
Objective	Parent Representative for Early Learning Board
Education	Chaminade University Master's degree in Education Focus in Child Development University of Hawaii at Manoa, Bachelor's degree in Family Resources Focus in Early Childhood Education Honolulu Community College Associate's degree in Early Childhood Education Focus in Early learning
Experience	Family Hui Hawaii Aug 2021 – Present Support Manager Supporting the organization making a difference in children's life. Providing support in the areas of implementation, coaching, facilitation, evaluation, and planning. Coaching early learning teachers and daycare home providers to improve quality of their programs. Assist with implementation and evaluation to make sure families and children are receiving the care and resources for their needs. Facilitate coaching sessions and family interactions to build supports and engagement. Support teachers and providers with early learning and family engagement resources. Being part of the early learning and strong family community to promote for children and families. PATCH Hawaii Feb 2014 – Aug 2021 Child and Adult Care Food Program (CACFP) Program Manager Oversees and manages statewide CACFP sponsoring organization. Duties include understands and implements federal and state rules and regulations, daily programmatic operation, CACFP claim for civilian and military daycare homes, recruitment, monthly reports and statistics, reviews menus and conducts technical assistance, writes nutrition curriculum, facilitates staff and provider trainings and meetings, budget, policy and procedures, payroll, staff management and evaluations, individual and group consultation for military daycare homes, monitoring visits statewide, assessments and evaluations, contract management, outreach events, state agencies and military collaboration, children enrollments, reimbursement eligibility determination, CACFP roundtable and National CACFP Association collaboration, professional development and conferences, and surveys for family engagement.

PATCH Hawaii Feb 2018 - Present
Child Care Trainer
Conducts and facilitates classes for teachers and caregivers in the early childhood education field. Training areas include family engagement, resources and referral, quality care, child nutrition, health and safety, activities and curriculum, program management, policy and procedures. Assures the provision of necessary materials and supplies for each class, familiarizes with training materials and equipment, distributes gathers and completes the necessary paperwork related to each class, sets up and cleans up before and after each class, and evaluation after each class.

PATCH Hawaii Feb 2014 – July 2014
QCP & QRIS Specialist Provides guidance to daycare home providers to improve quality care in their programs, understands the State of Hawaii childcare rules and regulations, Monthly and quarterly reporting and statistics, assists providers setting attainable goals and creates action plans, home visits, creates learning ideas tailoring to individual daycare homes.

Rainbow School Honolulu June 2008 – Jan 2014
Assistant Director and Lead Infant Caregiver
Assists to oversee and manage the daily operation of the school in all areas, including state and federal regulations, NAEYC accreditation, food and nutrition, health and safety, tuition, budget, record keeping, policy and procedures, scheduling and staffing, professional development and training, activities and excursions, staff and child supervision, meeting and conferences, staff and family communication, observation and evaluation, lesson planning and child portfolio, and special programs.

Martin and MacArthur June 2000 – April 2012
Sales Associate
Sets up promotional displays, successfully handled crowds of over 70 people during demanding sales events, maintained customer information in the company database, kept a tidy store front and replenished stock as needed, prepared and managed store floor, in charge of opening and closing the store, and handled all customer issues with understanding and satisfying resolutions.

Waikiki Community Center Aug 2006 – June 2008
Lead Teacher
Manages the infant classroom, maintains a healthy and safe environment for infants ages 3 months to 16 months, plans menu, purchase and inventory baby food and needs, conducts observation and assessment, builds, and maintains positive relationships with families, conducts parent-teacher conferences, supervise and supports staff in the classroom, plans developmentally appropriate activities for individual infants.

Waikiki Community Center Jan 2006 – Aug 2006
Lead teacher
Leads a preschool classroom. Duties included menu planning, food preparation, lesson planning and implementation, creating and up-keeping children's portfolios, parent/teacher conferences, maintaining good and effective communication with families and staff, maintaining healthy and safe environment, and observation and assessment.

Waikiki Community Center June 2004 – Jan 2006
Lead teacher
Leads a toddler classroom. Duties includes enhances toddlers' learning using creative curriculum, creates meal menus, prepares food, conducts observations and assessments, builds and maintains effective and positive relationship with families and staff, conducts parent-teacher conferences.

Women, Infant, & Children (WIC) Jan 2004 – May 2004
Student Internship
Duties includes conducting nutritional assessment for pregnant women, infant, and children, issuing food coupons to meet individual nutritional needs, data entry, providing seminar for new parents on topics regarding parenting, nutrition, growth and development of their children.

Waikiki Community Center June 2002 – Dec 2003
Evening and Weekend Care teacher
Duties includes curriculum planning for children ages 2-9 years old, collecting tuition payment and record keeping, children supervision, meals preparation, and positive relationship and communication with families.

Computer
Microsoft office
Online conference/training/meeting platform like zoom, gotomeeting, gototraining, Microsoft Teams, Google

Language
Fluent in Mandarin and Cantonese

Additional Skills and Professional Development
CPR and First Aid certified
Registered with Hawaii State Department Early Learning Registry
Certifications Member of National Association for the Education of Young Children NAEYC
Member of National Association for Family Child Care NAFCC
Certified Observer for NAFCC Accreditation CACFP Child Nutrition
CACFP Nutrition and Management Professional