

Planning Program Manager

July 2016 - Present

State of Hawaii, Office of Planning, Coastal Zone Management Program

- Prepare and manage grant applications, federal awards, and budget annually in the amount of ~\$2.2M for program personnel, county contractual agreements, and projects to uphold and enhance core program capabilities
 - Manage team of 10: including senior planners, project analysts, project support, and administrative staff
 - Provide overall program direction and lead implementation of program strategies specific to addressing coastal hazards and ocean resources management plan coordination
 - Administer the Special Management Area Permitting system and Federal Consistency review and coordinate with county planning departments to ensure consistency with State special management area permitting
 - Represent CZM Program and Hawaii Revised Statutes (HRS) Chapter 205A perspective for State initiatives including: the Climate Change Mitigation and Adaptation Commission, Hawaii State Hazard Mitigation Forum, and Hawaii Invasive Species Committee
 - Ensure State and county projects are consistent with the CZM objectives and policies through environmental compliance document review
 - Advocate for and provide outreach for the CZM Program at federal, State, and county levels
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Planning & Policy Analyst

July 2013 – June 2016

State of Hawaii, Office of Planning, Coastal Zone Management Program

- Foster and coordinate partnerships with cabinet-level, management-level, and staff-level representatives from state, county, federal, and non-profit organizations for the implementation of the statewide Hawaii Ocean Resources Management Plan (ORMP)
 - Lead a team of CZM program planners, to develop an operational strategy for the program's Section 309 projects for the period of fiscal years 2016-2020.
 - Responsible for collecting and tracking data for 84 metrics as listed in the ORMP and developing a data visualization tool to provide accountability for implementation of the ORMP to public
 - Track and analyze proposed state legislation, and draft formal testimony to provide comments/program position statements to submit to the legislature for consideration
 - Prepare and submit proposals seeking grant funding in support of the coastal zone management program and activities. Successful in obtaining \$245,000 in grant project funds in support of coastal hazards strategic planning for fiscal year 2016-2017
 - Review the work products of a staff planner who is tasked with reviewing draft environmental assessments and providing guidance to ensure that the project review has been comprehensive and consistent with the Hawaii State Planning Act and the Coastal Zone Management Law
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Administrative Assistant

June 2012 – June 2013

Center on Aging, University of Hawaii

- Assisted with National Institute of Health grant application; provided supplemental research and organizational support
 - Facilitated office move in coordination with University facilities, information technology, and communications departments
 - Research grant opportunities and present findings to Center faculty
 - Research educational partnerships to revitalize graduate certificate program and course opportunities
 - Manage ordering and purchasing of office supplies; reviewed, archived, and reorganized office files
 - Coordination of meetings, minutes, travel, and purchasing in accordance to University of Hawaii policies and procedures
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National Disaster Preparedness Training Center, University of Hawaii

- Managed development of 6 professional natural hazards training courses with subject matter experts to FEMA certification; to include drafting task orders and budget review with consultants
 - Oversaw logistics coordination for mobile delivery of FEMA-certified courses through Fall 2011; resulting in over 1,000 emergency responders and community members trained in natural hazards awareness
 - Managed staff and graduate assistants to ensure compliance with DHS/FEMA and National Training & Education Division processes and requirements for course development and delivery
 - Recruited, hired, trained and coordinated schedules for an instructor cadre of 25+ located across numerous states and U.S. territories for the delivery of NDPTC courses
 - Researched & developed NDPTC materials for conferences, meetings, and community events and liaised with target audiences/clients and state administrative agencies
 - Participated in & held position of “Steersperson” for the Pacific Risk Management Ohana (PRiMO) Training and Education hui, facilitating partnerships with key organizations through strategic planning and development of shared framework to leverage resources
 - Coordinated course delivery and materials for University of Hawaii, Department of Urban & Regional Planning, Disaster Management & Humanitarian Assistance Summer Institute courses 2011 & 2012
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Course Development Specialist**August 2009 – September****2010 National Disaster Preparedness Training Center, University of Hawaii**

- Managed development of *Tsunami Awareness* professional training course with subject matter experts to FEMA certification
 - Conducted basic instructional design, copy editing, graphic layout, and word processing of course content to create polished documents distributed to participants across the country
 - Conceptualized and developed hiring process; authored instructor development policies, procedures, guidelines, and performance evaluation matrix in compliance with U.S. Department of Homeland Security policies and procedures
 - Conceptualized framework and functionality of online data management system in conjunction with information technology staff for a customized database
 - Lead the coordination of event and meeting planning for organizations’ consortium quarterly meeting for 60+ participants over 4 days, including coordination of a day trip to Big Island
 - Conducted nationwide needs assessment to determine specific natural disaster training needs within targeted stakeholder groups
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Graduate Research Assistant**March 2007 – December 2009****Department of Urban & Regional Planning, University of Hawaii**

- Developed pilot survey methodology for “Important Agricultural Lands” study – utilizing GIS and zoning data compilation; reviewed and analyzed Act 183 legislation for Kauai County Planning office – leading to an ongoing expanded study for the entire County
 - Developed and implemented a process for Waikiki Business Improvement District to quantify, measure & evaluate street environment and cleanliness to gauge effectiveness of program expenditures and appropriate funding allocations
 - Documented and mapped homeless population migration patterns for Waikiki Business Improvement District – coordinated volunteers, implemented point-in-time survey methods, and mapped data trends utilizing GIS
 - Performed statewide traffic seatbelt study using survey methods developed for the Department of Transportation in support of “Click-it or Ticket” campaign
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EDUCATION**Master of Urban and Regional Planning**

University of Hawaii, Department of Urban & Regional Planning

Bachelor of ArtsUniversity of California, Santa Cruz
Environmental Studies