCar, Advanced Vehicle Technology Competition

Conducted task analysis, stakeholder needs analysis & usability tests on electrical component for vehicle. Generated requirements for vehicle's electrical component

Shared Mental Models between Veterans and Traditional Students

Conducted research on relationships between students and veterans in classroom • Utilized heuristics evaluation and card sorting exercises

Federal Aviation Administration Design Competition

Conducted research on runway incursions at Southeast airports • Conducted stakeholder interviews • Implemented systems development model and packaged solution to combating runway incursions

Federal Aviation Administration Color Vision Project

Conducted research to promote enhanced color displays for NextGen Air Traffic controllers • Utilized usability and user experience research to understand the difficulty in interpreting outdated displays

Climate Change in Hawaii

Co-authored an article on the effects of climate change in Hawaii in the Encyclopedia of Global Warming and Climate Change.

EDUCATION

Embry-Riddle Aeronautical University
M.S. Human Factors & Systems – GPA: 3.92
Daytona Beach, Florida

Embry-Riddle Aeronautical University
B.S. AERONAUTICS –GPA: 3.86
Minors: Aviation Law, Aviation Safety
Human Factors, Meteorology

Courses:Systems Engineering • Systems Concepts Theory and Tools • Simulating Humans in Complex Systems • Human Factors in Systems • Behavioral Neuroscience • Systems Safety in Aviation • Crew Station Design Human Factors in Aviation Safety • Aviation Law **RESEARCH SKILLS:** Stakeholder Needs Analysis • Task Analysis • Crew Resource Management • Usability Testing • Systems Development Models • Human Factors Analysis and Classification System (HFACS)

AWARDS & RECOGNITION

Ka Ipu Kukui Fellow • Space Life Sciences Training Outstanding Program Award • Ronald E. McNair Scholar
Federal Aviation Administration Design Competition – 3rd Place • Silver Wings National Outreach Award