

DAVID Y. IGE  
GOVERNOR




STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

DR. CHRISTINA M. KISHIMOTO  
SUPERINTENDENT

OFFICE OF THE SUPERINTENDENT

November 21, 2019

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Dr. Christina M. Kishimoto   
Superintendent

SUBJECT: **Board Action on Appointment of Seventeen (17) Individuals to Serve as  
Members of the Adult and Community Education Advisory Council:**

Thomas Au  
Michael Bormann  
Cheryl Ann Farrell  
Stacy Ferreira  
Blayne Hanagami  
Cherylyn Inouye  
Stacy Jones  
Kevin Kimizuka  
Louann Kimura  
Sam Moku  
Jocelyn Mokulehua  
Ray Sasaki  
Gail Takeuchi  
Nisa Ann Nakai Tokunaga  
Preshess Willets-Vaquilar  
Jarret Yip  
Kristoffer Zorilla

1. RECOMMENDATION

The Department recommends Mr. Thomas Au, Mr. Michael Bormann, Ms. Cheryl Ann Farrell, Ms. Stacy Ferreira, Mr. Blayne Hanagami, Ms. Stacy Jones, Mr. Kevin Kimizuka, Ms. Louann Kimura, Ms. Jocelyn Mokulehua, Ms. Gail Takeuchi, Ms. Nisa Ann Nakai Tokunaga, Mr. Jarret Yip, and Mr. Kristoffer Zorilla be appointed to the Adult and Community Education Advisory Council (ACEAC).

We also recommend Ms. Cherylyn Inouye, Mr. Sam Moku, Mr. Ray Sasaki, and Ms. Preshess Willets-Vaquilar be reappointed to the ACEAC.

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

Resumes are attached for all members being appointed and reappointed.

The appointment and reappointment of members to the ACEAC will meet the minimum requirement of 15 or more members. Full membership will allow the ACEAC to continue to support the adult education program in Hawaii.

2. RECOMMENDED EFFECTIVE DATE

Upon approval by the full Board.

3. RECOMMENDED COMPLIANCE DATE (if different from the effective date)

Upon approval by the full Board.

4. DESCRIPTION

The State of Hawaii legislature established the Hawaii Adult Education Act of 1945, legally mandating responsibility to the State of Hawaii Department of Education for providing increased educational opportunities for the people of Hawaii. In 1988, the Hawaii Legislature broadened the scope of adult education to include community education.

Part 1 Chapter 302A of the Hawaii Revised Statutes (HRS) states:

**[§302A-432]** Adult and community education authorized. To provide increased opportunity for the people of Hawaii, the department shall establish and regulate a program of adult and community education of less than college grade. The department shall provide public school buildings and other facilities, and use public school equipment under conditions determined by the department, when the equipment is needed, for adult and community education programs. [L 1996, c 89, pt of §2]

State law provides that the Board of Education will be advised on its adult and community education programs by a volunteer advisory council appointed by the board. Members accepting appointment to this Council are expected to attend a minimum of four (4) quarterly meetings per year and work with the two Community Schools or on a committee as assigned by the Chair of the advisory council. These four meetings will be held during normal working hours, and members are expected to secure whatever approval necessary from their employers to be able to attend these day-long meetings.

The Adult and Community Education Advisory Council was established by Section 302A of the HRS.

**[§302A-434]** Advisory council for adult and community education. The board shall appoint an advisory council for adult and community education composed of fifteen or more representatives of industry, labor, civic organizations, and education. Appointments shall be for a term of two years with reappointments optional but not to exceed a total of six years on the advisory council. [L 1996, c 89, pt of §2]

The Department's Adult Education program offers a variety of courses for adult learners including basic education, English literacy and civics. It also offers degrees including the

Hawaii Adult Community School Diploma through General Education Development (GED) or High School Equivalency Test (HiSET) and Workforce Development Diploma (WDD) Program. The adult schools also coordinate the Department's substitute teacher course. These courses are run out of the Department's ten (10) Community Schools for Adults (CSAs) sites.

The Community School for Adults (CSA) offers adult learners who have not graduated with a high school diploma, the option to pursue obtaining a High School Equivalency Credential and/or Hawaii Adult Community School Diploma. The CSAs offer two recognized High School Equivalency Tests; GED and the HiSET.

The WDD Program serves as a key component of the Hawaii Department of Education's Hawaii Workforce Pathway System. The WDD Program was designed to meet the needs of those students entering the workforce with job entry that do not require a high school diploma. The WDD Program will prepare students with the necessary basic education and access to job training programs.

## 5. DISCUSSION

### a. Conditions leading to the recommendation:

In May 2019, there were eleven members serving on the ACEAC. The Board of Education may reappoint members every two years. Each member can serve a maximum of six years.

Seven of the members have served six years and their terms expired June 30, 2019. Four members require reappointment to serve an additional two years.

The thirteen individuals being recommended for appointment will fill the vacancies on the ACEAC and represent various industry and community organization sectors. As indicated in Section 302A-434 HRS, the composition of the ACEAC represents industry, labor, civic organizations and/or higher and lower education.

The four individuals being recommended for reappointment represent the business and education sectors.

Per the May 2014 Bylaws, the function of the ACEAC is described as follows:

1. To act on items:
  - a. That are referred by the Board to the Council; and
  - b. That provide for an effective adult and community education program.
2. To review adult education needs and activities in the State through:
  - a. Accountability reports collated by Community Education Specialist(CES);
  - b. Visitation of program sites when possible;
  - c. Consultations with school administrators, advisors, committees, community groups and individuals; and
  - d. Discussions with professionals in the field of adult and community education.

3. To keep the Board informed of its activities and to make such reports and recommendations as the Council deems appropriate.
4. To serve as a public advocate for adult and community programs, including building a network of advocates in our State.

b. Previous action of the Board and Committee(s) on the same or similar matter:

On June 20, 2017, the Student Achievement Committee approved a recommendation for full board approval to proceed with the appointment of members to the ACEAC.

In June 2017, the Board of Education approved:

<b>Name</b>	<b>Representative Of</b>
Gabriella Cabanas	Industry
Cherylyn Inouye	Education
Ray Sasaki	Industry

c. Other policies affected:

Hawaii State Department of Education (DOE) Code, Regulation 1200-12 and Section 302A-434 HRS, relating to membership on the ACEAC.

d. Arguments in support of the recommendation:

The approval of all appointments and reappointments will enable the ACEAC to perform its responsibilities and duties as specified by DOE regulation, state statute, and the ACEAC Bylaws.

The appointments and reappointments of all members will promote equity by including representation from all counties and various workforce sectors.

e. Arguments against the recommendation:

None.

f. Findings and conclusion of the Board of Education committee:

None.

g. Other agencies or departments of the State of Hawaii involved in the action:

None.

h. Possible reaction of the public, professional organizations, unions, Department staff and/or others to the recommendations:

The reactions to the recommendations are expected to be favorable.

i. Educational implications:

In July 2014, the Adult Education and Family Literacy Act (AEFLA) was reauthorized as Title II of the Workforce Innovation and Opportunity Act (WIOA) of 2014. Under WIOA, the reauthorization amended AEFLA to expand the definition of Adult Education. The focus is on transition to post-secondary education and training to obtain employment as well as “academic instruction and education services below the post-secondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent....”<sup>1</sup>

To support the transition from adult education to post-secondary education and training through career pathways, the ACEAC can serve as a venue for innovation and discussion of promising practices within the adult education program.

j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

6. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

CMK:kh

Attachment A: Hawaii Revised Statutes (HRS) Section 302A-432

Attachment B: Hawaii Revised Statutes (HRS) Section 302A-434

Attachment C: BOE Policy E-800 Adult Education

Attachment D: BOE Policy 800-1 Content Standards for Adult Community Schools

Attachment E: DOE Code Regulation 1200-12 Membership of Adult Education Advisory Council

Attachment F: SY 2019-2020 Adult and Community Education Advisory Council

Attachment G: Cover Letter and Resumes

c: Board of Education Members

Office of Curriculum and Instructional Design

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<sup>1</sup> <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/aefta-resource-guide-2017.pdf>

**[§302A-432]** Adult and community education authorized. To provide increased opportunity for the people of Hawaii, the department shall establish and regulate a program of adult and community education of less than college grade. The department shall provide public school buildings and other facilities, and use public school equipment under conditions determined by the department, when the equipment is needed, for adult and community education programs. [L 1996, c 89, pt of §2] Previous Vol05\_Ch0261-0319 N

Source: [http://www.capitol.hawaii.gov/hrscurrent/Vol05\\_Ch0261-0319/HRS0302A/HRS\\_0302A-0432.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol05_Ch0261-0319/HRS0302A/HRS_0302A-0432.htm)

**[§302A-434] Advisory council for adult and community education.** The board shall appoint an advisory council for adult and community education composed of fifteen or more representatives of industry, labor, civic organizations, and education. Appointments shall be for a term of two years with reappointments optional but not to exceed a total of six years on the advisory council. [L 1996, c 89, pt of §2]

Source:

[https://www.capitol.hawaii.gov/hrscurrent/Vol05\\_Ch0261-0319/HRS0302A/HRS\\_0302A-0434.htm](https://www.capitol.hawaii.gov/hrscurrent/Vol05_Ch0261-0319/HRS0302A/HRS_0302A-0434.htm)

**POLICY E-800**  
**ADULT EDUCATION**

The Department of Education shall provide an adult education program as an integral part of public education in Hawaii. The adult education program shall be planned cooperatively with the University of Hawaii, College of Continuing Education and the various Community Colleges, affording opportunities for continuing education to every adult in the state.

[Approved: 05/19/2015]

*Former policy 2408 history: approved: 10/1970; amended: 05/1988; former code nos.: 6300 Adult Education, 6331 Workbooks for Adult Education Classes; former policy 6300 (approved: 05/1961); former policy 6301 (approved: 03/1960; amended: 07/1960; deleted as necessary); former regulation 6331 (approved: 03/1960; deleted as unnecessary)*

Source: <http://boe.hawaii.gov/policies/Board%20Policies/Adult%20Education.pdf>



**POLICY 800-1**  
**CONTENT STANDARDS FOR ADULT COMMUNITY SCHOOLS**

The Community School for Adults shall implement the *Equipped for the Future* Content Standards for Adults developed by the National Institute for Literacy. The sixteen Content Standards enable learners to fulfill their roles as parents, citizens, and workers by focusing on student acquisition of:

- Communication Skills;
- Decision-making Skills;
- Interpersonal Skills; and
- Lifelong Learning Skills.

The Community Schools for Adults shall use these standards to:

- Assure a purposeful approach to education where students use the standards to clarify their purposes for learning and identify the skills and knowledge necessary to achieve their goals, and where teachers structure an on-going goal-setting/needs assessment dialogue with students;
- Provide students opportunities to learn and practice skills in real life contexts;
- Encourage students to reflect on prior knowledge and develop more complex ways of constructing meaning and understanding experiences; and
- Assess students' learning progress and measure results using the *Equipped for the Future*.

The implementation of the standards shall be accompanied by an alignment of the Community School for Adults education program and system practices, including curriculum, instruction, assessment, and reporting. For programs where learners are working to attain a high school diploma equivalency, The Community Schools for Adults should address the Board of Education approved statewide content and performance standards.

