

JoAnn T. Inamasu

GOV. MSG. NO. 554

Objective: Leadership position utilizing management and outreach skills to help shepherd organization's vision and mission forward.

Core Competencies: Business Development Grant Writing Budget Preparation & Implementation
Project Management Community Outreach Grant Administration
Event Coordination

2020 – Present **Director – County of Maui, Office of Economic Development.**

- **Responsible** for economic development initiatives in areas of small business development, agriculture, high tech, agriculture technology, workforce development, film industry, sports, culture & events.
- **Responsible** for oversight of Grant Writers to secure funding for new programs and/or support of current Administration initiatives
- **Responsible** for oversight of County grant funds to support various economic development projects proposed by community organizations.
- **Responsible** for assisting Mayor and Chief of Staff with various efforts
- **Responsible** for management of Annual Department Budget, Required Reporting to Administration and County Council, and various report
- **Provided Assistance** to staff and constituents.

2018 – 2020 **Public Relations Coordinator – Goodfellow Bros.**

- **Coordinated** the Public Information Meeting, Groundbreaking Ceremony and Private Reception
- **Coordinated** Public Relations and prepared Press Releases
- **Coordinated** the Annual Employee Service Awards for all regions (Hawaii, California, Oregon and Washington)
- **Responsible** for working with GBI CEO on donations and community support efforts state-wide
- **Responsible** for assisting GBI Marketing Director on various efforts
- **Responsible** for compiling and writing articles and photos for the company's quarterly newsletter
- **Provided Technical Assistance** neighbor island regions for projects and community outreach opportunities

2015-2018 **Community Outreach Coordinator – Goodfellow Bros.**

- **Coordinated** the Public Information Meeting, Groundbreaking Ceremony and Private Reception for the Queen Ka'ahumanu Highway Widening, Phase 2 Project
- **Coordinated** the Annual Employee Service Awards for all regions (Hawaii, California, Oregon and Washington)
- **Responsible** for working with GBI President on donations and community support efforts state-wide
- **Responsible** for assisting GBI CEO with meetings, travel, etc.
- **Responsible** for submitting articles and photos for the company's quarterly newsletter
- **Assist** Office Manager with company events (e.g. Employee Annual Picnic, Hosted Meetings/Luncheons, Company Holiday Party, etc.) and community outreach efforts.
- **Provided Technical Assistance** neighbor island regions for projects and community outreach opportunities

2012-2014: **Governor's Representative for Maui – State of Hawaii**

- **Responsible** for servicing constituents and State/County agencies
- **Established** working relationships with various State agencies (e.g. DLNR, DOT Highway, DOT Airports, DOT Harbors, DOE, Dept. of Health, etc.) to be able to assist constituents
- **Assisted** constituents with completing applications for Legal Name Changes
- **Responsible** for overseeing the issuance of Hawaii State ID's
- **Responsible** for writing Messages, In Memoriams, Proclamation, Commendations, etc.
- **Represent** the Governor at events and provide Messages and/or Proclamations as needed.
- **Responsible** for seeking opportunities for Messages from the Governor

- 2011-2012: **Self-Employed**
- **Coordinated** the Kurt Suzuki-All Pono Baseball Clinic
 - **Assisted** with the coordination and execution of events (e.g. 2011 Hawaii Association of Counties (HSAC); Ka’anapali Fresh; Boys & Girls Club of Maui “Teen Expo”, etc.)
 - **Responsible** for writing grants; seeking out funding opportunities; and event coordination
 - **Generate** opportunities and innovative concepts for events
 - **Provided Technical Assistance** to clients
- 2008-2011: **Deputy Coordinator - Office of Economic Development, County of Maui**
- **Assisted** the OED Coordinator with initiatives and execution of projects
 - **Assisted** in \$10million budget preparation and implementation
 - **In charge of** oversight of daily office operations and personnel issues for staff of fifteen (15)
 - **Served** as the Mayor’s Liaison to the State Workforce Development Council
 - **Served** as the County’s Liaison to the Maui County Workforce Investment Board
 - **Wrote and secured** federal funds for planning and design of the Wailuku Municipal Parking Structure (\$1.2M) and Emergency Management Center (\$850K)
 - **Established** the *Na Koa Ikaika Maui* Baseball Organization
 - **Chaired and facilitated** the Grown on Maui Farmers Market at the Maui Ag Festival
 - **Assisted** with writing and securing federal funds for workforce development training
- 2000-2008 **Executive Director – Office of Economic Development, County of Maui**
- **Administered** the Workforce Investment Act (WIA) program for Maui County
 - **Responsible** for oversight and implementation \$1.5million budget for workforce programs
 - **Generate and Manage** contracts for program service providers
 - **Provided Technical Assistance** to program staff and service providers
 - **Ensured Compliance** to State and Federal guidelines
 - **Created** WIA program reporting forms to be utilized state-wide
- 1997-2000 **Economic Development Specialist – Office of Economic Development, County of Maui**
- **Managed** \$7million of County funded grants
 - **Established** “*Grown on Maui*” program and logo to assist local farmers with branding
 - **In charge of** Kula Agriculture Park Committee
 - **Administered** programs to promote Agriculture and Small Business
- 1995-1997 **Director of Business Operations – Maui Stingrays/Hawaii Winter Baseball, Inc.**
- **Responsible** for assisting General Manager with overall execution and operations
 - **In charge of** accounts receivables; accounts payables; employee timesheets
 - **Generate and Manage** sponsorship agreements
 - **Responsible** for arrangements for all coaches, players, umpires, media and visitors from Major League Baseball and other Leagues (Japan and Korea)
 - **Provided Oversight** on game day operations
- 1991-1995 **Front Office Manager – Maui Sun Hotel**
- **In charge of** daily front office operations (Reservations, Bell Desk, Front Desk, Night Auditors, PBX)
 - **Responsible** for responding to guests and hotel owners
 - **Managed** rooms inventory and alternative accommodations in sold-out situations
- 1985-1991 **Group Rooms Coordinator/Convention Services – Maui Inter-Continental Resort**
- **In charge of** coordinating all room accommodations for conventions and groups
 - **Responsible** for ensuring contract compliance
 - **Managed** room block; inputting of all group room lists; and room assignments
 - **Conducted Meetings** with conference coordinator and group escort to ensure guest needs are met
 - **Provided** general information about the island and surrounding areas for the guest’s enjoyment

Education: **University of Hawaii at Manoa** - Bachelor in Business Administration

Board Member: Maui Economic Development Board, Inc.
Maui County Workforce Investment Board
State Workforce Development Council
Maui Visitors Bureau
Kula Agricultural Park Committee
Hawaii Construction Career Days

References: **Available Upon Request**