



ALEXANDRA KELEPOLO

Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Problem-Solving
- Critical Thinking
- Positive Attitude
- Resolving Customer Issues

Experience

Hawaiian Electric | Hilo, HI
Land Agent
01/2017 - Current

- Acquire various land dispositions (i.e. Grant of Easement, Right-of-Entry, Indemnity Agreement, etc.) working with private, County, State and Federal government landowners.
- Assist external and internal customers by researching various land inquiries.
- Assist engineering with distribution, transmission and substation projects which include acquiring additional lands for future expansion and/or researching utility lines island-wide to obtain un-documented easements for system projects.
- Provide support for renewable energy projects.
- Provide support for Incident Management Team during natural disaster events.
- Provide notary services for external and internal customers.

County of Hawaii, Property Management
Division | Hilo, HI
Property Management Technician
01/2006 - 01/2017

- Provided support for the Public Access, Open Space and Natural Resources Preservation Commission "PONC".
- Involved in the acquisition, negotiation and due diligence requirements of properties nominated by PONC for conservation and preservation purposes.
- Worked directly with non-profit organizations to apply for stewardship grants for funds to manage PONC properties acquired.
- Assisted in applying for grant funding from State (Legacy Land Conservation Program) and Federal (Recovery Land Acquisition) and the process to obtain funds.
- Acquire various land dispositions relating to County lands.
- Assisted with the island-wide inventory of all County-owned assets and equipment.
- Provided support to Civil Defense during natural disasters by volunteering in the call center.

State of Hawaii, DLNR Land Division |
Hilo, HI
Clerk Typist II

- Provided clerical support to the Land Agents.
- Assisted Land Agents with the processing of various land dispositions including Leases, Revocable Permits, Land Licenses, Grant of Easements,

01/1999 - 01/2006

- sale of remnant lands, etc.
- Assisted with the sale of leases at public auction.
- Worked directly with DAGS Survey Division to finalize C.S.F. survey map and description for back-log requests.
- Worked with various State agencies to obtain concurrence to finalize various land dispositions.

Education and Training

Konawaena High School | Kealahou, HI

High School Diploma

06/1993

Community Service

- Kokua Community Champion, Hawaii island, Hawaiian Electric, 2022
- Vice-Chair, County of Hawaii, Public Access, Open Space and Natural Resources Preservation Commission, 2020-Present
- Vice-President, Moku O Keawe Land Conservancy, 2016-Present
- Board Member, E Mau Na Ala Hele, 2022-Present
- Secretary, Hawaii Electric Light Company Employees Toys for Tots Program, 2017-Present
- Vice-Chair, American Cancer Society Relay for Life, Finance Team, 2012-Present
- Member, Hawaii Island Advisory Council, Hawaii Land Trust, 2015-2018