The Department of Education shall develop and implement a plan to regularly assess the effectiveness of the Community School for Adults Program, including implementation of the content standards.

[Approved: 06/16/2015 (as Board Policy 800.1); amended: 06/21/2016 (renumbered as Board Policy 800-1)]

*Former policy 2409 history: approved: 01/10/2002*

Source: <http://boe.hawaii.gov/policies/Board%20Policies/Content%20Standards%20for%20Adult%20Community%20Schools.pdf>

Membership of  
Adult Education Advisory Council

Regulations

1. The adult education advisory council shall consist of fifteen or more representatives of Industry, labor, civic organizations and education.
2. The council shall submit names of prospective members, as well as requests of reappointments, to the board. Priority shall be given to persons serving local adult education advisory committees.
3. Membership shall be balanced in representation in relation to population by counties, each county having at least one member on the council.
4. Appointments shall be for a term of two years with reappointments optional but not to exceed a total of six years.

Adopted: 8/70

See: S.301-3, HRS

Reference: DOE Code, Policies and Regulations, Administration 1000 Series (1971 Edition)

## SY 2019-2020 Adult and Community Education Advisory Council

New Appointments							
Name	Affiliation	Current Profession/Occupation	County	Appointment Year	2-Year Term Ends	4-Year Term Ends	Final Term End Date (June 30)
Thomas Au	Public Administration	Workforce Development Division Branch Manager, DLIR	West Hawaii	2019	2021	2023	2025
Michael Bormann	Military	Transitions Services Manager, Army	Oahu	2019	2021	2023	2025
Cheryl Ann Farrell	Business	Hearts4Kauai owner	Kauai	2019	2021	2023	2025
Stacy Ferreira	Education	Executive Strategy Consultant, Kamehameha Schools	Oahu	2019	2021	2023	2025
Blayne Hanagami	Community	Retired Workforce Development Division Branch Manager, DLIR	East Hawaii	2019	2021	2023	2025
Stacy Jones	Non-profit	Youth Services Coordinator, Hawaii Community Federal Credit Union	West Hawaii	2019	2021	2023	2025
Kevin Kimizuka	Public Administration	Workforce Development Division Branch Manager, DLIR	Maui	2019	2021	2023	2025
Louann Kimura	Community	Vista Member	East Hawaii	2019	2021	2023	2025
Jocelyn Mokulehua	Education	Retired Teacher	Oahu	2019	2021	2023	2025
Gail Takeuchi	Education	Retired Teacher	Maui	2019	2021	2023	2025
Nisa Ann Nakai Tokunaga	Public Administration	Adult Program Supervisor, American Job Center	Oahu	2019	2021	2023	2025
Jarret Yip	Education	Special Programs & Training Manager, Honolulu Community College	Oahu	2019	2021	2023	2025
Kristoffer Zorilla	Business	Assistant HR Manager, United Laundry Services, Inc.	Oahu	2019	2021	2023	2025

## SY 2019-2020 Adult and Community Education Advisory Council

Reappointments							
Name	Affiliation	Current Profession/Occupation	County	Appointment Year	2-Year Term Ends	4-Year Term Ends	Final Term End Date (June 30)
Cherylyn Inouye	Education	Test Administrator, McKinley Community School for Adults	Kauai	2017	2019	2021	2023
Sam Moku	Education	Executive Director of Community Relations and Athletics	Oahu	2017	2019	2021	2023
Ray Sasaki	Business	Special Project Coordinator, McKinley Community School for Adults	Oahu	2017	2019	2021	2023
Preshess Willets-Vaquilar	Education	Programs and Training Manager for Continuing Education and Training	Oahu	2017	2019	2021	2023

Resume Cover Letter

Resumes of the seventeen (17) individuals to serve as members of the Adult and Community Education Advisory Council:

Thomas Au  
Michael Bormann  
Cheryl Ann Farrell  
Stacy Ferreira  
Blayne Hanagami  
Cherylyn Inouye  
Stacy Jones  
Kevin Kimizuka  
Louann Kimura  
Sam Moku  
Jocelyn Mokulehua  
Ray Sasaki  
Gail Takeuchi  
Nisa Ann Nakai Tokunaga  
Preshess Willets-Vaquilar  
Jarret Yip  
Kristoffer Zorilla

## Thomas T Au

### Employment History

#### Manager

11/2014 - Current Workforce Development Div./DLIR

Manage and ensure operations of the Workforce Development Division/Department of Labor office in Kona. Working with local employers, high schools and non-profits for employment related Federal & State services:

\* H2A & H2B Federal Guest Worker. (Fed. DOL) \* Employer Training Fund. (DLIR) \* Disability Employment Initiative. (DVR) \* Summer Youth Employment. (DVR) \* First to Work. (DHS) \* Public Safety. (DPS) \* Wagner Peyser. (UI) \* Work Opportunity Tax Credit. (Fed. DOL) \* Work Innovation & Opportunity Act. (Fed. DOL)

#### Employment Service Specialist III

01/2014 - 10/2014 Workforce Dev. Div./ DLIR

Employment Specialist working with ex-offenders in the Re-entry and Re-integration project. This includes referrals for the work release program Hawaii Community Correctional Center (HCCC), Hawaii Paroling Authority (HPA) and the Hawaii Intake Service Center (HISC) Employment counseling.

#### Assistant Athletic Director

08/2006 - 06/2013 Kealahou High School

Assist Athletic Director in all phases of managing a high schools athletic program. Representing the school at the State conference for Athletic Directors and the Big Island Athletic Directors Assoc.

#### Executive Chef

08/2000 - 07/2002 Privately Yours

Provided per ordered food catering to private aircraft and charter flights at Kona International Airport. Worked in conjunction with Air Service Hawaii under FAA and Fed. Agriculture regulations. Kitchen supervision to menu.

#### Senior Customer Service Agent

09/1990 - 12/1998 Aloha Airlines Inc.

Working supervisor on the ticket counter and air cargo counter. Direct supervision of Customer Service Agents. Responsible for the ground operations of the airline to meet State and Federal regulations.

### Education and Training

Issuing Institution	Location	Degree Received	Course of Study
Central Michigan University	Mount Pleasant, MI	Master's Degree	Business/Public Administration
Pennsylvania Military College	Chester, PA	Bachelor's Degree	Major in American History - Minor in Social Sciences -
Kamehameha Schools	Honolulu, HI	High School Diploma	College Prep. Curriculum

# MICHAEL BORMANN

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## QUALIFICATIONS

Motivated, client-focused Professional with over 35 years experience in military and academic environment managing projects and recordkeeping. Ability to thrive in fast-paced, time sensitive international environments. Oversee multi-million dollar military budgets and inventory management. Extensive experience in streamlining daily business processes and increasing operational efficiency levels by identifying levels of productivity and developing strategies for effective communication and process management. Proven success in implementing and leading new environmentally sound business and project ventures as evidenced by spearheading the creation of a new graduate degree and marketing program. Over 15 years of experience marketing and negotiating contracts with local advertising agencies. Self-driven leader whose expertise in managing environmentally safe projects related to US Navy ships and crafts transfers into business project management in many environments. Outstanding communicator who effectively collaborates with cross-functional and culturally diverse teams. Technically proficient in Microsoft Word, Excel, PowerPoint, Outlook, Project, Report and Visio. Completely reliable – Maintains a current annual HIPAA certification as well as a Secret clearance as a Department of the Army civilian employee. Maintained a Secret Security Clearance while in the military, U.S. citizen.

## PROFESSIONAL EXPERIENCE

Department of the Army, Schofield Barracks, Hawaii

2015 – Present

***Transition Services Manager, GS-0301-12, Soldier for Life – Transition Assistance Program, 55-60 hpw***

- Manages the US Army's transition assistance program in Hawaii.  
Analyze data on a daily basis to prepare reports and improve the delivery of the SLT-TAP program , with the goal of exceeding Army goals for client contact and satisfaction. Utilize problem solving skills to mitigate potential issues that could disrupt service.
- Conducts briefings daily to groups of 10 to 200 clients covering a variety of transition services to include but not limited to education and other veteran benefits.
- Maintains knowledge of current regulations and policies by conducting weekly, monthly and quarterly training utilizing a variety of methods to include but not limited to OJT, webinars, teleconferences, seminars and various other formal and informal training methods to stay current.
- Assists with the briefing and progress reports to installation leaders and area units to inform of program initiatives, long range goals, and program successes. Analyze marketing activities for effectiveness of briefings and other techniques.
- Assists with coordination as an Army representative for Federal, state, and local government representatives. Monitors contact from ACAP Area Leader on status of policies and effectiveness of service.
- Maintains a complex and essential relationship with a variety of colleagues from several government agencies responsible for the essential delivery of transition services. Maintains a professional working relationship and continuously fosters goodwill and positive camaraderie which promotes a strong team dynamic.

SERCO Inc., Schofield Barrack, Hawaii

2008 – 2015

***Contract Installation Manager, Soldier for Life – Transition Assistance Program (SFL-TAP), 50-55 hpw***

- Contractor who manages and oversees the day to day operations of the Army's transition program for soldiers and their families who are retiring or transitioning out of the army ensuring client needs are met in a caring, organized, and disciplined manner.

- Manages the time and resources of a staff of 20 professionals who provide transition assistance and career counseling to over 4,500 soldiers and their families annually. Ensures staff remain current on all Army and corporate training requirements including quarterly ethics, information awareness, PII and HIPAA.
- Personally provides transition counseling to soldiers and their families to include resume writing, interview techniques, and job search assistance, in addition to referral services.
- Assists the Transition Services Manager with the development of internal Standard Operating Procedures to outline program operations, procedures, and services to be provided.
- Track and maintain over 4500 client records annually to ensure accuracy and compliance with U. S. Army regulations pertaining to required transition services.
- Provides monthly and quarterly detailed reports documenting program effectiveness and current ACAP Center resource status.
- Monitor and report conditions of the physical ACAP environment to ensure equipment and areas are in optimal condition for client use.

UNIVERSITY OF PHOENIX, Sasebo, Japan 2005 - 2008

***Program Coordinator/Onsite Adjunct Faculty, 45-50 hpw***

- Key figure for the implementation and marketing of graduate programs in two remote overseas sites.
- Compiled and evaluated documentation from thousands of potential students to determine if eligible for graduate level education programs.
- Oversee all operational functions of two remote sites to include marketing programs, accounting and budgets, inventory management, administrative operations and new student enrollment.
- Facilitate new student orientation and briefs to assure accurate course selection and availability.
- Interact daily with current and prospective students to gain feedback on current and future programs.
- Teach and facilitate classes for onsite Master of Management and Master of Business Administration programs at two remote overseas military bases.
- Assists in the recruitment and training of new full time and part time faculty for graduate business programs.
- Processed tuition assistance (TA) forms for active duty service members.
- Serves as a key member of the local education advisory committee and works closely with local city officials to promote and extend American educational opportunities to the Japanese public.
- Instrumental in the planning and fundraising that promotes continuing education, education seminars and summits, and the local graduation ceremonies that are carried out on a regular basis.

