

Experience (selected for relevance):

- February 5, 2018 to present:
 - Hawai'i County Councilmember Sue Lee Loy, 25 Aupuni Street, Hilo HI 96720
 - Legislative Assistant (February 2021 to present): responsible for research, writing reports, drafting legislation, and following through on constituent inquiries and requests
 - Council Aide (February 2018 to 2021): responsible for logistics, planning/facilitating community meetings, coordinating various projects and assisting the Councilmember as necessary in a variety of functions
- August 2013-February 2018:
 - Hawai'i County Office of Aging, 1055 Kino'ole St, Hilo HI 96720
 - Aging Program Planner II/Aging and Disability Services Manager: Plans, develops, coordinates, and/or directs a county-wide system of services for older adults; conducts program and operational studies, analyses, and evaluations; develops plans and assists in policy recommendations; maintains a system of managing funding and review of federal, state, county and private grant-aided agencies.
- October 2010 to January 2013:
 - National Kidney Foundation of Hawaii, 1314 S. King St, Honolulu HI 96813
 - Director, Hawaii Island: responsible for day-to-day office management as well as programs and community outreach/networking and grantwriting; Quality Improvement Coach/Facilitator for Model Office collaborative pilot project (2011-2012)

Education:

- University of Southern California
 - 2017 Professional Certificate in Home Modification/Universal Design
- University of Hawaii at Manoa, Honolulu, HI 96822
 - Bachelor of Science in Nursing, Honors Graduate
 - Master of Public Health
 - Specialty in Maternal and Child Health
 - Sub-specialty in Child Abuse and Neglect Prevention and Intervention
- Waiakea High School, Hilo HI 96720
 - Diploma

Related skills/coursework/training:

- Learning to Lead Collaboratively – Dr. Donna Ching (May 1998, July 2009)
- Strategic Thinking and Planning – Dr. Donna Ching (August 1998)
- Advanced Facilitation Training – Dr. Donna Ching & Lily Bloom-Domingo (November 2001)
- Inspiring the Best in People and Organizations (Introduction to Appreciative Inquiry) – Charles Miller (April 2010)