

WORK EXPERIENCE

Department of Planning and Permitting, City and County of Honolulu, HI

Executive Assistant, 6/2022 - Present

- Served as the Principal Executive Assistant regarding administrative matters including executing the support of the Administration and coordination of special projects.
- Assisted in communicating Administration's decisions and recommended actions on matters supporting the Mayor and Administration.
- Reviewed, coordinated and adjusted work programs and budgets to conform to Administration's direction and priorities, including establishing goals and objectives.
- Performed studies and research for reports and recommendations on new programs such as workforce development, modernization of systems, developing efficient processes and procedures that further the mission of the Department.
- Assigned to keep Administration abreast of sensitive matters of concern to assigned projects and programs.
- Directed the streamlining and procedures for the hiring and staffing of the Department's Divisions.
- Review and analyze current Department processes and procedures to modernize and reengineer the planning and permitting process.
- Drafted proposal for ordinance and administrative rule changes.

Hawaii State Senate

Office of Senator Donovan M. Dela Cruz, Honolulu, HI

Chief of Staff/Committee Clerk, 01/2011 - 05/2022

- Directed the operating and capital improvement projects' supervisors and staff to review the Governor's executive operating budget of about \$16 billion and a capital improvement budget of about \$2 - \$3 billion of which over \$200 million is earmarked for housing and economic development.
- Analyzed, determined financial impacts of and prioritized the budgeted line items.
- Made recommendations to the State Senate WAM Chair on amendments to the Governor's executive biennium operating and CIP budgets.
- Participated and made recommendations to the House Finance and Senate WAM Conference Committee on the Governor's executive and supplemental budgets before final approval by the State Legislature.
- Provided recommendations on any Governor vetoes for possible legislative overrides.
- Reviewed legislative proposals impacting the State's finances and government services provided to Hawaii citizens.
- Gained an understanding of the 17 State departments' operations, including processes, policies and procedures, and systems.
- Drafted proposals on law changes for consideration.
- Recommended policy changes impacting the State budget and operations of which were considered for changes to state law and/or administrative rules.

University of Hawaii, East-West Center, Honolulu, HI

Assistant to the Director of the Pacific Asian Studies, 07/2009 - 09/2009

- Assisted in researching and drafting a proposal for a NASA grant, with emphasis on the creation of programs in schools to spread awareness of climate change.
- Assisted in restructuring the Partnership for Schools (P4S) Program. The goal of the P4S program is to strengthen school-to-school ties at the grassroots level by building professional, institutional, and personal relationships of substance between educators in Hawaii and the Pacific Asia Region.
- Developed and prepared grant proposals, that upon approval and receipt of funds, would help many students in Hawaii's education system.

CAMPAIGN ACTIVITIES

Friends of Donovan Dela Cruz

Campaign Chair 2022

Campaign Manager 2012, 2014, 2016, 2020

EDUCATION

University of Hawaii – Manoa, Honolulu, HI

- Masters in Urban and Regional Planning (current student)

University of Hawaii - West O'ahu, Pearl City, HI

- Bachelors of Arts in Social Science- Political Science
- Received 05/2010

Leeward Community College, Pearl City, HI

- Associate in Arts
- Received 05/2006

CERTIFICATES

Dower School of Realty, Honolulu, HI

- Certificate of Real Estate
- Received 11/2010

References available upon request.