

**Objective:**

Seeking an advisory committee position to best utilize my experience and education and to assist Hawaii Correctional Industries achieve optimal success.

**Skills:**

- Knowledgeable regarding Hawaii Correctional Industries' (HCI) mandates and legislative dictates and established HCI and Departmental policies and procedures.
- Ability to review and analyze HCI's budget and financial reporting.
- Strong understanding and extensive experience in HCI's partnerships with the Department of Public Safety Corrections Division.
- Experienced in developing and drafting HCI venture agreements with private sector businesses for qualified, able-bodied inmates.
- Understanding of how HCI inmate compensation rates are established and implemented.

**Achievements:**

- 2005 Department of Public Safety Employee of the Year
- 2000 *Article in Corrections Today 2000-06-01 LeeAnn Arakaki-Warner Taking on a Challenge* by Elizabeth Klug
- 1999 National Correctional Industries Association Staff Award / Western Region
- 1998 Department of Public Safety Certificate for Sustained Superior Performance
- 1994 Halawa Correctional Facility Employee of the Month

**Work Experience:**

**STATE OF HAWAII, DEPARTMENT OF PUBLIC SAFETY, KULANI CORRECTIONAL FACILITY, Hilo, HI (2017-2019)**

Secretary II / Secretary to the Kulani Correctional Facility (KCF) Warden

Spoke and acted for the KCF Warden in those matters delegated in order to facilitate work flow, coordination and management controls and relationships with others both within and outside the organization. Performed secretarial services as a primary work assignment along with minor administrative clerical and related services to the KCF Warden.

**STATE OF HAWAII, DEPARTMENT OF PUBLIC SAFETY, HAWAII CORRECTIONAL INDUSTRIES (HCI), Honolulu, HI (2015-2017)**

HCI Sales Representative

Assigned to develop, implement and coordinate a plan to changeover all Adult Correctional Officer uniforms (Class As, Class Cs, Jacket and Cap). This project included the coordination of fittings to obtain all of the sizes of all officers in eight facilities on three different islands during

three work shifts. The project also included my assisting the business manager in contracting to procure all of the new uniforms and being the main communications person with the vendor, production, and all the facilities. Also assigned to coordinate the HCI Farm Project which included produce sales and customer service functions with the various participating facilities and the Department's Food Services Administrator.

**STATE OF HAWAII, DEPARTMENT OF PUBLIC SAFETY, HAWAII CORRECTIONAL INDUSTRIES (HCI or CI), Honolulu, HI (1993-2008)**

CI Administrative Program Manager, CI Customer Relations Manager, CI Administrative Assistant, CI Sewing Manager, CI Sewing Supervisor I, CI Secretary I  
Provided support to the HCI Administrator, Advisory Committee, and the Executive Management Team. Scheduled appointments, meetings, and room reservations and coordinated travel and training. Wrote draft memorandums, letters, responses to inquiries, reports, meeting invitations, agendas, and minutes, etc. for Administrator's review and approval, as necessary. Prioritized and coordinated complex work assignments and projects. During her or his absence, acted in the Administrator's behalf in matters pertaining to administrative office matters. Upon her or his return, briefed the Administrator as to any incidents or occurrences during her or his absence. Responsible for writing draft CI Policies and Procedures for Administrator's review and approval. Wrote and prepared training materials and curriculum documents as needed. Provided CI orientation and training as necessary. Monitored and tracked several critical contracts and legislative packages and assured timely completion of all legislatively mandated reports. Participated on hiring committees and worked with the personnel department regarding recruiting, selection, and appointment process; promotions; and other related personnel issues. Experienced in managing a production plant, including but not limited to, supervising civilian and inmate staff; procuring raw materials; and establishing and implementing production standards, quality control methods, security mandated controls, safety rules and regulations, and inventory methods. Knowledgeable in various aspects of accounting and financial reporting. Performed data entry and updates into established tracking and order entry programs. Provided reception, switchboard, and clerical relief and maintained confidential files and records as necessary.

**STATE OF WASHINGTON, DEPARTMENT OF CORRECTIONS, DIVISION OF COMMUNITY CORRECTIONS, Olympia WA (1992-1993)**

Secretary I - Typing

Provided support to the Program Manager in coordinating the Litter Control and Electronic Monitoring programs; tracked and monitored the programs and its expenditures; processed contracts and requests for reimbursements, as necessary; assisted contractors, field staff, and accounting with project development, problem resolution, and performance improvement; and prepared monthly, quarterly, annual assessments and reports.

**TONGG PUBLISHING COMPANY, LTD. AND MERCANTILE PRINTING, Honolulu, HI (1989-1991)**

Sales Secretary./Customer Service Representative, Clerk Typist

Supported Executive Vice President of Sales and the sales staff, completed weekly estimate reports for the President for tracking financial forecasting and performance purposes, tracked

and ensured that critical jobs were completed to customer's satisfaction. Upon customer's approval of their estimate, entered jobs into production, worked with production to assure quality control, and monitored jobs to assure on-time delivery.

**ST. FRANCIS HOSPITAL, Honolulu, HI (1978-1985)**

Cashier Clerk, Posting Clerk, Billing Clerk

Participated in various aspects of the accounting cycle, posted charges to patient accounts, invoiced customers, typed insurance claims, processed insurance payments, reconciled accounts, and collected and disbursed cash.

**Education:**

Graduated from Waipahu High School, Waipahu, HI

Graduated from Hawaii School of Business, Honolulu, HI  
Medical Secretary Certificate

Attended Leeward Community College, Pearl City, HI  
Liberal Arts

**References:**

Furnished upon request