

Bathey Fong

Experience

2015 - present Feeling Safe Being Safe Honolulu, HI

Business Owner

- Prepare equipment, emergency kits and supplies
- Manage training preparation and requirement
- Follow-up with clients, business representatives on availability and appointment reminders
- Use of Microsoft Word and Excel to create sign-in sheets, worksheets, and surveys

2011 - present UH Department of Disability Studies Honolulu, HI

Assistant

- Emergency preparedness and disaster training
- Put together packets which include printing and organizing worksheets
- Train new trainers on Feeling Safe, Being Safe program

2015 – present Self-Advocacy Advisory Council Honolulu ,HI

President

- Help people with disabilities find jobs and be self -advocates
- Run meetings, organize agendas, prepare documents and oversee given assignments
- Giving speeches on the importance of SAAC, who we are, what we do and the people we serve
- Train members on S.A.A.C-I.S.P booklet, leadership, and healthy living
- Encourage community participation through outreach and volunteering

Other Positions held:

- Voted Treasurer in 2013
- Voted Vice President in 2014
- Voted President in 2015

2012-present Lanakila Pacific Honolulu ,HI

Volunteer Tour Guide

- Show people around the Teaching and Learning Center
- Explain the programs goals and objectives

Previous positions held:

Receptionist

- Answering phones
- Sign-in Visitors
- Stamping mail
- Filing

8/2012 – 8/2013 Catholic Charities Honolulu HI

Volunteer

- Shredding documents
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