

AMBER AKANA

SAFETY DIRECTOR/
BUSINESS REPRESENTATIVE

CONTACT



PROFILE SUMMARY

I AM A DEDICATED UNION REPRESENTATIVE FOR MARINERS IN THE MARITIME INDUSTRY, POSSESSING STRONG COMMUNICATION SKILLS, METICULOUS ATTENTION TO DETAIL, AND A COMMITMENT TO PROMOTING FAIRNESS AND EQUALITY.

EDUCATION

2015-2016
UNIVERSITY OF HAWAII WEST
MANOA-CLEAR

- Grievance Handling Fundamentals
- Collective Bargaining Law Basic

2002-2003
WESTERN CULINARY INSTITUE

- Bachelor of Culinary Arts

1998-2002
FARRINGTON HIGH SCHOOL

- Diploma

SKILLS

- Knowledgeable of our CBA and shipping regulations.
- Exceptional communication abilities.
- Strong attention to detail.
- Capable of effective collaboration while maintaining focus on goals.
- Skilled at managing challenges and adapting to various situations.

WORK EXPERIENCE

Seafarers International Union 2014 - PRESENT
Safety Director/Business Representative

- Conduct regular vessel visits to ensure crew members' safety and well-being aboard various contracted ships.
- Address any concerns, issues, or grievances that may arise onboard and within the membership.
- Oversee the assignment and deployment of crew members to fill available positions on multiple vessels operated by different contractors.
- Oversee and track the memberships initiation fees and annual union dues.
- Engage in recruitment initiatives for new mariners by actively participating in job fairs and delivering presentations at educational institutions.

Seafarers International Union 2012-2014
Administrative Assistant

- Responding to telephone inquiries by taking messages, transferring calls, providing information to callers, and addressing inquiries promptly.
- Coordinating and managing schedules for vessel visits.
- Organizing and maintaining filing systems and databases to ensure efficient file management.
- Preparing and disseminating documents, including memos, invoices, and billing statements.
- Overseeing the management of office equipment and ensuring the effective maintenance of the workplace.
- Supervising and coordinating maintenance efforts for the hall.
- Administering payroll functions and petty cash.

Seafarers Entertainment and Allied Trades Union 2007-2012
Administrative Assistant

- Responding to telephone inquiries by taking messages, transferring calls, providing information to callers, and addressing inquiries promptly.
- Organizing and maintaining filing systems and databases to ensure efficient file management.
- Preparing and disseminating documents, including memos, invoices, and billing statements.
- Overseeing the management of office equipment and ensuring the effective maintenance of the workplace.
- Administering petty cash