## **MILITARY EXPERIENCE**

UNITED STATES NAVY, Assault Craft Unit One, Sasebo, Japan

2000 - 2004

***U. S. Navy Officer in Charge, 60+ hpw***

- Directed various diverse projects and gained extensive international exposure via military career.
- Managed daily activities of military landing craft and a 14-member crew to include personnel training, craft maintenance, environmental education, administrative operations, and military compliance.
- Assisted in the planning and execution of over 2 dozen exercises and real world humanitarian operations throughout the Western Pacific.
- Planned and supervised craft repair and upkeep to include but not limited to major overhauls and ship fittings. Ensured major projects were completed on or ahead of schedule and within budget.
- Administered and oversaw multi-million dollar military budgets.
- Managed and mentored over 70 sailors providing leadership and guidance which resulted in the realization of professional and personal goals.
- As command Educational Services Officer, was personally responsible for a 250% increase in sailors within the unit attending college and setting continuing education goals.



UNITED STATES NAVY, Various locations

1982 - 2000

Consistently served in a variety of challenging and rewarding positions that has enhanced my exceptional leadership and critical thinking skills including billets and training in law enforcement and corrections. Served over 16 years on sea duty.

### **EDUCATION**

ARGOSY UNIVERSITY, Honolulu, Hawaii

***Doctor of Education in Organizational Leadership, A.B.D.***

UNIVERSITY OF PHOENIX, Phoenix, Arizona

***Master of Management, International, 2006***

***Associate of Arts Degree, 1998***

EXCELSIOR COLLEGE, Albany, New York

***Bachelor of Science in Liberal Arts, 2005***

### **PROFESSIONAL AFFILIATIONS**

- Fleet Reserve Association (FRA), Lifetime Member
- Veterans of Foreign Wars (VFW), Lifetime Member
- Association of Professionals in Business Management (APBM)

*Work Experience*

**Business Sector**

**2009-present Wahine Ohana Enterprises, LLC – DBA: Hearts4kawaii**

Provide training & instruction for individual/groups in American Heart Association standards of CPR & First Aid. Provide courses at the Heartsaver and BLS-Health Care Provider level. Family-owned, small business.

**1985-present Marketing Consulting**

Manage marketing and business development in a top-level management and/or marketing consultant role. Provide graphic design pieces, newsletters, ad layouts, campaigns, surveys, web copy. Provide event management, photography, social media.

**1988-1992 CU Members Auto Buying Service**

Owned & operated an auto broker program marketed to credit unions. Managed a sales staff of 10. Trained sales force, implemented incentive plans, and completed performance appraisals. Developed and maintained a client base of 15 credit unions. Implemented all advertising. Annual revenue reached \$1.5 million in 1990.

**Non-Profit Organizations**

**2009 - 2011 Event Coordinator, March for Babies – March of Dimes**

Contracted for annual event coordination, walk team development, negotiated all components to the event in terms of location, food, entertainment, fund raising, registration, prizes for drawings, volunteer participation. Created all media exposure. Achieved funding goal of \$40,000 in 2009; funding goal in 2010 - \$42,000

**2007-2008 Regional Director, American Heart Association**

Redeveloped and recruited business sponsorships and volunteers to generate over \$50,000 in revenue an increase of \$30,000 over the prior events. Coordinated timelines, budgets, health fairs, advertising, collateral material, and negotiated monetary & in-kind sponsorships of \$30,000. Managed a volunteer base of a Board of Directors, health practitioners, and outreach communities. Developed community-based education opportunities to provide AHA materials, research information, and health advocacies. Developed long distance teams with other regional directors to achieve results and capitalize on diversities.

**Academia**

**2018-Present Adjunct Professor – Georgia Military College – Milledgeville, GA**

Deliver instruction via online Learning Management System for business classes. Developed and updated classes for use by other instructors.

**2017-Present Distance Learning Coordinator – McKinley School for Adults, Kauai Campus**

Manage and guide students who qualify for the online high school equivalency programs: TABE (Adult Basic Ed), GED (General Education Diploma), HiSET ®. Provide support, guidance, and lessons to keep students on track.

**2011-Present Faculty/Faculty Development /Writing Tutor – Colorado State University-Global Campus**

Manage and guide first time online graduate and undergraduate faculty instructors. Provide guidance and support for faculty not meeting University guidelines. Provide counseling and assistance with classroom management. Design and create content for Faculty Development courses; deliver and facilitate 3-week Faculty courses. Teach as an instructor: Intro to Marketing, Small Business Entrepreneurship, Advertising, Personal Selling. Provide instruction and critique for student writing via the Writing Center at CSU-Global.

**2003-Present Lecturer, Kauai Community College – University of Hawaii**

- Introduction to Business ● Principles of Management ● Business Communication ● Personal Selling
- Coordinator-Internship & Cooperative Education ● Developmental English ● Customer Service ● Speech
- Restaurant Management ● Advanced Excel ● eCommerce ● Intro to Computers ● Retail Management

**2002-2005 Team Leader, Faculty Trainer – DeVry University Online**

Trained, mentored, and managed up to 35 online graduate and undergraduate faculty instructors delivering instruction for the first time in the online environment. Facilitated both onsite and online training workshops for new faculty; New Faculty retention approximately 97 percent.

## Cheryl Ann Farrell

### ***Professional Skills***

- Marketing Campaigns
- Concept Development
- Business Development
- Direct Mail Development
- LMS: Canvas
- LMS: eCollege
- Print facilitation
- Newsletters
- Annual Reports
- Copy Writing
- LMS: Blackboard
- LMS: Sakai
- Sales Training & Management
- Strategic Planning & Facilitation
- Training, Instruction
- Management/Development of volunteers
- LMS: Schoology
- LMS: Essential Ed

### ***Education***

**M.B.A. – University of Colorado, Marketing/Finance**

Professional Photographer, Certificate – State of California

### ***Volunteerism***

Kauai Chamber of Commerce-PR & Membership Committee ● 2012-2019 Board Chair March of Dimes Kauai  
● 2009-2015 Mayor-a-thon – Get Fit Kauai ● 2009-2015 Silent Auction Coordinator – Koloa Plantation Days  
● Kauai Humane Society PALS ● 2009 Memory Walk Alzheimer's Association ● American Heart Association

### ***References***

References and transcripts available upon request

# STACY KEALOHALANI FERREIRA

## EXPERIENCE

### **Executive Strategy Consultant, Strategy & Innovation**

**08/2015 -Present**

Leads development and oversees implementation of complex strategic projects and programs with enterprise-wide and system to system impact. Forges innovative solutions that support transformative results while synthesizing keen understanding of KS strategic goals, operational processes, and knowledge of external stakeholder interests. Provides strategic consulting, partnership and advisory services for planning, innovation, decision-making and action, to executive and senior leaders and key internal divisions that provide organizational principles and standards that support strategy development and resourcing. Areas of focus: Strategic Partnership and Program Development & Management, Economic & Workforce Development, Strategies for Persistence Through College to Career, Alternative Career Pathways Development, Innovation & Social Entrepreneurship.

### **Trust Coordinator, Charles Reed Bishop Trust**

**12/2010 -01/2018**

Support the Board of Trustees of the Charles Reed Bishop Trust (CRBT) in the execution of their duties. Coordinate, implement and update as needed the strategic plan for the CRBT. Daily manages any administrative needs of the Trust, including being the CRBT point of contact for routine administrative matters and at staff level meetings that may have impact on CRBT. Prepares and presents annual budget to Trustees for approval and execution. Coordinate with beneficiaries of the CRBT and community stakeholders to maximize the furtherance of the Trust's mission. Schedules, coordinates, and facilitates the CRBT Board of Trustees meetings. Handles all correspondence relating to the CRBT, coordinates site visits and requests for CRBT Trustees' presence or presentations, and coordinates with the Assistant to the Trustees for appointments.

### **Division Director, Extension Educational Services**

**07/2012 -08/2015**

Responsible for leading the strategic outreach efforts of the Extension Educational Services (EES) Division of the Kamehameha Schools (KS); and oversight of the planning, development, reporting, assessment, and success of EES and KS outreach programs. Leads and supports four program directors with statewide programs: Land-based Education, Hawaiian Culture-based Education, College and Career Readiness and Success, Instructional Development & Support (est. 12,000 students and 120+ FT staff members and 100+ Temp staff members); accountability for total fiscal operations (est. \$11 million); evaluation of programs; and administration of quality control; develops short and long term goals for educational outreach programs as it relates to the implementation of the approved strategic and tactical plans goals and objectives. Provides leadership to initiate, establish and integrate collaborations to expand educational opportunities for Native Hawaiians while leveraging resources for KS and other service providers both internal and external to Kamehameha Schools.

### **Department Director, Career & Post-High Counseling & Guidance**

**09/2008 -07/2013**

Responsible for leading the strategic outreach efforts of the Career and Post-High Counseling & Guidance (CPHCG) Department of the Extension Educational Services (EES) Division. This includes strategic implementation of the EES Tactical Plan as it directly relates to the leadership and management of CPHCG's four statewide programs (est. 3,300 students) and 40+ staff members; accountability for fiscal operations (est. \$3.1 million); evaluation of programs and staff; and administration of quality control.

### **Project Manager, Extension Educational Services Division**

**08/2006-09/2008**

Responsible for EES Project Based Management and Implementation. Oversight of the Project Management Team (4 Staff) and leading the implementation of and reporting on the EES tactical plan and related projects within the constraints of scope, cost, quality, time and stakeholder expectations (est. \$1 million). Works with the Divisional/Departmental Directors in the following areas: Planning and Analysis; Business Process Development; Systems Implementation; Resource Management; Change Management; Communication and Collaborations.

**Distance Edu. Coord.&Copy Center Mgr., Leeward Community College 12/94-07/06**

Oversight, coordination, planning, development and execution of all college distance education (DE) activities, courses, programs, policies/procedures and budget. Participate as a Lead Representative on UHCC system-wide distance education committee. Provide instructional design development and training to college instructors for television and web course delivery. Responsible for creating/updating training materials, communication deliverables and Distance Education website. Oversight, coordination, planning, development and execution of Campus Copy Center activities, services, policies/procedures and budget. Responsible for the creation of the Copy Center strategic and implementation plan of campus-wide pay-for-print and on-demand services.

