

Jeanne L Torres

**Summary of  
Qualifications**

Executive level management experience since 2002 when I was originally hired to re-organize the corporation's operations. Positions held were Office Administrator, General manager and presently, Executive Director. I am proficient in Microsoft Office Programs, able to identify problems and implement corrective processes, knowledgeable in project management tools, processes and techniques, have strong communication, interpersonal, and presentation skills, able to prioritize, delegate tasks, and make sound decisions quickly while maintaining a focus on the bottom line.

**Experience**

2009-Present      Guide Dogs of Hawaii      Honolulu, HII HI  
Executive Director  
Oversee operations  
Hire, train and supervise staff  
Public Speaking  
Conduct client workshops  
Develop new programs  
Outreach to Blind Community  
Build Community Partnerships  
Fundraising

2005-2009      Eye of the Pacific Guide Dogs      Honolulu, HI  
General Manager  
Office management  
Book Keeping  
Public Speaking  
Service Programs Coordinator

**Education**

2001      Leeward Community College      Pearl City, HI  
A.A. Liberal Arts  
Graduated with Honors  
2004 Iowa State Department for the Blind Assist Online Program  
Microsoft Office Suite Certification (Word, Excel, Power Point and Outlook)

**Interests**

Eye of the Pacific Guide Dogs & Mobility Services, Inc. Board of Directors  
Hawaii Center for Independent Living Board of Directors  
Committee for Accessible Transportation, Member  
Committee for the Protection of Service Animals, Chairperson  
National Federation of the Blind of Hawaii State Treasurer  
Blind Person of the Year Recipient, Hawaii District Lions Club, 2007

**Skills**

- Over 10 years of management experience
- Excellent communication and public relation skills
- Excellent written communication skills and ability to work under pressure
- Leadership abilities
- Problem solving and time management skills
- Excellent team player