

***OBJECTIVE:***

Professional career working with people in a fast-paced work environment with an atmosphere requiring personal initiative, organizational skills and leadership qualities that would be beneficial to the organization and its team.

***EXPERIENCE:***

***Moiliili Community Center 02/2013 to Present***  
***Executive Director***

- Manage the overall operations and marketing of company business
- Supervise, monitor and manage daily operations and staff
- Oversee employee relations; recruitment, payroll, benefits and work safety
- Prepare and execute grant writing for funding of programs

***COMMUNITY SERVICE AND ADDITIONAL BACKGROUND:***

- Member of the Manoa Lions Club – 14 years
- Present: District Governor, Lions Clubs International District 50 Hawaii Lions
- Present: Chair, Hawaii Commission For National and Community Service – AmeriCorps July 2010 through Present
- 2012, President Obama's Champions of Change Recipient for Lions Clubs International
- 2010 – 2011, Lions Club International President's Award Recipient
- Past Board Member, Coach and Umpire, Manoa Girls' and Boys' Athletic Leagues
- Chair Emeritus, Manoa Neighborhood Board
- Past Board Member, Hawaii Literacy Program
- Past President, JET Alumni Association

***EDUCATION:***

- B.A., Communication; Emphasis in International Communication and Business  
University of Hawaii at Manoa
- Minor Studies in Music and Fine Arts  
University of Hawaii at Manoa, Orchestral scholarship
- National Exchange Student, University of Massachusetts at Amherst
- University Laboratory School, Graduated with honors