

EDUCATION

KAUAI COMMUNITY COLLEGE

Lihue, HI

Associates Degree Clerical Services

ASSOCIATION EXECUTIVE

Kauai Board of REALTORS, Lihue, HI / Apr 1979 - Dec 2021

- Oversee the daily operations of the non-profit organization representing over 600 members with only 1 additional staff member
- Annually review and revise the Governing Documents, Policies & Procedures, Committee Charters and Administrative Policies
- Conducted research to prepare to the annual Strategic Planning session and Budget Preparation
- Attend meetings assisting the volunteer in preparing Minutes for the Association
- Assisted in the Government Affairs Committee in providing testimony relating to Private Property Rights and homeownership
- Read, analyze and assist in preparing monthly Financial Statements for the Organization
- Served as the Administrator for the Professional Standards and Arbitration Committee for all ethics and arbitration complaints
- Oversee the organizations community investment and involvement programs for the benefit of the public
- Prepare all meeting agendas for the Board of Directors the General Membership; the Property Managers; the Government Affairs Committee and the Executive Committee
- Process Payroll
- Created a Weekly e-mail Membership Bulletin
- Wrote monthly Newsletter
- Served as the Association representative on the Chamber of Commerce, Kauai Business Council and the Rice Street Business Association
- Wrote grants to assist the community in disasters, smart growth and affordable housing projects.
- Hosted political candidate forums

REFERENCES

VOLUNTEER EXPERIENCE

GOVERNMENT AFFAIRS COMMITTEE MEMBER

Kauai Board of REALTORS, Lihue, HI / Jan 2018 - Dec 2021

- *Represented the REALTOR Industry as a member representative. *Co-hosted the annual County Council Candidate Political Forums