

**MICT, Health and Safety Officer**

May 2014 – Present

American Medical Response - Maui County

Nationally Registered EMT-P & State of Hawaii with current certifications in:

BLS Instructor

EPC / NAEMT Instructor

ACLS (Sept 2022)

AMLS (April 2023)

PALS (Sept 2022)

PHTLS (March 2019)

**Adjunct EMS Instructor**

Jan 2016 - Present

Kapiolani Community College

Assistance with MICT, EMT & EMR courses: lectures, ocean safety, skills practice

**Senior Dive Guide**

Oct 2005 – Present

Extended Horizons SCUBA, Lahaina, HI

Responsible for customer, boat emergency protocols and trained the staff to prioritize guest well-being and safety during charters. Confident senior staff member who leads SCUBA dives and proactively manages safety underwater on Lana'i, Moloka'i and Maui. Additionally, focuses on office tasks including daily documentation, booking reservations, organizing manifests and accurate billing details.

Responsibilities include:

- Practical safety training and drills on a coast guard certified vessel
- Basic first aid assessment and management
- First responder and oxygen provider for diving emergencies
- Maintenance of first aid and safety equipment on vessel
- Continuing education for best SCUBA practices
- Led staff training on safety and accident prevention
- Coordination of USCG inspections and drills

**Office Manager and Executive Assistant**

Nov 2011 - Dec 2014

Vigilent, Oakland, CA

Worked with a diverse marketing team and various executive staff members, to execute quotes, ordering supplies, scheduling events and maintaining calendars. Multi-faceted role with interpersonal tasks on a daily basis - for multiple managers, team members and clients.

**Previous Education**

University of California at Santa Cruz

Bachelors Degree - Psychology Major, Education Minor

Psi Chi Psychology Honor Society member

**Volunteer / community EMS outreach**

SCUBA diver safety worksheet project with USCG

CPR teaching assistant - Planned Parenthood (April 2016)

Safety boat crew: Paddle Imua (multiple years)