

**PROFESSIONAL EXPERIENCE**

**AMERICAN SAVINGS BANK-KAHALA – Honolulu, HI**

*Teller I*

**July 2015 - June 2016**

- Assisted personal bankers with customer account research and maintenance.
- Helped customers access their safe deposit boxes in the bank's vault as necessary
- Issued traveler's checks, cashier's checks, money orders, cash advances, and foreign currency.
- Processed daily client transactions, including deposits, withdrawals, money transfers, loan payments, credit card payments, and ATM transactions.
- Provided on-the-job training to new employees.
- Accurately maintained records of each transaction and ensured all documentation and cash in my drawer was in place, balanced, and within compliance at the end of each shift.
- Educated customers on the various banking products and services the bank provided in order to best help customers' financial needs.

**AKAMAI PETS, LLC. – Honolulu, HI**

*Dog Walker/Pet Sitter/Transportation Driver*

**September 2011 - February 2014**

- Walked dogs individually, and in a pack of 2-10 dogs at a time.
- Performed cleaning duties of the outside area where the dogs stayed, such as mopping, sweeping, picking up the dogs' pee and poop, and hosing down the ground with water.
- Make sure the dogs were all accounted for, safely secured in their designated area, and had more than enough water at the end of my shift.
- Provided transportation to and from their respective homes to the facility for some of the dogs.
- Handed off dogs to their respective owners at the end of their stay.
- Paid attention to the health and behavior of all of the dogs in my care, and reported any changes I noticed in the dogs to my supervisors and or the dog's owners.

**TARA'S DOG SERVICES, INC. – Honolulu, HI**

*Owner/Dog Walker/Pet Sitter/Transportation Driver*

**September 2009 - Present**

- Attract and retain loyal clients by building a reputation of integrity, compassion, flexibility, and leadership.
- Walk dogs individually, and in a pack of 2-14 dogs at a time.
- Perform administrative and accounting tasks, such as scheduling appointments, billing clients, and maintaining business records.
- Market the business through word of mouth, social media, and networking groups and events.
- Administer medicine, food, and supplements to pets in my care as necessary.
- Provide daily necessities to pets in my care, such as love, attention, exercise, socialization, sleep, transportation, food and water, and maintenance of their safety and overall well-being.
- Take candid pictures of the dogs in my care daily to share with their owners, along with a brief written update.
- Pay attention to the health and behavior of all the dogs in my care, and I report any changes I notice in the dogs to their respective owners.
- Bathe dogs in my care as needed.
- Evaluate the behavior of each dog with humans and other dogs, and if possible, acclimate them to safe socialization.
- Cultivate a relationship with clients and their pets through consistent communication via phone, email, and face to face contact.

**GREAT HARVEST BREAD COMPANY-KAHALA – Honolulu, HI**

*Cashier/Shift Manager/Kneader/Baker*

**July 2007 - August 2011**

- Multi-tasked during each shift by assisting customers in the store and on the phone, while also baking the bread, and cleaning up the kitchen area.
- Operated heavy mixing, blending, and cutting machines.
- Carried dough and bags of ingredients up to 50 lbs on a regular basis.
- Built relationships with customers, making sure to especially remember the regular customers and their orders.
- Provided on-the-job training to new employees.
- Operated the cash register, and balanced receipts and payments at end of shift.

**CAROUSEL CANDYLAND – Honolulu, HI**

*Cashier/Stock Person/Shift Manager*

**August 2003 - April 2008**

- Supervised others, and supported in training new employees.
- Managed cash register, and counted and balanced cash drawer at the end of shift.
- Greeted customers warmly, acknowledged regular clientele, and provided customers with help on the products in the store.
- Carried boxes of goods that weighed up to 50 lbs from the stock room downstairs to the store upstairs.
- Maintained the appearance and cleanliness of the store.

## **EDUCATION**

**Columbia Southern University** **2021-Present**

*Research Methods Course*  
*Abnormal Psychology Course*

**Straighterline University** **2020-2021**

*Introduction to Psychology Course*  
*Completed: April 2021*

**University of Hawaii-Manoa Honolulu, HI**

*B.A. in English, Minor in Sociology*  
*Graduated*

**Hawaii Baptist Academy Honolulu, HI**

*High School Diploma*  
*Graduated*

## **LEADERSHIP/COMMUNITY SERVICE**

**PSI Seminars** **2012-2018**

- Lead 2 groups of 5 people in goal setting for 2 of PSI Seminars' 3-day personal and professional growth classes held in Honolulu, Hawaii.
- Coached on 2 leadership teams for PSI Seminars held in Honolulu, Hawaii.
- Organized 2 presentations on PSI Seminars for 2 groups of 10-25 people, which included me overseeing a group of 5-13 people who were supporting me with putting on the presentations.
- Spoke at 3 presentations in front of 3 groups of 10-25 people.
- Worked on starting a garden for an assisted living facility in Clearlake Oaks, California.
- Assisted with renovating a football field for Clearlake Oaks High School in California.
- Made and delivered care packages and sandwiches for homeless in Kaka'ako Park with a group of 9 other people.

**Kuhio Lions Club** **2011-2014**

- Enrolled the club into contributing money to a school supply drive service project for underprivileged children at a local school.
- Contributed to service projects, such as assembling Kadomatsu and working at a Lions Club booth for a church's Halloween Penny Carnival.
- Attended monthly meetings to discuss service projects.

**Hawaii Meals on Wheels** **2005**

- Delivered hot meals to clients at their homes.

-Checked that meals were as stated on delivery order form before leaving food kitchen.