**SERVICE, LEADERSHIP & INDUSTRY RECOGNITIONS**

2019	Pacific Edge Magazine Hawai'i Women in Business
2018-19	Featured Speaker/Panelist/Moderator:  Ka Huina – Tradition & Innovation – Native Hawaiian Hospitality Association  East Meet West Conference – Visions from Hawai'i: Indigenous Innovation  University of Hawai'i Research & Innovation Future Focus Conference - Cybersecurity
2018-Present	Leeward Community College Ambassador
2018-Present	American Job Center Hawai'i Partners Member
2018	Hawai'i Delegation (State of Hawai'i Legislators, DOE, UH, Ag Industry Reps, KS): Visit to New Zealand – Agriculture Strategic Planning
2018	Awardee – Social Entrepreneur of the Year, (Kamehameha Schools), Hawai'i Venture Capital Association (HVCA)
2018	Public Broadcasting System Hawai'i - Technology Committee Member
2017-18	Hawai'i Asia Pacific Association (HAPA) & Kamehameha Schools – I Am Hawai'i Leadership Cohort Member
2017-Present	Cyber Hawai'i Hui Member; Sub-Committees: Education and Workforce Development
2017	Hawai'i Delegation (State of Hawai'i Legislators, DOE, UH, Cyber Security Industry Reps, KS): Visit to Huntsville, Alabama – Cybersecurity & Computer Science Pathway
2017	Finalist - Intrapreneur of the Year (Kamehameha Schools), Hawaii Venture Capital Association (HVCA)
2017-Present	Kamehameha Schools College & Career Cross-Functional Enterprise Team Lead
2016-Present	Oahu Workforce Development Board, Ex-Officio Board Member; Sub-Committee: Employer Engagement
2016-Present	Statewide Workforce Development Board Sub-Committees: Student Engagement; Innovation & Career Pathways
2016-Present	EPIC Ohana Community Partner Hui Member
2016-Present	Chaminade University Innovation Strategic Planning Team, Ho'oulu STEM Scholarship Lead
2016	Featured speaker at the Hawai'i Women Leaders in Post-High Education Luncheon

- |              |   |
|--------------|---|
| 2015         | Recognized as a University of Hawaii Community College - Leeward Community College Distinguished Alumni   |
| 2015-Present | Mālama Mauna ‘Ala Hui Lead – Strategic planning, implementation and perpetual care of the Royal Mausoleum |

## PROFFESIONAL ASSOCIATIONS

- |              |                                     |
|--------------|-------------------------------------|
| 2018-Present | Hawai‘i Venture Capital Association |
| 2018-Present | Native Hawaiian Chamber of Commerce |
| 2017-Present | Hawai‘i Economic Association        |
| 2016-Present | Prince Kuhio Civic Club             |

## EDUCATION & TRAINING

### University of California at San Diego

2010 Certification in College Counseling

### University of Hawai‘i – Manoa

2001 Masters of Education - Educational Technology

1993 Bachelors of Arts – Communication

**Training:** Mental Health First Aid, Innovation Through Collaboration, Developing Strategic Leadership, Communicating Effectively, Change Management, Team Development, Design Thinking, Leading Through Transitions, Effective Meeting Facilitation, Bridges to Poverty, Project Management, Business Analysis, Strategy Execution, Adaptive Schools, Cognitive Coaching, Conflict Resolution, ‘Ōlelo Kahua – Hawaiian language foundations, numerous cultural ‘ike/nohona Hawai‘i huaka‘i and activities.

**High Level of Skill Proficiency:** Verbal & Written Communication, Public Speaking, Budget Preparation & Management, Collaboration, Use and Integration of Technology, Time Management, Organization, Critical Thinking, Problem Solving and Identification, Strategy Development, Execution and Expansion, Fiscal Management, Needs Assessment, Gap Analysis, Reporting, Leadership Development, Coaching and Mentoring, Emotional Intelligence and Conflict Resolution, Event Planning, Partnership Development and Management.

**Community & Lāhui Giveback:** King Kamehameha Celebration Commissioner, Prince Kuhio Civic Club Member, Mālama Mauna ‘Ala service projects

# **BLAYNE HANAGAMI**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **OBJECTIVES**

As a retired workforce development manager and Past District Governor for the District 50 and International Lions Organization, I would like to collaborate on initiatives that enable the underprivileged to gain greater access to educational and experiential opportunities for self-reliance.

## **EDUCATION**

**University of Hawaii at Manoa**

**Baccalaureate Degree in Sociology 1975**

University of Hawaii at Hilo 1971-1973

Hilo High School 1971

## **EXPERIENCE**

**State of Hawaii- Dept of Labor & Industrial Relations**

**Workforce Development Division- Hawaii Island Branch Manager**

[REDACTED]  
[REDACTED]

1976-2016

Managed three (3) local offices and 55 employees on Hawaii Island relative to workforce training, basic educational skills enhancement, employability development of job seekers; provided labor market information and workforce demographics to employers and industries; analyzed and interpreted various workforce data for job seekers, employers, and workforce analysts; prepared and monitored multiple local, state and federal budgets and grants; presented oral and written presentations to industry, policy-makers, and community leaders. Principal operator of Workforce Investment Act Programs and its preceding workforce programs for 40 years. Jointly designed initial contextual learning modules for summer program for economically disadvantaged high school students via Hilo Community School for Adults..

## **COMMUNITY SERVICE**

[REDACTED]  
[REDACTED]

Served as a community servant leader for 20 years with **Akaka Falls Lions Club**. Club Positions held: Vice President, President, Board of Directors, Membership Chair. District (State) Positions held: Zone and Region Chairs (2x), Global Action Team Chair, Vice District Governor, **District Governor (2017-2018)**

Service: Provide vision and hearing screenings at public and private elementary schools; support literacy programs with Dept. of Education, private, non-profits; plan and conduct community wide diabetes awareness forums; feed the homeless and hungry in our community; educate public with environmental issues; provide emergency humanitarian assistance in crises (Puna lava evacuation)

### **SERVANT LEADERSHIP SKILLS**

- Managed 94 service initiatives and 1,700 Lions state wide
- Presided over 30-member Cabinet officers and 40 committee chairs
- Designed and delivered leadership and community service training
- Coordinated marketing and publicity campaigns (with local, state and International media)
- Prepared and managed state and International budgets and grants

### **OTHER SKILLS**

- Grant writing
- Budgeting
- Public speaking
- Various software computer applications: Word, Excel, PowerPoint, Money
- Soft skills/employability skills facilitative training
- Strategic Planning
- Partnership Building (*Business-Education Partnership, Going Home, Workforce Solutions, Big Island Workplace Connection*)

### **AFFILIATIONS (\*Past)**

- Hawaii Community College Chancellor's Advisory Committee
- Board of Governors, District 50 Hawaii Lions
- Hawaii Island Business-Education Partnership (co-founded)\*
- Hawaii State Reentry Commission \*
- Going Home Hawaii (Prison to Community Reentry) \*
- National Association of Workforce Development Professionals \*
- Hawaii County Workforce Investment Board \*
- Big Island Substance Abuse Council Board \*
- Hawaii Island Japanese Chamber of Commerce and Industry of Hawaii \*
- Various local workforce related consortia: Big Island Workforce Connection, Workforce Solutions, Family Self-Sufficiency Advisory Committee \*



## RESUME

Cherylyn M. Inouye

Date: August 27, 2019

**Status:** Administers the HiSET Exams and the GED Tests at the McKinley Community School for Adults Kaua`i Campus. Also, when requested, administers the exams and tests for qualified inmate candidates at the Kaua`i Community Correctional Facility. Substitutes for Kaua`i Campus office clerk when requested.

### Professional Experiences:

- Thirty-eight years of professional teaching, including:
- Four years of elementary level education in California
- Thirty-four years of elementary, middle school levels and high school summer enrichment classes on Kaua`i (Kapa`a Elementary School, King Kaumuali`i Elementary School, Kapa`a Middle School, Kaua`i high schools summer enrichment classes on the Kaua`i Community College campus)
- Developed the first Gifted/Talented programs in Independent Studies at Kapa`a Elementary School and at King Kaumuali`i Elementary School which were state recognized
- Organized class excursions on island and on neighbor islands for Gifted/Talented classes, ukulele bands excursions and entertainment in community
- Six years of teaching basic ukulele and basic keyboard classes in the Kaua`i Community Adult Education Programs.
- Kaua`i District Comprehensive Student Support Services Resource Teacher prior to retirement
- Agriculture Technician for the Federal Department of Agriculture, Animal and Plant Inspection Stations at Lihue Airport, casual hire, fourteen years

**Education:** Graduate of Hilo High School. Graduate of Colorado State College (now, University of Northern Colorado) with a B.A. in Elementary School Level, minor in Elementary Physical Education. Certificate of 5<sup>th</sup> Year Degree in California, secondary degree in the Fine Arts.

### Honors:

- 1990 Governor's State Recognition for Environment Litter Control at King Kaumuali`i Elementary School
- 1994 State Finalist for the Presidential Awards for Excellence in Science and Math Teaching, First Awardee for Kaua`i
- 1995 State Environmental Teacher of the Year, Hawai`i Association of Conservation Districts and Soil and Water Conservation Districts
- 1996 Kaua`i District Teacher of the Year

**Other:** Member of Alpha Delta Kappa Women's Professional Education Organization, Past State President and State Offices and State and International Committees. Involved in the altruistic projects. Retired from full time teaching since 2005. Participates in grandchildren's pre-school activities, excursions. Substitute pianist for church music.

Respectfully submitted,

Cherylyn M. Inouye

# Stacy Jones

## Objective

Support services for children, families, and staff in a nurturing and supportive environment

## Education

Bachelors of Arts (BA) Sociology	University of Hawai'i at Manoa	1997	Honolulu HI
Associate of Arts (AA) Liberal Arts	Kapi'olani Community College	1994	Honolulu HI
Paralegal Program	Kapi'olani Community College		
Secondary Ed. Certification Program	Chaminade University of Honolulu		

## Experience

Jul 2018 – Present	<b>Hawaii Community Federal Credit Union</b> Youth Services Coordinator	Kailua-Kona HI
Feb 2015 – Jun 2017	<b>Konawaena High School</b> Check & Connect Counselor College & Career Counselor	Kailua-Kona HI
Sep 2011 – Jun 2015	<b>Innovations Public Charter School</b> Tutor/Teacher Grades 2, 3, 4 A+ After School Leader Substitute Teacher Grades K-8 and resource classes	Kailua-Kona HI
July 2013 – Jul 2014 Oct 2009 – Jun 2010	<b>Family Support Hawaii</b> Family Assessment Worker/Data Clerk Home Instruction for Parents of Preschool Youngsters (HIPPY)	Kailua-Kona HI
Sep 2010 – Jan 2012 Aug 2000 – Jun 2002 Aug 1997 – Jun 1999 Aug 1997 – Jun 2002 Aug 1995 – Jun 1997 Jan 1994 – Jun 1995 Jan 1992 – Jun 1994	<b>Hawaii State Department of Education</b> Response to Intervention Coordinator Student Services Coordinator Special Education Transition Teacher Truancy DOE Teacher Rep Testing Coordinator Special Motivation Teacher A+ Leader	Holualoa School Olomana School Olomana School Windward District Olomana School Farrington High School Lunalilo Elementary School
Jul 2002 – Aug 2004	<b>Law Office of Ian L. Mattoch</b> Paralegal	Honolulu HI

## Volunteer Work

Aug 2019 – Present	Project Grad Committee	Kealakehe High School
Mar 2019 – Present	School Community Council Community Rep	Ke Kula o 'Ehunuikaimalino
Aug 2018 – Present	Holualoa Community Partnership Committee	Holualoa Elementary School

Jul 2018 – Present	Kona Coffee Festival Ho'olaulea Committee	Kailua-Kona, HI
Aug 2017 – Present	Varsity Soccer and JV Volleyball Team Parent	Kealahou High School
Sept 2013 – Jun 2015	4-H Group Leader	Kailua-Kona, HI
Aug 2010 – Jun 2014	AYSO (Coach, Board Member, Team Parent, Team Treasurer)	Kailua-Kona, HI
Aug 2010 – Jun 2012	School Community Council (Parent Rep & Support Staff Rep)	Holualoa School
Aug 2010 - Jun 2011	Parent Teacher Organization (PTO) Co-President	Holualoa School
Oct 2013 – Jun 2014	AmeriCorp National and Community Service	850 hours
Aug 2009 – Jun 2010	AmeriCorp National and Community Service	850 hours

# Kevin Kimizuka

## OBJECTIVE:

To volunteer for the Adult Education Advisory Council.

