

CARLA K. KOBASHIGAWA

**CERTIFICATIONS**

**MICROSOFT OFFICE SPECIALIST - WORD, EXCEL, OUTLOOK**

**STATE OF HAWAII, DEPARTMENT OF EDUCATION PROFESSIONAL STAFF CERTIFICATE**

Teacher Certificate No. 20425

**SKILLS**

- Proficient in utilizing a Windows Workstation & Microsoft Office applications to include Access, PowerPoint, Outlook, Word and Excel.
- Keyboarding Speed exceeds 90WPM at over 90% accuracy.
- Experienced in Business Development and RFP proposal response for Department of Defense contracts and task orders.

**WORK HISTORY**

**SCHOOL OFFICIAL/COMPLIANCE, APPLIED COMPUTER TRAINING & TECHNOLOGY, INC.**

Responsible for the advising oversight of academic plans of students enrolled pursuing education in Computer Programs, including pursuit of IT industry certifications/credentials. Serve as the designated VA School Certifying Officials for Veteran students using VA Entitlement and eligibility programs. Completes routine and recurring compliance surveys including the annual ISO Audit, GSA Audits, VA Compliance Reviews and State of Hawaii Private, Trade, Vocational or Technical School licensure. As needed, serve as the substitute instructor for Office Administrative and Customer Service courses. Provides individual counseling on resume writing and interview skill development; tracks progress up to job readiness and placement.

Completes Bid & Proposal activities to include RFP response for federal government contracts. Creates accounts and approves employee timekeeping in the DCAA compliant timekeeping system. Allocates transactions using cost-based accounting processes and generates invoices using QuickBooks software – Online and Enterprise.

**ADMINISTRATIVE ASSISTANT, CATHOLIC CHARITIES HAWAII**

Provide direct support to the Vice President of Administration, Catholic Charities Housing Development Corporation and Director of Quality.

Renewed insurances, organized and captured minutes for recurring monthly and quarterly meetings. Oversaw the Agency's Parking, Mail and Facility Rental Programs. Prepared documents for execution with executive signature to include insurance renewals, facility lease agreements, and monthly credit card reconciliation reports created for the Vice-President and the Directors for Facilities and Maintenance. Completed recurring supply orders for the Administrative Department that encompassed Quality, Facilities, Maintenance, Accounting and Human Resources. Compiled and coordinated RFP efforts for the Housing Development Corporation's CDBG application.

**DEPUTY DIRECTOR OF THE GOVERNOR'S OFFICE OF CONSTITUENT AFFAIRS**

Drafted routine responses, Commendations, Proclamations and congratulatory messages to constituents. Directed correspondence and communication to various State Agencies. Complete weekly memos and workflow roll-up reports in coordination with the Governor's Neighbor Island Liaisons. Greeted guests and met in-person to hear and document public concern. Utilized a multi-function, multi-line phone system. Previously served as the Executive Receptionist with the Office of the Governor.

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**EDUCATION**

**M.S. CRIMINAL JUSTICE ADMINISTRATION, CHAMINADE UNIVERSITY**

Spring 2015 MSCJA Outstanding Graduate

**B.A. POLITICAL SCIENCE & PHILOSOPHY, WASHINGTON STATE UNIVERSITY**

Center for Civic Engagement Service Star Award Recognition for Community Service

**HIGH SCHOOL DIPLOMA, KAMEHAMEHA HIGH SCHOOL - KAPALAMA**

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**COMMUNITY**

**NA WAHINE 'O KAMEHAMEHA**

Secretary, Executive Board/Board of Directors