

**EDUCATION:** 1986 M.B.A. George Washington University, Washington, D.C.  
1981 B.A. Hamilton College, Clinton, N.Y.

**EXPERIENCE:**

**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES, Honolulu, HI**

**2022-  
present**

**Deputy Comptroller**

- Assists the Director in the administration and management of the Department in accordance with applicable State policies and laws.
- Responsibilities include involvement in the management of daily operational activities with respect to fiscal and personnel resources, projects, and major and minor issues affecting the Department.

**2017 -  
2022**

**Business Management Officer II (on leave of absence)**

- Advises and assists top management in various business management functions, and conducts and coordinates administrative staff services and controls.
- Directs the preparation and execution of the operating budget document
- Coordinates the preparation of departmental expenditure plans and the evaluation of program performance.
- Plans and coordinates the evaluation of operating administrative methods and procedures and recommends improvements.
- Maintains appropriate liaison and effective working relationships with budgetary, fiscal and other state agencies.
- Directs the preparation of relevant correspondence, memoranda, reports and other materials.

**DEPARTMENT OF BUDGET AND FINANCE, Honolulu, HI**

**2015 -  
2017**

**Program and Budget Analysis Manager**

- Responsible for the budget and program analysis services for departments and/or programs assigned to the Branch.
- Provided supervisory functions over Program Budget Analyst V positions and responsible for state departments assigned to the Branch.
- Developed procedures, rules, and regulations to guide state agencies in preparing program and financial plans, program budget requests, and program performance reports, to assure the availability of information needed for effective policy decision-making.
- Participated in making final budget recommendations to the Governor.
- Directed, coordinated, and reviewed analysis and evaluation of the financial, operational and programmatic ramifications of legislative proposals and bills passed by the legislature affecting departments or program areas assigned to the branch.
- Participated in reviewing organizational proposals of departments and provides recommendations as to whether such proposals are in support of current approved or proposed program plans.

- Assisted in the development, implementation and update of budget policy formulation, arising out of issues and concerns in the areas of budget preparation and budget execution.

**DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS, Honolulu, HI**

**2008- 2015 Business Management Officer I**

- Advised and assisted top management in various business management functions, and conducts and coordinates administrative staff services and controls.
- Directed the preparation and execution of the operating budget document
- Coordinated the preparation of departmental expenditure plans and the evaluation of program performance.
- Planned and coordinated the evaluation of operating administrative methods and procedures and recommends improvements.
- Directed general clerical, mail, duplicating and other related services.
- Maintained appropriate liaison and effective working relationships with budgetary, fiscal and other state agencies.
- Directed the preparation of relevant correspondence, memoranda, reports and other materials.

**DEPARTMENT OF EDUCATION, Honolulu, HI**

**2007 - 2008 Work Program Specialist IV**

- Reviewed and evaluated operational programs and recommended improvements; assisted in coordinating and implementing the various programs.
- Prepared annual operating budget and monitored weekly expenditures; responsible for making Plan Adjustments to meet spending needs and budgetary requirements.
- Audited and monitored purchasing operations, and maintained fixed-asset inventories.
- Prepared manuals and developed Standard Operating Procedures; planned and scheduled training classes to ensure safety and health of employees.
- Developed computerized systems to improve on efficiency of processes.
- Conducted special studies as directed; and performed other duties as required.

**RESEARCH CORPORATION UNIVERSITY OF HAWAII, Honolulu, HI**

**2005 - 2007 Manager, Youth Technology Mentoring Program**

- Responsible for program development and delivery associated with the HiTech Quest (HTQ) program. Duties included administrative tasks regarding the on-going administration of the organization, HTQ board management, financial management, and stakeholder management.
- Responsible for the development and coordination of the Project-Based Learning Program. Duties included the recruitment of participants from the ranks of high school students and high school dropouts interested in high technology careers, and the recruitment of businesses to participate and provide mentoring services to the high school students.

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**WAVE INTERNET LLC, Kaneohe, HI****1999 - 2005 Vice President, Administration**

- Managed and directed all administrative operations within the company.
- Prepared all proposals and managed all contracts for the company.
- Developed and produced all business plans for clients.
- Assisted in the promotion and marketing of business products and services.