## HIGHLIGHTS AND SKILLS:

- Promotes a safe work environment for client and staff
- Proficient in MS Office: Word, Excel, PowerPoint
- Communication Skills (written, verbal, public speaking)
- Interpersonal and Active Listening skills
- Ability to multi-task independently and with a team
- Conflict Resolution and Management Experience, Team Building Skills
- Outstanding Customer Service Skills

## EDUCATION:

Bachelor of Arts in Social Science- Sociology  
University of Hawai'i – Hilo

May 1987

## WORK EXPERIENCE:

### STATE-DLIR-WORKFORCE DEVELOPMENT DIVISION (WDD)

#### Branch Manager-

Sept 1987 - Current

- Plan, organize, direct, control and coordinate the employment service operations and activities of a branch which include all basic local office functions and special programs such as WIOA, Dislocation, and Worker Adjustment Assistance Act. Analyze local and state economic, employment, and related conditions and trends; evaluates and determines community needs relating to employment and training; develops goals, objectives, and strategies for implementation of employment and training activities; determines services to be provided, performance standards, staffing and other requirements that must be met under county, State and federal laws and regulations; initiates and develops proposals for federal and State grants as necessary to implement special programs or to complement existing programs.
- Prepares operational expenditure plans and budget justifications; negotiates with service providers for required services; develops, maintains, and evaluates and improves operational and management controls; provides training and direction to subordinate supervisors; may develop proposals for reorganization of branch offices. Participates in public relations and cooperative working relationships with employers, unions, public, private and non-profit agencies. Resolve major problems and exchange ideas; served as a member of various councils and advisory committees of the state and county governments involved in employment and training programs and activities.

### Department of Agriculture- Animal Plant & Health Inspection Service (APHIS)

#### Wildlife Services Specialist-

July 1987 - Current

- Identify wildlife damage and animal sign of damaging species and non-target species and implement appropriate species-selective management actions. Negotiate or participate in the negotiation of cooperative agreements/funds with program cooperators. Conduct wildlife surveys to determine wildlife activity and abundance. Keep accurate records on work activities. Report work activities to supervisor and participate in group meetings and discussions.

- Maintain, repair and ensure the safekeeping of tools, supplies, equipment and vehicles. Participate in public outreach events. Work with co-workers to support program goals and objectives. Operate and maintain firearms, trucks, motorized boats, airboats, canoes, ATVs, and other special equipment.

**VOLUNTEER/ORGANIZATIONS:**

**Boy Scouts of America** – Kahului, HI

1995-1997

- Assist troop leader. Taught classes for scouts to obtain merit badges, wilderness skills for competition.

# LOUANN R. KIMURA



**Objective:** Having recently retired, I am eager to volunteer at various agencies and organizations that my experience and work history may be of assistance.

## **Experience:**

JANUARY 2019 – JANUARY 2020 (END OF ONE YEAR CONTRACT)

**VISTA (VOLUNTEERS IN AMERICA) MEMBER - CORPORATION FOR NATIONAL SERVICE, FEDERAL GOVERNMENT**

- One year contract to service 7 schools with their summer transition programs
  - Duties include: Hiring and monitoring Summer Associate volunteers at each site; collection of pre-post data of students in program; monitoring opioid instruction at all schools.
  - Duties during the school year: assist Waiakea High School with career academy national certification

AUGUST 1987– AUGUST 2018

**TEACHER, HAWAII DEPARTMENT OF EDUCATION**

- Curriculum Coordinator – Waiakea High School (August 2004-August 2018)
- Registrar and Student Services Coordinator – Laupahoehoe High and Elementary School (August 1992-June 2004)
  - Social Studies Teacher (August 1987-June 1992)
- Instructor for Competency Based High School Diploma; GED, and iCan – Waipahu/Hilo Community School for Adults (September 2002 – August 2018)

## **Education:**

- **June 2004**  
High School Teaching Certificate (Social Studies)  
University of Hawaii at Hilo
- **June 1972**  
Bachelor Of Science (Speech Pathology & Audiology)  
Bachelor Of Arts & Science (Psychology)  
University of Hawaii at Manoa

## **Skills:**

- Because of the experience gained in working at various schools in Hawaii, my skills are in organization, leadership, and communication.
- I am also familiar with Word, Excel, and Google Suite.

## **References:**



Sam Moku



## PROFESSIONAL EXPERIENCE

Hawai'i Pacific University  
Executive Director of Community Relations and Athletics June 2018 – Present

Hawai'i Pacific University  
Vice President, University Relations March 2013 – June 2018

### Leadership and Strategic Planning

- Designed and implemented a comprehensive institutional advancement program. Recruited and developed a talented team focused toward the goal of increasing constituent involvement and fund raising outcomes. Responsible for annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, and advancement services.
- Coordinated and implemented with the President and Executive team appropriate University wide communications, marketing, and public relations strategies.

### Community Relations

- Worked closely with the President and Executive team to identify opportunities for HPU engagement in the private and public sector.
- Provided Executive-level guidance and successful integration with the Hawai'i and Pacific communities.
- Connected with business, community, and government executives to determine industry needs that may be met through collaborative partnerships.
- Explored and developed links between community agencies, public/private education and businesses that could utilize HPU talents and strengths to build and foster mutual benefit for the community.

### Government Relations & Legislative Advocacy

- Represented the University in all governmental interaction.
- Monitored and evaluated federal and state legislation, surveyed legislative impact on the organization through careful research, assessed legislative priorities, recommended and developed **the University's response** and implementation.
- Forged relationships with federal, state and local authorities, heads of regulatory agency and key policymakers.

- Developed and administered projects, programs, and plans of action for human resources, human services, and housing programs and; (b) acted as the local public officer for the purpose of implementing federally aided and state-aided human resources, human services, housing, urban renewal, and community development programs.
- Led a team of 6 Division heads and over 200 staff.
- Managed a Department operating budget of approximately \$76 million of which 90% consisted of federal funds from agencies such the U.S. Department of Housing and Urban Development and U.S. Department of Labor.
- The Department comprised of the following divisions: Community Assistance, Community Based Development, Elderly Affairs, Work Hawai'i, the Office of Special Projects, and the Oahu Workforce Investment Board.
- Additionally, managed and led City advisory committees: Honolulu County Committee **on the Status of Women and Mayor's Advisory Committee on Disabilities**
- Departmental Strategic Plan - Created and implemented the departments first strategic plan: Goal 1-Improve overall operational efficiency, Goal 2-Improve access to department services and grant opportunities, Goal 3-Partner with the community to create or preserve 1,500 affordable housing units, Goal 4-Partner with the community to reduce and prevent homelessness.
- Honolulu Affordable Housing Preservation Initiative (HAHPI) – Created the strategic framework and led a team of 6 to market and sell 12 affordable housing properties with approximately 1500 rental units owned by the City and County of Honolulu to the market. Recruited city staff and private consultants. Organized and held community meetings, worked with advocacy groups, and lobbied the Honolulu City Council. After 12 months, the team successfully marketed and selected the potential new owner for a sale price of \$142 million.

Department of Hawaiian Home Lands, State of Hawai'i  
Executive Manager

October 2005- November 2010

Home Ownership Assistance Program (HOAP)

- HOAP Mission Statement: **"To provide DHHL beneficiaries the tools for successful homeownership on Hawaiian Home Lands."**
- Created the business plan, mission statement, policy and procedures for implementing the Home Ownership Assistance Program (HOAP) program. Created three components for success: Financial Literacy Services, Job Training and Placement Services, and Social Services outreach.

Department of Hawaiian Home Lands, State of Hawai'i

LAND AGENT, Land Management Division

November 2004 – September 2005

- Managed land assets for rental income on the islands of Kauai and Oahu.



## VOLUNTEER COMMUNITY INVOLVEMENT

Board Member, Aloha Pacific Federal Credit Union	2013 - Present
Board Member, Special Olympics <b>Hawai'i</b>	2014 - Present
Board Member, Honolulu Community Action Program	2015 - Present
Board Member, Adult and Community Education Advisory Council <b>Department of Education, State of Hawai'i</b>	2016 - Present
Past Commissioner, <b>Hawai'i Civil Rights Commission</b> Department of <b>Labor and Industrial Relations, State of Hawai'i</b>	
Past Advisory Board Member Queen Lili'uokalani Children's Center	
Past Board Member, University of Hawai'i Letter Winners Club	

## EDUCATION

Master of Business Administration, <b>University of Hawai'i at Manoa</b>	1992
Bachelor of Arts in Economics, <b>University of Hawai'i at Manoa</b>	1987

JOCELYN MOKULEHUA

**DEPARTMENT OF EDUCATION, STATE OF  
HAWAI'I**

1969-1991 'Iliahi Elementary School: Grades 5, 4, 6; K-6 Writing Resource  
Teacher, Title I Lead Teacher, *G.T.*

1991-1993: Central District Language Arts Resource Teacher

1993-1996: Mililani Uka Elementary School, Grade 3 teacher

1996-2009: Waiau Elementary School, Grades 3-4, Grade 1

**HAWAI'I TO WRITING PROJECT**

1982 WRITING INSTITUTE FELLOW

2006-2010: Literature Institute instructor with Dr. Kathleen Rowlands

and Lorna Hershinow

Writing Institute instructor with Dr. Sheldon Hershinow

MARRIED 1969  
1 SON, MARRIED  
1 GRANDSON

Primary caregiver for mother

**Awards**

1991 Central O'ahu District Teacher of the Year

1991 International Reading Association Eleanor Johnson Award

RESUME FOR  
ADULT EDUCATION ADVISORY  
COUNCIL

**Membership:**

Hawai'i Alpha Delta Kappa, Eta  
Chapter

Keiki Aloha Quilts

Ewa Orchid Society

Kunia Orchid Society

**DEGREE / DATE EARNED**

UNIVERSITY OF HAWAI'I, MANOA  
BEd, 1969

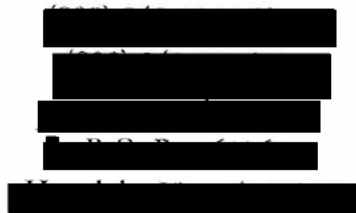
MEd, 1971

## RAY SASAKI

*Producer / Commentator*

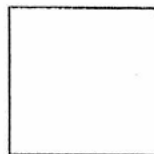
Described by *Vogue* Magazine as Hawai'i's foremost Fashion Director, Sasaki is the former President of the Fashion Guild of Hawai'i. Appointed in 1982 as the Governor's Official Fashion Director for Promotions Overseas he has directed, produced, and commented extravaganzas in the Orient and in over thirty major fashion centers including being the first fashion figure to produce a special performance for our National Senate in Washington D.C., and is the first fashion director in the USA to receive both the World Award and the Globe Award from the California International Festival of Fashion for his productions. Aside from being the feature writer for the *Honolulu Star-Bulletin*, Mr. Sasaki was one of the eight business leaders selected to sit on Hillary Clinton's Roundtable on National Health Reform. Aside from sitting as a director on the board of the Film & Video Association of Hawai'i, he was recently appointed as a director on the State Advisory Board for the Miss Hawai'i Pageant.

