

OFFICE OF INFORMATION MANAGEMENT AND TECHNOLOGY Honolulu, HI
Business Process Coordinator/Project Manager April 2013 – May 2015

- Sent on temporary assignment to the Office of Information Management and Technology via a Temporary Intra-Governmental Assignment (TIGA) to assist in the implementation of the state's Enterprise Resource Planning (ERP) project.
- Reviewed proposals in response to the RFP and provided feedback on each proposal.
- Participated in business process mapping sessions to document the state's current processes, focusing on the areas of Budget Preparation and Budget Execution.
- Perform various duties to support the Program Manager of the ERP Program.

HOUSE OF REPRESENTATIVES – COMMITTEE ON FINANCE Honolulu, HI
Budget Supervisor December 2005 – May 2009

- Supervise the day-to-day activities of up to seven (7) budget analysts in their efforts to analyze the operating budgets of the Executive and Judiciary branches of the State of Hawaii, as well as the Office of Hawaiian Affairs (OHA).
- Work with each analyst to provide recommendations for each operating budget request.
- Perform various office duties, as needed, to support the Chairman and the Office Manager.

HOUSE OF REPRESENTATIVES – COMMITTEE ON FINANCE Honolulu, HI
Capital Improvements Program Specialist November 1999 – December 2005

- Analyzed the capital improvements program (CIP) budgets of the State of Hawaii Executive and Judiciary Branches.
- Gathered, compiled, and organized information on every project proposed for both budgets, and provided recommendations for each project.
- Analyzed budgets ranging from \$400 million to over \$1 billion.
- Provided support to the Committee Chairman and Office Manager and performed other duties as necessary.

EDUCATION

UNIVERSITY OF HAWAII AT MANOA
Bachelor of Arts, Chemistry

Honolulu, HI
May 1998

OTHER INFORMATION

Skills: Proficient in Microsoft suite of computer applications, including MS Word, Excel, PowerPoint, and SharePoint