**HONOLULU COMMUNITY COLLEGE, Honolulu, HI****2000- 2002 Lecturer, Information & Computer Science**

- Taught a computer literacy course at Schofield Barracks, offered through the Honolulu Community College on-base college credit program.
- Introduced students to computer terminology, hardware and software.
- Provided opportunities for hands-on experience using microcomputer applications, including word-processing, spreadsheets, presentation, and database management systems.
- Utilized on-line accounts (WebCT) for homework assignments, projects, and exams.

**DISTRICT ATTORNEY NEW YORK COUNTY, New York, N.Y.****1993 - 1996 Deputy Director of Operations – Administration**

- Provided operational leadership and planning with respect to the Agency's overall facilities management, telecommunication functions, procurement and analysis, space planning, and capital project management.
- Reorganized staffing structure and established new procedures to incorporate state-of-the-art technology to promote operational effectiveness and improve productivity.
- Responsible for all quarterly analyses and reports pertaining to budgetary and personnel functions within the Operations department.
- Provided expertise and leadership for the purchasing and inventory management functions through the establishment and implementation of policies to direct the operational, financial and personnel functions of the purchasing department.
- Developed and implemented detailed policies and procedures in compliance with governmental rules and regulations for small and large procurements including bid specifications, proposal evaluations and contract negotiations.
- Responsible for analyses and reports relating to purchasing trends and providing projections for budgeting purposes.
- Designed and managed all automation systems in the department.
- Trained staff members in the operation and maintenance of automated systems.
- Spearheaded a committee to evaluate and purchase an asset tracking system and established procedures for the distribution, sale and/or disposal of surplus property.
- Coordinated and directed a 'Business Process Reengineering' project to streamline the Requisition-to-Payment process, resulting in the reorganization of various departments to ensure that employees provide value-added services leading to increased efficiency.

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**1988 - 1993 Deputy Director of Fiscal Affairs - Fiscal Dept**

- Analyzed citywide and office budget reports to assess the fiscal impact of programmatic initiatives and assisted in adjusting budgets accordingly.
- Prepared quarterly financial reports to assist management in its decision-making process on financial matters.
- Responsible for office automation projects to aid in the management of office financial resources; developed systems to monitor and project PS and OTPS expenditures, and highly confidential investigative funds.
- Trained staff in the operation and maintenance of all automated systems.
- Assisted in the supervision of the Fiscal units.

**1987 - 1988 Senior Staff Analyst - Planning and Management Bureau**

- Responsible for maintaining a computerized information system to provide timely and accurate reports on criminal justice issues and trends.
- Designed systems and provided analyses for the annual Legal Staff Raise Package.
- Conducted cost and organizational analyses of staffing patterns for the purpose of improving future hiring practices.
- Assisted in office automation projects to promote operational effectiveness and improve productivity. Made recommendations for the upgrade of CAT systems.
- Participated in space planning projects by conducting research in space requirements, developing surveys for data collection and preparing a space plan report recommending standards for the office.

**ICF INCORPORATED, Washington, D.C.****1985 - 1986 Research Assistant - Health Care Practice**

- Provided background research, computer support, and qualitative and quantitative analyses for studies conducted in the health care and pension fields.
- Participated in feasibility studies of alternative health care delivery systems, and the financing of long-term care for the elderly.
- Involved in a project for the Department of Defense to evaluate policy options for the redesign of the military health care system.

**INTERNATIONAL PERSONNEL MANAGEMENT ASSOC., Washington, D.C.****1984 - 1985 Research Associate**

- Responsible for conducting validation studies and test-revision projects on entry-level and promotional tests used for personnel selection purposes.
- Assisted in the development of surveys to determine the need and usage of IPMA Test Services.

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**MOHAWK VALLEY RESOURCE CENTER FOR REFUGEES, Utica, N.Y.**

**1983 - 1984 JTPA Program Director**

- Managed and directed all administrative operations in the employment-training program funded under the Job Training and Partnership Act.
- Responsible for the operation of three English classes and a job development division.

**1981 - 1983 Employment Counselor**

- Acted as liaison between clients in the English/Employment Training programs and N.Y. State Job Service.
- Developed and conducted Job Clubs, provided job counseling, and worked cooperatively with the Employment Director on the placement of clients to job situations.

**COMPUTER SKILLS:** Proficient in all MS Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Publisher, MS FrontPage, MS Outlook), Adobe PhotoShop and SmartDraw.

**TEACHING EXPERIENCE:** Lecturer, college-level course - Introduction to Computing.