

Sunshine Choe

Work Experience

State of Hawaii, Lieutenant Governor's Office

Public Services Director, Dec 2022-Current

- Oversee application processing for name changes, apostilles and certifications.
- Work with state contractors to add additional functionality to online name change application systems.
- Work with state contractors to create an online application system for certification of state documents.
- Language Access Coordinator - oversee bi-annual language access plan development and staff training for working with self-identified limited English speaking persons.

State of Hawaii, Department of Labor and Industrial Relations

Unemployment Insurance Specialist I, Jun, 2020-Dec 2022

- Adjudicate eligibility for unemployment insurance in cases where controversy existed. Review new unemployment applications to ensure accuracy
- Contact claimants and employers to establish work history, and identity. Answer claimant questions when possible.
- Flag potential fraudulent claims for further review

State of Hawaii, Office of State Representative Aaron Ling Johanson

Committee Clerk Jan-May, 2020

- Scheduled public hearings for proposed legislation
- Filed bills and committee reports
- Worked with office staff to create newsletters and informational flyers
- Researched and drafted resolutions

Harbin Wanbang School, Harbin China

Teacher / Counselor Aug, 2012-Aug, 2017

- Teacher for 4-6 classes each semester including: ESL (Grades 7-9); Academic English (Grades 10, 11); US History (Grade 10); Guidance (Grade 12); Activity English (Grades 7-12)
- Guidance Counselor for approximately 10 students each semester. This work involved working with exchange students from Korea and America who were studying in China. I helped them to understand cross-cultural issues and how to make a plan to succeed academically and socially, while helping them build internal motivation.
- College Counselor – worked with several students each year to navigate the college admissions process, assisting in researching colleges, helping students work within deadlines, and working with them to present their final applications.
- Club supervisor for 2-3 clubs each semester including: Drama Club, Photography Club, Business Club and Athletic Sports Clubs

Shoots! Photography, Honolulu, HI

Owner, Jul, 2008-2017

- Wedding and portrait photography, including computer editing, file creating and storage.
- Creating contracts, managing social media and other day-to-day business.

Christ United Methodist Church After School Program, Honolulu, HI

Facilitator, Aug, 2010-Jun, 2011

- Primary tutor and caregiver for students ages 5-12. Tutored math, English and social

studies while supervising assistant tutors and maintaining an educational environment.

Education Works, Honolulu, HI

Purchasing Associate, May, 2008-Jun, 2011

- Buying and planning duties at an educational supply store for teachers and parents (books, toys, games, art and office supplies).
- Merchandised shelves and planned store layout.

The Custom Company, Honolulu, HI

Corp. Accts. Manager, May, 2007-Jun, 2008

- Worked directly with customers and production team to create aloha shirt designs and t-shirt graphics.

Hilo Hattie, Honolulu, HI

Art Coordinator, 2001-2005, Merchandise Manager, 2005-2007

- Managed all production and creation of aloha apparel for corporate sales and uniforms department.
- Managed the Custom Apparel division staff for a period of 4 months.
- Created, organized and cataloged artwork for exclusive aloha shirt prints.
- Artistic duties as required.

Education

Arizona State University, TESOL Certificate (Teaching English to Speakers of Other Languages), Sept 2017

Wheaton College, Wheaton, IL, BA in Sociology, BA in Studio Art, May, 2000

Computer Programs

Adobe Photoshop, Adobe Lightroom, Microsoft Office Suite, Counterpoint POS software.

Additional Skills

- Photography and Photographic retouching
- Typing: over 60 wpm and work with 10 key entry.
- Drawing, and painting in several media.
- Languages: Intermediate level Mandarin and German, Basic Korean

Organizations

Family Hui 2018-2019

Position: 2019 Group Facilitator

Hawaii Photographic Society 2008-2012

Position: 2010, 2011 Secretary

Position: 2012 Treasurer

Photography Meet-Up Group 2008-2012

Position: 2009 Organizer