*For more information please call or fax:*



**ADR**  
PRODUCTIONS, INC.

Performance Alliance



Ray Sasaki  
MCSA: 2000 thru 2016

- Founded MCSA Student Council, the only CSA student council in the U.S.
  - MCSA Student Council Mentor
  - Appointed co-coordinator for No Child Left Behind (Honolulu area).
  - Leadership Team
  - Teacher of the Year (2X)
  - Director: Christmas Caroling to Senior Care Facilities.
  - Founder: Holomua Scholarship Achievement Awards
  - Coordinator: Annual White Elephant Sale for AUW and later for scholarship funds.
-



## Gail Takeuchi



### Profile

Retired teacher, currently employed by the United States Department of Agriculture as a plant quarantine officer at the Kahului Airport on the island of Maui.

### Experience

Retired from the State of Hawaii Department of Education 2016

Central Maui District Mentor 2013-2016

- Mentored 1st and 2nd year new teachers in the district's 20 schools

Secondary Grade Level School Counselor 2000-2011

Lahainaluna High School Secondary Social Studies Classroom Teacher 1983-2000

- AP Government, US History, Geography, Sociology, Psychology, Economics, Modern Hawaiian History

### **Skills, experience, achievements**

Member, Alpha Delta Kappa Gamma - Teacher's professional sorority founded upon beliefs of altruism. Recording secretary and Scholarship chair.

Advisory Board Member, Lahainaluna's Academy of Hospitality and Tourism

Developed curriculum for English Language camp in S. Korea from 2009-2017

### References



# Nisa Ann Nakai Tokunaga

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**Objective:** *To continue to utilize my knowledge, expertise and the 19 years of experience I have in Program and Organizational Management, Case Management, Counseling and direct Community Services that will allow me the opportunity to help organizations grow professionally and provide services in our community.*

## Employment Highlights:

**City & County of Honolulu**

July 1, 2016 - Present

**American Job Center Hawaii - Supervisor Adult Program**

- Supervised staff/team of WIOA Adult Program and instructed and guided them to achieve planned objectives and program goals.
- Supervised staff/team of Ticket to Work and Disability Employment Initiative Programs, instructed and guided them to achieve planned objectives and program goals.
- Plans and implements disability work plans with employers.
- Reported all disability program outcomes to the State provider on a quarterly and yearly basis.
- Directed all staff roles, responsibilities, functions as well as develop performance standards.
- Conducts staff meetings with subordinate workers to convey management objectives and explain and discuss how policies and procedures will be implemented.
- Instructs subordinate workers on how to interpret laws/policies or changes to them and counseling techniques.
- Trains and advises subordinate workers by conferring with them, observing, coaching and instructing them, and pointing out areas for improvement in work methods and techniques to ensure optimal performance.
- Reviews, investigates, and resolves personnel problems through use of collective bargaining provisions and State personnel rules, regulations and takes appropriate disciplinary actions.
- Plans and implements activities to develop and maintain high employee morale and motivation to enhance work performance and to ensure customer satisfaction.
- Assists manager in writing position descriptions for all positions in the unit and may initiate, prepare and submit documents for personnel actions (i.e. transfers, promotion. Recruitment, etc.)
- Establishes work performance standards and expectations for positions under his/her immediate supervision, conducts job performance reviews and discusses ratings with incumbents in order to meet Federal and Consortium requirements and to improve performance measurements standards.
- Reviews and evaluates statistical reports, job orders, employer records, customer records, and other management controls to determine the effectiveness of operations. Meets with unit staff to discuss findings and initiate corrective action to resolve problems and improve services to the public.
- Participates in quarterly and annual planning to set unit/office goals, based on review and analysis of policy, past accomplishments, economic and demographic trends, anticipated resources, and projected community needs. Assists Center Manager in developing monthly and quarterly workload objectives from this base plan to ensure efficient use of program funds and compliance with rules, regulations, policies, procedures, and SOPS.
- Responds to complaints from the public or other agencies by making oral or written inquiries to determine and document the cause(s) of the problem and either corrects it or refers it to the Center Manager for resolution.
- Maintains management controls over operations of the Unit to insure that planned levels of accomplishments are attained.
- Prepares annual work plans for the Unit by setting performance objectives within programmatic and budgetary constraints. Studies and evaluates workload, activity and work performance records of the unit to analyze, evaluate and modify work program plans.
- Coordinates activities of the Unit by meeting with subordinate workers to ensure compliance with plans and achieve efficient, economical use of available personnel. Maintains close working relationships with other units to determine the condition of operations and expedite workflow.
- Identifies operational problems, analyzes causes, determines remedies, and issues oral and written directives.
- Attends staff meetings held by the Center Manager. Participates in discussions pertaining to Unit Management or coordination of intra –agency and inter-office programs and activities.
- Drafts memorandums and special reports as requested by the Center Manager to share accomplishments or express opinions and concerns. May act as Center Manager.
- Oversees all unit activities to ensure that they are performed according to prescribed employment and training laws, rules, regulations, policies and procedures. Guides subordinates in use of these provisions as they relate to unit functions.
- Targeted Outreach: Coordinates outreach efforts (e.g. recruitments for new companies, Rapid Response program) by subordinates and/or employees of difference divisions/agencies to provide information and intake services to large groups of job seekers applying for work or employees affected by partial/full closing of a company required by statute.
- Establishes and maintains cooperative relationships with unions, employers, government and community agencies that deal with local industry, rehabilitation and training. Represents the center in promoting and explaining One Stop System programs and services at meetings and conferences to expand awareness and use of them. Leads group discussions to better coordinate services to individuals and employers or promote special programs. Operates a vehicle to attend meetings with funding agencies, worksites, partner programs and training providers.
- Works with subordinates, employers, unions, educational and other institutions to gather data to develop new apprenticeship or training programs to prepare individuals for occupations in expanding industries.

- Implement, incorporate and maintain the disability programs at the AJCH which include the Ticket to Work Program and the Disability Employment Initiative. These programs include job readiness and employment as well as submitting all outcome reports and financial reports to current funders.
- Conducts in-depth interviews to determine interests, potentials, limitations and barriers to career advancement and change. Assesses the individual's needs in relation to enrollment in our programs and services. Provides information on industry trends, job opportunities and the requirements of available training programs to assist individuals with making a vocational choice, change, adjustment or career advancement.
- Utilizes career counseling tools such as TABE, Mavis Beacon and all Wonderlic and other assessments given by colleges as well as career matching and vocational interest assessments to recognize the nature and scope of their occupational goals.
- Determine an individual's eligibility for programs and services which includes appropriate enrollment into activities after document eligibility verification. Prepares and completes an individual's case file which includes all income eligibility documents, individualized Employment Plan, all assessment testing outcomes, case notes, training, and purchase order documentation.
- Provide one-to-one counseling to execute the IEP over a period of time, maintains client progress and manages the case file accordingly.
- Informs individuals of other partnering agencies and support services in the community to ensure a successful all-around career pathway. May include: housing, food stamps, medical, childcare and transportation.
- Prepare and assist individuals that are work ready with employer requirements, resumes, interviewing, and the application process.
- Develops and conducts workshops and information sessions to assist individuals with making the right decision with choosing their career pathways.
- Provides assistance in the Resource Center to individual's ensuring them a successful day with job search and HireNet Hawaii activities.
- Works closely with employers to fill positions and needs of their business, ensuring that we help match the right individual with the employer's needs.
- Maintain all case files with follow-up activities.
- Maintain follow-up with individuals and employers to ensure satisfactory adjustment and job retention.
- Develops and maintains cooperative working relationships with community groups, business groups and partner agencies.
- Complete all required weekly reports and monthly narrative reports.

**Catholic Charities Hawaii, Clarence T.C. Ching Campus**  
**Housing Specialist**

January 3, 2010 – March 15, 2014

- Provide case management and counseling services to elderly individuals seeking housing assistance.
- Ensure that all services for the elderly individual are met by their support services by providing them with counseling services and possible employment and volunteer avenues.
- Provide counseling to the elderly individual's family in how to assist the needs of the individual with food services, housing assistance, medication, and employment and/or volunteer work.
- Provide counseling and support with assistance in daily outing activities for the seniors individually and in groups.
- Daily activities of meeting with staff and vendors and attend various meetings;
- Review and sign outgoing correspondence
- Ensuring compliance with HUD for our in-house affordable housing program (mainly Section 8)
- Accurate and timely completion of annual recertifications, as required by HUD
- Completion of interim rent adjustments, as requested by residents
- Executing repayment agreements for residents with unreported income
- Submission of special claims, and voucher submissions

**Winners at Work, dba Abilities Unlimited**  
**Programs / Operations Manager**

December 13, 2001 – June 30, 2009

- Directs and coordinates all program planning and implementation with all Supervisors and line staff.
- Participates in quarterly and annual planning to set agency goals, based on review and analysis of policy, past accomplishments, economic and demographic trends, anticipated resources, and projected community needs.
- Provide counseling services to Adults and transitional Youth with disabilities to ensure services were implemented according to their IEP.
- Assisted and guided all case managers with counseling sessions of their supportive circle to ensure all parties were on the same page ensuring the individual was receiving proper training and employment needs.
- Developed monthly and quarterly workload objectives from this base plan to ensure efficient use of program funds and compliance with rules, regulations, policies, procedures, and SOPs, MOU, MOA and all other relevant documentation to implement all program needs to our funders.
- Conducts program analyses and develops budgets relating to program grants and needs
- Reviews and writes all operating and program procedures and policies and recommends revisions based on program / community needs
- Reviews and evaluates program needs and recommendations and conducts presentations to the Governor and legislature
- Initiates cooperative agreements with other public / non profit and government agencies and develops contract agreements to provide wrap-around services to persons with disabilities.
- Directed all staff roles, responsibilities, functions as well as develop performance standards.
- Conducts staff meetings with subordinate workers to convey management objectives and explain and discuss how policies and procedures will be implemented.
- Instructs subordinate workers on how to interpret laws/policies or changes to them and counseling techniques.
- Maintains management controls over operations of the programs to insure that planned levels of accomplishments are attained and prepares annual work plans for the all programs by setting performance objectives within programmatic and budgetary constraints. Studies and evaluates workload, activity and work performance records of the program staff to analyze, evaluate and modify work program plans.
- Responds to complaints from the public or other agencies by making oral or written inquiries to determine and document the cause(s) of the problem and either corrects it or refers it to the State of Hawaii Disability Rights Center.
- Reviews, investigates, and resolves personnel problems through the agency's personnel rules, regulations and takes appropriate disciplinary actions and well as establishes work performance standards and expectations for positions under his/her immediate supervision, conducts annual job performance reviews and discusses ratings with incumbents in order to meet Federal/ State requirements and to improve performance measurements standards.
- Responsible for planning, organizing and directing the activities of the unit in order to meet program and organizational objectives.

