
GOVERNMENT RELATIONS

Optimistic, dynamic, results-driven manager with over a decade of experience in government and legislative relations, and community service. Proven ability to work with senior government officials and the public.

AREAS OF EXPERTISE

Government & Legislative Relations – Community Service – Public Policy – Research – Legislative Affairs
Analysis – State & City Government – Procurement – Legislative Policy – Office Administration – Port Facility Security

PROFESSIONAL EXPERIENCE

Policy Advisor Honolulu City Council	December 2022 – Present
General Professional IV (Port Facility Security Officer) Hawai'i District, Division of Boating and Ocean Recreation, Department of Land and Natural Resources, State of Hawai'i	January 2021 – December 2022
Office Manager House of Representatives, State of Hawai'i	December 2018 – January 2021
General Professional III (Port Facility Security Officer) O'ahu District, Harbors Division, Department of Transportation, State of Hawai'i	August 2015 – December 2018
Office Manager House of Representatives, State of Hawai'i	January 2015 – May 2015
Community Liaison Honolulu City Council	May 2013 – October 2014
Office Manager House of Representatives, State of Hawai'i	December 2012 – May 2013
Administrative Services Manager House of Representatives, State of Hawai'i	January 2012 – November 2012
Office Manager House of Representatives, State of Hawai'i	August 2010 – January 2012
Legislative Analyst / Volunteer House of Representatives, State of Hawai'i	January 2008 – August 2010

MILITARY EXPERIENCE

Operations Non-Commissioned Officer Headquarters & Headquarters Detachment, U.S. Army Pacific Support Unit, United States Army Reserve	February 2023 – Present
Assistant Operations Non-Commissioned Officer Headquarters & Headquarters Company, 100th Battalion, 442d Infantry Regiment, United States Army Reserve	January 2020 – February 2023
Cavalry Scout C Troop, 1st Squadron, 299th Cavalry Regiment, Hawai'i Army National Guard	March 2015 – March 2016
Infantryman / Acting Company Intelligence Support Team Non-Commissioned Officer D Company, 100th Battalion, 442d Infantry Regiment, United States Army Reserve	October 2004 – April 2013

- *Deployed in support of contingency operations in the U.S. Central Command Area of Responsibility in 2008-2009. Honorable Discharge.*

EDUCATION

University of Hawai'i at Mānoa
B.A. – Political Science

Graduated: December 2006

- *Resident Coursework at Freie Universität Berlin, Germany – Summer 2003*

Kamehameha Schools
High School Diploma

Graduated: May 2001

VOLUNTEER EXPERIENCE

Kamehameha Schools Alumni Association - O'ahu Region
Board Member

July 2023 – Present

U.S. Coast Guard Auxiliary, District 14, Flotilla 03-13, Kailua Kona, Hawai'i
Member

May 2021 – Present

Veterans of Foreign Wars, Department of Hawai'i

November 2020 – Present

State Legislative Officer (June 2023 - Present)
Member, Post 12138, 'Ewa Beach, Hawai'i (December 2023 - Present)
Member, Post 12176, Fort Shafter, Hawai'i (November 2020 - December 2023)

Kapolei Community Development Corporation
Treasurer/Director

December 2014 – December 2020

- *Managed construction oversight for a \$1.5 million community center serving Native Hawaiian homesteads in the Kapolei region.*

Makakilo/Kapolei/Honokai Hale Neighborhood Board No. 34
Board Member/Secretary

October 2014 – June 2015 (Appointed)
July 2011 – June 2013 (Elected)

- *Served as Chair of the Committee on Transportation during controversial construction project permitting review for Ho'opili.*

'Ahahui Siwila Hawai'i O Kapolei (Kapolei Hawaiian Civic Club)
Member

July 2014 – Present

SPECIAL QUALIFICATIONS / COMPUTER SKILLS / LANGUAGE SKILLS

Department of the Attorney General, Investigative Training

Completed December 23, 2016

Focus on ethics, policies and procedures, criminal law, arrests, searches and seizures, use of force, criminal investigative reports, court procedures/testimony, and civil liabilities.

State Procurement Office, State of Hawai'i Courses

Completed: January 2021

Authorized to conduct Competitive Sealed Bidding, Emergency and Sole Source, Professional Services, and Small Purchase methods of procurement for the State of Hawai'i.

Federal Emergency Management Agency / Department of Homeland Security Courses Completed

Facility Security Officer Course [MGT-7], ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-701, ICS-800, IS-317.A, PER-336, AWR-335, AWR-341, AWR-933

American Heart Association Courses Completed

Heartsaver First Aid CPR AED, Heartsaver Bloodborne Pathogens

Professional License

State of Hawai'i, Guard Employee / GDE 14287

- Extensive experience with Microsoft Office (Word, Excel, PowerPoint, Outlook), ArcGIS, WordPress, Squarespace and MailChimp.
- Proficient in written and spoken German.