

Charlene Takeno

EXPERIENCE

Parents and Children Together (PACT)

Community Developer, February 2020-present

- Lead and facilitate identified initiatives that promote community impact and self-determination to build strong and engaged communities and local community leaders.
- Initiate and foster relationships with partners, community leaders, local law enforcement, local schools, churches and residents to jointly develop community plans and foster leadership from within.
- Gather, analyze and share community data to guide effective and holistic services of new or existing programs that uplift the community.
- Leads and participates in the Kalihi Connection Coalition to engage, mobilize, and organize community members to promote social and economic equity and improve the quality of life for all residents.
- Advocates for the voices and needs of the families in the community and have an in-depth understanding of policies that affect them.
- Facilitate open communication and broad participation with local legislative policy makers, private and non-profit agencies, state and federal government agencies, and any key stakeholders in the community.
- Build capacity to foster the growth of knowledge and resources amongst community members; work with agencies to stand up new services needed.

Hawaii State Judiciary Children's Justice Center (CJC) of Oahu

Program Director, April 2018-January 2020

- Oversee the day-to-day operations of the Center.
- Develop, achieve, and maintain interagency and interprofessional cooperation and coordination in the investigation of and case management of child abuse cases.
- Provide for multidisciplinary team and case management approach which is focused on the alleged or suspected child abuse victim's needs and conditions; the family members who are supportive of the child and those interests of the child; and on law enforcement and prosecutorial needs.
- Resolve issues and problems on the systematic level to create change and improve the system response to child abuse cases.
- Establish operational guidelines and procedures for the CJC, enforce adherence to them; evaluate effectiveness of these and make necessary adjustments.
- Supervise and train staff members; determine tasks and priorities to be assigned in work requirements of the CJC; assign work accordingly.

- Implement needs assessment with all four MDTs and assess what training can meet the team's needs.
- Provide presentations on child abuse and mandated reporting to groups of all ages and size.
- Create a multidisciplinary child abuse response system with the military and local law enforcement and prosecutors so coordination results in the best interest for the child and family.
- Established a Family Advocacy Program (FAP) working group to improve relationships between the civilian professionals and military personnel.

High Intensity Drug Trafficking Area (HIDTA)

Program Analyst, September 2017-March 2018

- Training 13 different drug trafficking task force members on using the database for reporting drug trafficking organizations and seizures.
- Created a powerpoint template and an electronic scoring system for judges so there is consistency among the task forces when presenting at the annual meeting.
- Complete the annual report on successes of the task forces.

Hawaii State Department of the Attorney General Missing Child Center-Hawaii

Coordinator, April 2003-September 2017

- Develop and maintain strategic relationships with the private sector and other government entities.
- Provide training and presentations for State, Federal, and County law enforcement and service provider agencies on multiple topics related to missing children and child safety.
- Work on missing child cases by coordinating with State, Federal, and County law enforcement on investigation and leads, as well as poster distribution statewide and nationally of missing child.
- Coordinate services for missing children victims and families after the recovery of a child.
- Facilitated and assisted with design of "Keeping Safe in Cyberspace" internet safety training module for parents and students.
- Serve as a liaison between State, Federal, and County law enforcement agencies and families of missing children.
- Fundraise through grants for special projects.
- Statewide coordinator for MAILE AMBER Alert Program.
- Organize and coordinate fundraising activities and events with the Friends of the Missing Child Center-Hawaii.
- Represent the Missing Child Center-Hawaii on various task forces.
- Supervise office staff, interns, and volunteers.
- Coordinate various community outreach events.

Hawaii State Department of the Attorney General Community and Crime Prevention Branch

Community and Crime Prevention Specialist, August 1999-April 2003

- Organize trainings, meetings, and workshops related to crime prevention.
- In charge of the McGruff, the Crime Dog prevention program.
- Train utilities truck drivers about the McGruff Prevention Program and as participants of the program, what their role is.
- Served as a core member on the Department of the Attorney General's manual on workplace violence.
- Coordinate community mobilization programs.

United States Tennis Association Hawaii Pacific Section

Local League Coordinator, 2002-December 2013

- Coordinated various local leagues for the Oahu District.
- Trained new local league coordinators.
- Worked at various sectional tennis tournaments.

University of Hawaii Matsunaga Institute for Peace

Program Coordinator, August 1993-June 1999

- Planned and executed Institute events, guest speakers, and fundraisers.
- Supervised Office staff, Student help, and Interns.
- Plan and organize peace and conflict resolution workshops for the Department of Education teachers and administrators.
- Assisted with the development of Administrative policy and Implemented operational policies.
- Administrate funding and annual budget.
- Serve as conduit for community groups.

Northwest Airlines

Concierge, July 1996-March 1999

- Served as chief liaison for airlines to high revenue, frequent fliers, and VIP passengers.
- Resolve passenger discrepancies and disputes during flight interruptions.

Japan Exchange and Teaching Program

Assistant Language Teacher, August 1988-July 1991

- Instructed junior high and high school students in English.
- Coordinate quarterly teacher's seminars.
- Coordinated American culture events for students with special needs.

EDUCATION

University of Hawaii at Manoa

*Masters in Education, Major: Educational Technology,
Emphasis: Instructional Design*

University of Massachusetts at Amherst

*Bachelors of Arts, Major: Journalism/communications,
Minor: Psychology*

Proficient in Microsoft Office, Powerpoint and other presentation software,
various desktop publishing software.

Volunteer Work

Diamond Head Theatre
Imabrightkid Foundation
Farrington Performing Arts
Friends of the Missing Child Center-Hawaii