- Wrote position descriptions for all positions under the Habilitation Supported Employment grant and Training Grant and may initiate, prepare and submit documents for personnel actions (i.e. transfers, promotion, recruitment, etc.)
- Speaks before public groups, government and non profit entities to promote all programs
- Establishes and maintains cooperative relationships with employers, government and community agencies that deal with all disability services. Leads group discussions to better coordinate services to individuals, the community and all other special programs for the disabled.
- Prepares reports, correspondence, data on program goals, budgets for programs to all government entities
- Responsible for assignments such as independently monitoring and ensuring the continued relevancy of program goals, policies, and training in light of changes in policies, laws, and organizational objectives; developing, evaluating, and/or modifying various program components in response to policy changes, changes in organizational objectives, etc.; anticipating the need for staff training and developing training materials and programs; and implementing staff training.
- Oversee all program objectives, service delivery methods,as well as Federal/State statutory and regulatory requirements to insure compatibility of our agencies complaiance under our contracts.
- Promotes community outreach for programs within the disability community and conducts employment outreach to business that are willing to hire those with disabilities.

### **Extra-Curricular Activities:**

- |  |             |
|--|-------------|
| - Served on the Habilitation Supported Employment Initiative Board | 2005 - 2009 |
| - Served on the State of Hawaii Disability Council                 | 2006 - 2009 |

*Reference Available Upon Request*



# **Presheh Willets-Vaquilar**

## **OBJECTIVE:**

To use my leadership skills, qualities, professionalism, and diverse knowledge of working with different organizations, departments, and people to be a well-rounded leader who makes a difference in the workplace, community, and society as a whole.

## **SUMMARY OF QUALIFICATIONS:**

- ❖ Organized, efficient, and precise with strong communication and liaison skills.
- ❖ Ability to coordinate multiple projects and meet deadlines under pressure.
- ❖ Familiarity with the faculty, staff, and administration roles, relationships and responsibilities in a College setting.
- ❖ Knowledgeable in the area of program development, curriculum development, and grant management.
- ❖ Knowledgeable in the area of the academic, socioeconomic, cultural, and ethnic backgrounds of a diverse student population.
- ❖ Ability to work effectively with departmental administrators, faculty, staff, and students across the University of Hawaii Community College System.
- ❖ Knowledgeable with the University of Hawaii Community College system policies and procedures as it relates to hiring personnel and purchasing practices using super quote and purchase cards.
- ❖ Knowledgeable with FERPA and dealing with sensitive information.
- ❖ Ability to lead, inspire, and motivate a team.
- ❖ Enthusiastic, creative, and able to think strategically to meet program outcomes.
- ❖ Trustworthy and responsible person.
- ❖ Diplomatic leadership.
- ❖ Dedicated to professional development and achievement.
- ❖ Passion for education and student success.
- ❖ Proficient with using computer (Mac and PC) and mobile devices, as well as Microsoft Office programs such as Word, Excel, and Power Point to create letters, spreadsheets, and presentations.
- ❖ Ability to work evening, weekend, and off-campus assignments.

## **EXPERIENCES:**

**HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii**

April 2015 - Present

### **Programs and Training Manager for Continuing Education and Training/PCATT**

Responsible for the development, implementation, and coordination of continuing education programs, along with providing, modifying, and delivering in-service teacher training curricula for apprenticeship instructors.

- ❖ Collaborated on a Department of Labor and Industrial Relations (DLIR) American Apprenticeship Initiative (AAI) grant focusing on creating an IT Apprenticeship program here in Hawaii by working closely with industry partners, employers from both private and government entities on identifying training needs. The grant was awarded to the

DLIR in 2015. This is a five year, \$2.6-million-dollar grant, where PCATT received \$125K in funding to use towards curriculum development activities. We will need to train 300 + participants in the areas of Business Analysis, Database Administration, Software Development, and other areas as identified by industry. In 2016, grant activities included oversight and coordination with working with industry and subject-matter experts on the development of a user support specialist entry level pathway for IT. This included meeting with industry stakeholders and hiring a curriculum developer and instructor to develop curriculum in these related areas.

- ❖ Coordinated and managed our working relationship with industry stakeholders from the Ship Repair Industry, Hawaii Youth Challenge, Director of Workforce Development from the UHCC Systems office, and HCC faculty from our welding department to provide our Marine Welding program to newly graduated cadets from the Hawaii Youth Challenge program. Training for this initial cohort started in January 2016 for ten cadets and the program was comprised of 130 hours of theoretical and hands-on training which focused on Blueprint Reading, OSHA 10 Safety, Workmanship, and Welding. The cohort started off with ten participants, with three participants ultimately completing the program and getting placed with jobs in member ship repair companies here in Hawaii. Till today I keep in contact with the cadets. Based on the experience with the first cohort, we started a second cohort in December 2016. This cohort is scheduled to end in April 2017. We currently have ten participants in the program.
  - ❖ In July 2015, PCATT, in partnership with UH Manoa's Information Technology Center, and the Department of Education (DOE), provided the inaugural GenCyber Hawaii camps for both high school students and teachers here at HCC. Funding for these camps were provided by the National Security Agency (NSA) and the National Science Foundation. The goals of the camps were to provide both high school teachers and students the opportunity to learn about cyber security and the cyber security principles, build the interest in cyber security and careers in this field, help students understand correct and safe on-line practices, and provide teachers with the teaching resources to deliver cyber security content in their related classroom lessons. Our 2015 camp focus was on providing a high school student beginner camp to 60 participants. We incentivized our camp by creating a "GenCyber Bucks" system. Throughout the week of camp, as student camp participants completed assignments, participated in class activities, and showed up on time, they were able to earn GenCyber Bucks to purchase items from the GenCyber store which included items they couldn't purchase locally, i.e. items from the NSA store in Maryland. Beyond our GenCyber Bucks system, another interesting component about our camp experience was the opportunity for participants to complete a final culminating event, where they took what they learned throughout the week of camp and used their newly acquired skills and knowledge, working in teams, to solve challenges. The theme of the culminating final challenge for 2015 was based on The Hunger Games movie. The interesting element of our final challenge was that in order to solve the challenges the success of all teams were vital in finding the ultimate solution. This was also a great opportunity for us to partner with our Manoa and DOE counterparts as well as with national and local NSA representatives to continue to expand the building of the pipeline of our next generation of security professionals here in Hawaii.
- Building off our success in 2015, in 2016 we were awarded funding to provide a high

school student and teacher Intermediate/Advance GenCyber camp. We received \$81K in funding for our camp here at HCC. We continued to offer our GenCyber Bucks system and our final challenge concept. The twist to this year's culminating event was that it took place on our flagship campus – UH Manoa and the plot of our final event was based on the Star Wars movie. Another new element for the 2016 camp was that on the final day, we also provided a career fair for all participants, where they had the opportunity to meet and engage with local employers from this industry. Total participants for this year's camp was 57 students and 5 teachers. We hope to continue offering our GenCyber camps to build the interest in computer science and security as there is much need in addressing the nation's need for a qualified workforce. We submitted a proposal to offer another iteration of our intermediate camp for summer 2017 for high school students and am still awaiting word on our funding status.

My overall role for our GenCyber camps is to coordinate and manage camp activities, from logistics – making sure our facilities are all booked for our event, coordinating the orientation leading up to the event, ordering participant giveaways, handling the HR paperwork to ensure our instructors are hired and paid, attending meetings, sending out notifications to all participants via email, working closely with our non-credit and campus staff and faculty to ensure all materials and elements of training run smoothly, interacting with NSA evaluators, writing the grant proposal, and final reports.

- ❖ Provided workforce development teacher training workshops to new apprenticeship instructors. This is a requirement set forth by the Department of Labor, where new instructors must attend training with a focus on teaching adult learners. For the 2015 – 2016 period, I conducted a total of six workshops, with a total of 74 participants completing training.
- ❖ Coordinated various non-credit training opportunities such as Arc Flash, Electricians Continued Competency classes, Electricians Academic coursework for licensing purposes, Solar PV classes, and Blueprint Reading.
- ❖ Proctored the NABCEP PV Entry Level exam to participants who completed our PV training.
- ❖ Experienced and knowledgeable with the HR policies and procedures for HCC.
- ❖ Served on employment screening committees.
- ❖ Knowledgeable and experienced with the faculty contract renewal process.
- ❖ Worked closely with faculty from Tech I division and apprenticeship when it comes to the development of non-credit trainings and finding instructors to teach courses.
- ❖ Knowledgeable and experienced with curriculum development, project management and grant oversight.

WINDWARD COMMUNITY COLLEGE – Kaneohe, Hawaii

July 2013 – April 2015

**Workforce Development Coordinator for Career and Community Education**

Responsible for the development of workforce development programs which includes developing curriculum, working with subject matter experts to develop training programs, recruitment (both instructors and students for training programs), academic advising, grant management and working closely with community based organizations as well as the University of Hawaii Community College System. I continue to work on the University of Hawaii Community College's Trade Adjustment Assistance Community College and Career Training Grant (TAACCCT), also known as C3T, in collaboration with University of Hawaii Community

College System personnel and Department of Labor personnel focusing on the Energy sector, and continually research on the development of workforce training needs to meet the demands of our State through working with employer organizations and using labor statistics and data trends.

- ❖ Training programs offered include Sustainable Energy Technology programs in the area of Photovoltaic training. Photovoltaic training courses offered included Fundamentals of a Photovoltaic System, Introduction to Photovoltaic Design and Installation which prepares and qualifies students to take the North American Board of Certified Energy Practitioner's (NABCEP) PV Entry Level exam, which meets the needs of the solar industry and Advanced Photovoltaic training which meets the eligibility requirements for students to take the NABCEP PV Installation Professional Certification exam.
- ❖ Coordinated and took the lead on getting Windward Community College approved to be a NABCEP PV Entry level exam provider. Educational institutions, along with its PV instructors, need to be approved before they can proctor NABCEP entry level exams. I completed the on-line application process, as well as worked with our UH legal department to get a copy of our campus' certificate of insurance, and also worked with our instructors on the documentation they needed to complete for the approval process. We are now one of the campuses amongst the UHCC campuses who are now NABCEP PV Entry Level approved providers – Honolulu CC, Kauai CC, Windward CC and UH Maui College. Here on Oahu alone, we are one of three places a student can attend, complete our course and take the NABCEP PV Entry Level exam. I proctored our first ever NABCEP PV Entry Level exam to our students who completed our Introduction to Photovoltaic Design and Installation course this month, August 2014.
- ❖ Other training programs coordinated include Facilities Maintenance. The first program offering of our Facilities Maintenance Program was to inmates at the Women's Community Correctional Center in Kailua which started in Fall 2013 and ended in the Summer of 2014. This was a contract training agreement with the Department of Public Safety's (DPS) Education department in the amount of \$42K. This past June 2014 I took the lead with working with both DPS and CCE personnel on another contract training agreement where we were awarded another contract to provide our Facilities Maintenance training program to inmates at Waiawa Correctional Facilities, as well as expanding our program offerings to include the Office Worker Business Applications program to inmates at Halawa, Waiawa and Women's Community Correctional Facilities. This contract totaled \$81K, thus moving CCE forward in meeting the workforce needs of not only those in our communities, but also touching on the lives of those incarcerated who are in need of attaining skills to meet the needs of today's workforce upon their release. This in turn also helped CCE to build a roadmap towards financial sustainability. I also expanded the offering of the Facilities Maintenance program to the general public in Fall 2014.
- ❖ Created career pathway maps and spec sheets for training programs to help promote and provide more detailed information on our courses and the types of employment opportunities available, as well as pathways leading to a degree seeking program.
- ❖ Worked closely with CCE Marketing Coordinator on the development of training program promotional flyers, website development to promote training programs online, as well as program information to be included in the catalog.
- ❖ Coordinated and worked closely with instructors on developing a supplies needs assessment which resulted in spending nearly \$20K in Perkins grant funding for the

expansion of our Sustainable Energy Photovoltaics program and Facilities Maintenance program to purchase supplies for hands-on related training activities to keep our program current, giving our students the opportunity to train on the most current industry related materials to prepare for the workforce. For example, through this funding opportunity we were able to construct two mobile photovoltaic (PV) trainers so students would gain the actual experience in installing all the paraphernalia related to an actual PV installation.

