

EDUCATION

The University of Texas School of Law, Austin, Texas

J.D.

- Symposium Editor, Texas Intellectual Property Law Journal

University of Texas - Pan American, Edinburg, Texas

B.A. *Cum Laude*, Philosophy and Political Science, Minor in Economics

WORK EXPERIENCE

Hawaii Department of Transportation, Office of Civil Rights

Address: 200 Rodgers Boulevard, Honolulu, HI 96819

Title VI Program Specialist: February 5, 2018 – Current

Plans, develops, coordinates, implements and monitors Title VI program management; and performs other related duties as assigned.

- Revised Annual Federal Highway Administration (FHWA), FTA, and Federal Motor Carrier Safety Administration (FMCSA) Title VI Compliance Plans for the Hawaii Department of Transportation. Reviews HDOT division and office compliance with Title VI requirements. Reviews Title VI Compliance Plans of all applicable subrecipients (MPO, 5310, HDOT branches, etc.) for FHWA and FTA compliance. Participated in subrecipient or other stakeholder committee for review of public participation plans. For FMCSA compliance, trained appropriate state inspectors and highway safety specialists pursuant to compliance, and trained FTA subrecipients in language access planning for compliance. Assists in conducting small business and Disadvantaged Business Enterprise opportunity outreach and marketing as part of Title VI compliance.
- Participated in reviews with HDOT Harbors division, consultants, and other stakeholders with review of Honolulu Harbor Master Plan scope of work and related documents. Provided technical advice related to Title VI, Limited English Proficiency, and Environmental Justice compliance for said master plan.
- Compiles monthly and yearly Foreign Language Translation Driver's License written exam statistics for reporting. Performed contract monitoring of translation-related procurement to ensure compliance. Registered State of Hawaii small purchase procurement buyer.
- Prepared application documentation (statement of work, budget sheets, correspondence) for National Summer Transportation Institute grant program. Collaborated with stakeholders in HDOT, in-state universities, and FHWA for this purpose. Awarded \$50,000.00 to administer for FY2019 Summer Engineering Academy satellite program at Waipahu High School.
- Advises HDOT divisions, subrecipients, and other stakeholders on questions related to Title VI compliance requirements. Has presented to Hawaii Department of Agriculture (HDOA) on establishing Title VI planning and compliance for their organization and reviewed HDOA efforts for consistency.
- Is subject-matter expert (SME) with regard to Title VI compliance and is Language Access Coordinator for HDOT. Engaged in administrative investigations upon filing of Title VI complaints. Created Language Access Plan as required by HRS §321C.
- Co-Chair, Media Subcommittee, Hawaii Complete Count Committee for 2020 Census.
 - o Created media write-ups, brochures, and other media consumables for public and government use and review as part of the Hawaii Complete Count Committee.
 - o Has advised overall committee and Hawaii State Department of Business, Economic Development & Tourism (DBEDT) on media-related matters and proper procurement and scope of work for media projects related to the 2020 Census.
- Member, Transportation Toastmasters (Since February 2020, Rank VC1).

Federal Emergency Management Agency

Civil Rights Advisor (Trainee) – Reservist – December 15, 2019 – October 23, 2020

Deployments/Trainings Attended: Reservist Onboarding/Orientation – Dec. 16, 2019 – Dec. 20, 2019

- Investigates and analyzes civil rights enforcement issues and develops and drafts related reports, correspondence, and other written material.
- Assists in developing and performing studies and evaluations of the implementation of Federal, State, and local civil rights policies and practices.
- Counsels employees and managers regarding the provisions of applicable equal employment and civil rights acts.
- Conducts Title VI, Anti-Sexual Harassment, Reasonable Accommodation, Diversity and Inclusion training presentations as well as continually assess methods for proactive-prevention.

Hawaii Department of Transportation, Statewide Transportation Planning Office

Address: 200 Rodgers Boulevard, Honolulu, HI 96819

Planner V (Temporary Assignment), Programming Section: April 1, 2019 – December 13, 2019

Conducts fact-finding and analysis of complex planning problems, issues and policies; coordinates input from individuals and organizations involved in or affected by the planning process; correlates findings and develops plans affecting private or public activities and/or facilities throughout and assigned area of concern. Handled additional other duties as assigned.

