

EDUCATION

Master of Public Administration
University of North Carolina, Chapel Hill

Juris Doctor
University of Hawai'i, William S. Richardson School of Law

Bachelor of Arts, Political Science
University of Hawai'i at Manoa

MEMBERSHIPS

Hawai'i State Bar Association
Attorney Number

American Society for Public Administration

Association of Workplace Investigators

EXPERIENCES

Equity Specialist 2/2018 - Present
Hawai'i Department of Education, Civil Rights Compliance Branch, Kapolei, Hawai'i

- Ensure staff, student, and systemic compliance with federal and state civil rights requirements. Conducts full range of investigations involving alleged violations of civil rights laws, policies, and/or procedures, including Title VI, Title VII, Title IX and the Americans with Disabilities Act or 504. Serve as the Title IX Coordinator, Language Access Coordinator, and Reasonable Accommodation Coordinator. Provides guidance to administrators relating to student conduct for protected class matters.

Chief Division Counsel Assistant 12/2014 to 2/2018
United States Department of Justice – Federal Bureau of Investigation (FBI)
Honolulu, Hawai'i

- Served the following roles: Acting Supervisory Administrative Specialist; Equal Employment Opportunity (EEO) Coordinator; EEO Counselor; Diversity and Inclusion Coordinator; Asian Pacific American Advisory Committee Chairman; and Ethics Coordinator. Managed and ensured compliance with all Federal Torts Claims Actions

within the Honolulu Division. Recommended to executive management improvements to program administration due to changes in policies, procedures, case law, and legislation.

Investigator

6/2012 to 12/2014

United States Department of Justice – FBI, Honolulu, Hawai'i

- Served as full-time investigator, Assistant Team Leader, and Acting Team Leader related to national security, counterintelligence, and criminal matters. Identified and evaluated conditions and situations that could pose operational problems.

Staff Operations Specialist

11/2009 to 6/2012

United States Department of Justice – FBI, Honolulu, Hawai'i

- Member of the Joint Terrorism Task Force – Pacific. Liaised and interacted with personnel from multiple law enforcement, intelligence, military branches, and independent government contracting agencies. Served as the FBI's primary writer for threat assessments disseminated to federal, state and local law enforcement partners.

Personnel Management Specialist V & General Professional

11/2008 to 11/2009

State of Hawai'i – Department of Human Resources, Employee Claims Division
Honolulu, Hawai'i

- Served as a specialist with independent responsibility for several functions related to disability compensation and employee claims and resolved difficult personnel problems and handled complex assignments. Investigated and then litigated complex Workers' Compensation claims at the State of Hawai'i, Disability Compensation Division and Trials at the Labor and Industrial Relations Appeals Board. Managed risks by reviewing settlement demands to determine whether settling was appropriate and made counteroffers based the state's best interest.

REFERENCES
