

Christyl F. Nagao

Objective:

To use my career knowledge and skill to proficiently represent the State of Hawaii in assisting in their affordable housing efforts.

Employment Background:

2021 - Present	Taba Realty & Development, LLC	Lihue, Hawaii
Position:	Business Partner / Broker-In-Charge	
Job Description:	To oversee all aspects of the company's residential management portfolio and team as well as directly acquire new business in both property management and sales.	
Job Duties:	Oversee the day to day operations of the 300 + residential properties along with the agent team. Duties to include but are not limited to, client acquisition, broker support, contract review, dispute resolution, agent training, hands on property management and facilities maintenance.	
2021 - Present	Kama'aina Mortgage Group	Honolulu, Hawaii
Position:	Mortgage Loan Originator	
Job Description:	To acquire and close mortgage loans	
Job Duties:	Acquire mortgage clients for home purchases and/or refinances. Find them the best product for their needs and assist them with their property transaction.	
2018 - 2021	Elite Pacific Properties, LLC	Koloa, Hawaii
Position:	Independent Contractor (Real Estate Sales and Management)	
Job Description:	See below description to exclude accounting function	
2016 - 2018	Tradewinds Realty, LLC	Koloa, Hawaii
Position:	Independent Contractor (Real Estate Sales and Management)	
Job Description:	To manage properties to State and Federal regulations, perform all accounting for both business as well as the company, perform screenings to help assist potential tenants into housing, offer assistance in repair and maintenance, to assist clients in sales of their home and/or the purchasing process.	

2014 - 2016	King Auto Center	Lihue, Hawaii
Position:	Salesperson / Express Lube Service Writer	
Job Description:	To promote company, create relationships with clients, handle sales and service writing	
Job Duties:	Handle all aspects of sales excluding financing for potential and repeat clientele, follow up to sales, service and warranty requests, create scheduling of work orders, assist clients with repairs, etc.	
2013 - 2015	Kauai Landscape Industry Council	Lihue, Hawaii
Position:	Executive Administrator	
Job Description:	To maintain council records and coordinate future planning with guidance from council members	
Job Duties:	Coordinate meetings, meeting agenda and minutes, prepare appropriate documents, record keeping, accounting, grant and funding, special events coordinating, member services	
2011 - 2014	The Parrish Collection, LLC.	Koloa, Hawaii
Position:	Division Manager of Housekeeping (2011 - present)	
Job Description:	To maintain properties and staff by adhering to company standards, meet company goals and expectations	
Job Duties:	Human Resources, staff scheduling, training, follow-up, purchasing, receiving, inventory control, loss prevention, OSHA training and compliance, reporting	
Position:	Assistant Division Manager of Homes (2011 - 2014)	
Job Description:	To maintain properties according to company standards, guest and owner expectations	
Job Duties:	Unit inspections, maintenance scheduling, guest/owner duties and requests, front desk operations, billing, receiving, reservations, concierge services, elite greetings, all around property management duties	
2009 - 2011	Hawaii Timeshare Exchange	Poipu, Hawaii
Position:	Store Manager	
Job Description:	To build and maintain retail establishment and its staff members	
Job Duties:	Payroll, accounting, customer satisfaction, ordering, staff scheduling, selling, marketing, inventory and expense control, all other related tasks	
2009	Midas Auto Service	Lihue, Hawaii
Position:	Sales Manager	
Job Description:	To maximize resources to effectively up sell products to exceed company goals	

Job Duties: POS sales handling, service writing, customer follow-up/retention, cold calls, ordering, receiving, basic car maintenance, work order control, work flow control and scheduling

2005 - 2009 Kauai Harley-Davidson Lihue, Hawaii
 Position: Sales Manager (2007 - 2009)
 Job Description: To manage sales floor effectively while increasing customer base and overall department sales
 Job Duties: Ordering, receiving, scheduling, follow-up, cold calls, financing, recording keeping, insurance, vehicle prep, motorcycle safety training, accurate record keeping
 Position Parts Manager (2005 - 2007)
 Job Description: To effectively manage department according to company standards
 Job Duties: Ordering, special customer ordering, receiving, inventory control, marketing, up selling, motorcycle sales, accounts receivable, service writing, vehicle prep, customer follow-up and completion, customer retention

Education Background:

2020 Mortgage Loan Officer School - Licensed in 2021
 2019 - 2020 eCornell University - Commercial Real Estate
 2019 Hawaii Association of REALTORS Leadership Academy
 2013 Kauai Community College- Hospitality and Tourism
 OSHA Compliance Training
 2013 Abe Lee Seminars Real Estate Course
 2009 Kauai Community College- Liberal Arts
 Human Resource and Development
 2007 - 2009 Harley-Davidson University- Customer Base Selling, Dealing with Employees, Workplace Safety, Up-selling Customers, Selling to Women, Warrant and Returns, Preventing Comebacks, Dealing with Customers, P&A, Warranty - please refer to h-dnet for complete list of completed courses

Additional Skills, Qualifications and Achievements:

2020 Kauai Board of REALTORS Secretary
 2021 - 2023 Kauai Board of REALTORS Director
 2016 - present Kauai Board of REALTORS Long Term Management Committee
 2022 Kauai Board of REALTORS Communication Committee Chair
 2021 - 2022 Kauai Board of REALTORS Special Task Force

Prior State of Hawaii licensed foster caregiver