- Part of planning group for creation of State of Hawaii Coordinated Public Transit Human Service Transportation Plan (CSP). Prepared procurement documentation and assisted with evaluations for consultant proposals for CSP. Participated in selection committee for vendors for CSP and prepared contractual documentation for project.
- Coordinating efforts between Counties of Kauai, Hawaii, and Maui to establish “Low-No” electric bus program via Federal Transit Administration (FTA) grant funding. Prepared FTA 5339 grant application in furtherance of funding “Low-No” electric bus program.
- Revised Memorandums of Agreement for FTA sub-recipients in coordination with State of Hawaii Attorney General’s Office.
- Updated FTA Disadvantaged Business Enterprise data via TrAMS.
- Co-Chair, Media Subcommittee, Hawaii Complete Count Committee for 2020 Census.
 - Created media write-ups, brochures, and other media consumables for public and government use and review as part of the Hawaii Complete Count Committee.
 - Has advised overall committee and Hawaii State Department of Business, Economic Development & Tourism (DBEDT) on media-related matters and proper procurement and scope of work for media projects related to the 2020 Census.

Hawaii Department of Transportation, Motor Vehicle Safety Office

Address: 98-339 Ponohana Place, Aiea, HI 96701

Highway Safety Specialist: August 1, 2013 – January 6, 2017

Temporary Assignment (89-day hire): July 28, 2017 – October 23, 2017

Plans, develops, coordinates, implements and monitors highway safety projects and activities; and performs other related duties as assigned.

- Written amendments to Hawaii Administrative Rules (HAR) 19-122, 19-123, 19-141, 19-145, and 19-149 using standard and Ramseyer format. Has also written legislative bill drafts, justifications and testimony related to Chapter 286, Hawaii Revised Statutes.
- Assesses physical security plans, emergency incident response plans, environmental and historic preservation screening forms in compliance with 44 CFR Part 10, and other associated documents as part of the REAL ID Assessment Team (RIDAT) for compliance with the REAL ID Act and usage of Department of Homeland Security (DHS) HSGP grant funding for improving physical security at DMV offices throughout the state.

- Performs grant management, oversight and monitoring for FMCSA grants by monitoring grant progress, coordinating efforts between third-party contractor, FMCSA and County DMVs with regards to shipping and procuring equipment and information, completing and/or reviewing Federal Financial Reports (FFR) and Performance Progress Reports (PPR) for submittal and review with FMCSA. Performed FFATA reporting for FMCSA grants.
 - Completed FHWA Grant Management Training for Non-Finance Managers, September 2016
- Reviewed monthly revenues and expenditure statements from county DMVs and created yearly budget sheets to reflect proposed revenues and expenditures compared and contrasted with actual monthly statements.
- Has completed small purchase and sole source procurement.
- Created inspector testing documents for purposes of Periodic Motor Vehicle Inspection (PMVI) programs for the various County DMVs of the State of Hawaii.
- Handles customer service calls, help desk support emails, and data entry related to CDLIS, hazardous materials endorsement, CDL medical certification and NDR.

Social Security Administration, Office of Disability Adjudication and Review

Address: 2009 W Jefferson Ave, Suite 200 Harlingen, TX 78550

Decision Writer (Paralegal Analyst): September 13, 2010 – May 17, 2013

- Wrote decisions on disability and non-disability claim cases for administrative law judges (ALJs). Carefully reviewed and analyzed case file evidence to identify discrepancies and conflicting information to ensure decisions followed a logical conclusion and were consistent with Social Security laws, regulations, and policies. Assisted ALJs and coworkers in determining the correct course of action when adjudicating or writing a decision with complex, technical issues. Primarily used case law, Social Security Rulings, 20 CFR 404, and 20 CFR 416 when engaged in legal analysis.
 - **Completed Decision Writer training, October 2010**
 - **Recipient, Exemplary Contribution or Service Award, received August 27, 2012**

PERSONAL BACKGROUND

Experienced using Microsoft Windows XP/Vista/7, Mac OS X, and Ubuntu Linux. Highly proficient with office suite software, such as Microsoft Office. Enjoys reading economics, philosophy and science, karaoke, disc golf, weightlifting, hiking and snorkeling. Note: Not licensed to any state bar.