- ❖ Knowledgeable with the human resources policies and procedures here at WCC when it comes to hiring new instructors. Responsible for assisting instructors on the completion of their hiring packet. Knowledgeable with the Hirenet procedures and forms needed to be completed when it comes to hiring instructors – for both UH Faculty and Staff, as well as non-UH affiliated instructors.
- ❖ Collaborated with Honolulu Community College (HCC)/Pacific Center for Advanced Technology Training (PCATT) on providing two Photovoltaic training offerings through the Solar Instructor Training Network grant. Coordinated with grant partners from California to host training here in Hawaii. Training sessions provided included Photovoltaic Manufacturer training which was made up of both UHCC faculty and representatives from the PV industry, as well as training specifically for Code Officials which was made up of Electrical Code Inspectors. Created the marketing flyer's for these training sessions, ordered the lunches, worked closely with HCC's Business Office on figuring out how we would pay trainer for his services, obtained and confirmed the training location, went out to purchase refreshments for both training sessions and worked on the verbiage and creation of certificates which were handled by HCC.
- ❖ As the Energy Sector lead for C3T, I continued to work closely with the campuses who were responsible for developing and/or offering Energy related courses, as well as with my Department of Labor Industry lead to work closely with industry stakeholders on our Energy Sector Policy, Planning Workforce Groups (PPWGs).
- ❖ Worked with fellow Career and Community Education counterparts, as well as fellow continuing education programs across the UHCC System on moving to our new on-line registration system known as Destiny Solutions. Provided training to office staff as well as created hand-outs which were made up of step by step instructions on how to create courses and sections in the new on-line registration system. I was the campus representative for the Destiny Solutions Review Committee for our team. This committee was comprised of both Program Coordinators and Directors of Continuing Education programs across the UHCC Continuing Education offices system-wide. Before non-credit courses can be published on to the Destiny Solutions public view site, it has to go through a review process and be approved first. The areas of interest for the committee members to review, especially when it comes to common courses being provided system-wide include course numbering sequence, course titles, course descriptions, making sure the course is created under the correct course category, program area and program stream, tuition, SLO's for workforce development and professional development courses, typo's, all because the new registration system is an on-line system for our continuing education programs system-wide and we needed to ensure the information was accurate and correct across the board for the viewing by our potential customers. I was also responsible for getting all of our new courses for CCE posted on to the Destiny Review Master list of courses to be reviewed and approved so that we could promote and market our courses via the Destiny Solutions website, where it links to our CCE website for general public

consumption, where potential customers can review our course offerings and register online without leaving home or the office. With moving to this new online registration system, lots of collaboration and communication took place not only with your campus operations team which included Program Coordinators, Registration staff, Marketing staff, and Director, but also crossing over to work closely with fellow system-wide continuing education counterparts as well.

- ❖ Took the lead with working with fellow CCE counterparts to develop and re-design the workforce development survey/evaluation form to be completed by participants which would capture both feedback about our courses and demographic information which was beneficial when it came to grant opportunities, as well as for our annual program review.
- ❖ Worked on developing a survey on employment needs and forecasts as part of our C3T grant focusing on the Energy sector. Worked closely with my Department of Labor counterpart and fellow C3T staff who provided support with creating the survey on survey monkey which was sent out to our solar industry contacts here in Hawaii via email.

HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii

June 2008 – July 2013

**Program Coordinator for Continuing Education and Training**

Responsible for providing academic support for PCATT, Tech I, and other campus programs in the areas of curriculum development, budgeting, recruitment (both instructors and participants for training programs), marketing, academic advising, and grant management.

- ❖ Worked closely with faculty and industry leaders on the development of curriculum and training to meet our TAACCCT (C3T) round I grant outcomes in the areas of Energy Efficiency, Renewable Energy and Sustainability. Part of the TAACCCT (C3T) also gave me the opportunity to work closely with Department of Labor and Community Based Organizations such as Oahu Worklinks to come together to promote our training opportunities to individuals wanting to pursue a new career or training that led to potential employment here in our State.
- ❖ Worked closely with my Department of Labor Industry lead on the development of the Energy Sector Policy, Planning Workforce groups which consist of industry experts from the Renewable Energy, Energy Efficiency, Sustainability and Transportation Technologies sectors. These industry experts helped us identify and validate training programs we were developing system-wide for our C3T grant, as well as helped us identify industry trends and employment forecasts for the Energy sector.
- ❖ Worked closely with licensing Boards, faculty, and industry experts on the coordination of curriculum development for training programs to meet the needs of industry and licensing requirements for the State of Hawaii in the areas of Electrical, Plumbing, and Security Guard training.
- ❖ Worked closely with faculty and industry experts on the curriculum development of Photovoltaic training (PV).
- ❖ Through grant activities I was able to work with faculty and industry experts to tailor training programs to meet the needs of specific groups (unemployed/dislocated workers) needing additional coursework to learn new skills for retraining/new employment opportunities.
- ❖ Coordinated and administered the application process to get the curriculum for our PV training approved so that each campus, Kauai CC, Maui College, Hawaii CC, and

Honolulu CC could provide the training and certificate of knowledge to meet the workforce training needs of Hawaii's solar industry. This process ultimately led to each of these campuses getting approved to offer the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level exam. This was a great accomplishment being that HPU was the only University offering this certificate of knowledge, where neighbor island candidates would have to fly to Honolulu to take the course and exam. Now each neighboring island, Honolulu included, now has the ability to offer both the course and the exam.

- ❖ Developed a PV advisory board made up of industry experts to ensure that our training was leading in meeting industry needs and standards.
- ❖ Developed a career map made up of 3 tracks for photovoltaic training – Installation track, PV Sales and Marketing track, and AutoCAD track to meet the needs of participants wanting to enter the solar industry in different areas of the trade.
- ❖ Worked closely with the Administration of Justice program faculty and lecturer on the development of curriculum for our TSA associates program, which entailed the development of courses in the areas of Homeland Security, Intelligence Analysis, and Border Security.
- ❖ Knowledgeable and competent in creating and monitoring budgets. For each training course offered, I was responsible for costing out all related expenses to reach a tuition rate that would cover all costs as well as generate income to sustain our program.
- ❖ Worked closely with instructors, industry experts, and staff to assess training programs to ensure that curriculum and equipment related to training remained up-to-date to meet industry and licensing standards.
- ❖ Knowledgeable with the University of Hawaii purchasing policies and procedures. Efficient in using purchase cards to purchase related training materials, supplies, and equipment.
- ❖ Knowledgeable with using Commercepoint to request quotations on items \$2,500 and above.
- ❖ Knowledgeable with the human resources policies and procedures when it comes to hiring new instructors. Responsible for assisting instructors on the completion of their hiring packet. Knowledgeable with the Hirenet procedures when it comes to hiring instructors – for both UH Faculty and Staff, as well as non-UH affiliated instructors.
- ❖ Served on numerous hiring committees here at HCC and across the system.
- ❖ Responsible for the marketing and recruitment for participants for our training courses. Worked with staff to provide course information in our tabloid and website. Created flyers and brochures to recruit participants. Worked closely with community-based organizations such as Good Will, Catholic Charities, and Oahu Worklinks to recruit their clients for our courses.
- ❖ Participated in job fairs and conferences to promote our training programs for recruitment purposes, for both participants and potential instructors.
- ❖ Provided academic advising support to participants who were unemployed, dislocated, or interested in changing careers.
- ❖ Made visits to classes to see how participants were doing and to evaluate the instructors teaching methodologies to ensure that course curriculum was meeting the needs of participants.

- ❖ With continuing education, most courses take place in evenings and on weekends. Worked closely with instructors on the development of course offerings and scheduling.
- ❖ Knowledgeable with coordinating federal and state grants to ensure we were in compliance. Coordinated the Solar Instructor Training Network (SITN) grant which funding provided train-the-trainer sessions and curriculum development for instructors in the areas of PV and Solar Thermal. Also coordinated the Statewide Energy Sector Partnership (SESP) grant, which provided tuition assistance to incumbent, unemployed, and dislocated workers wanting to attain employment in a green industry.
- ❖ Wrote the RFP and coordinated with the former PCATT Director in acquiring a \$130,000 Rapid Response Training Grant to meet the training needs of Marine Welders here in the State of Hawaii. Worked closely with Welding faculty to develop the curriculum to meet training outcomes. Also worked closely with the Ship Repair Association of Hawaii, with respect to Marine Welding companies, on getting their input on the development of the training program and recruitment of their employees to attend training.
- ❖ Knowledgeable with maintaining sensitive information related to grant participants.
- ❖ Knowledgeable in the areas of writing reports, maintaining spreadsheets, and databases related to meeting grant outcomes.
- ❖ Knowledgeable with the registration systems for both credit (banner) and continuing education (Classware now Destiny Solutions).
- ❖ Proctored exams to participants to meet national licensing requirements.
- ❖ Made presentations to Rotary members to promote the continuing education and training program for the Trades here at HCC, as well as presentations to job fair participants to promote grant related activities.

HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii

March 2007 – May 2008

### **Academic Support Specialist**

Responsible for providing academic support for Apprenticeship in the areas of grant management, budgeting, and purchasing.

- ❖ Assisted Apprenticeship Coordinator in the management of the Rural Development Project federal grant, which comprised of nearly a million dollar budget.
- ❖ Ensured that all purchases and funds were spent according to Federal, State, and University policies.
- ❖ Gathered and organized data for grant related activities and reports.
- ❖ Prepared reports from drafts into final format for submission with the use of Excel and Word processing formats.
- ❖ Maintained purchasing spreadsheets and logs to track expenditures.
- ❖ Used purchase card and purchase orders to purchase items.
- ❖ Worked closely with Business Office personnel to ensure that State decals were placed on items purchased.
- ❖ Worked closely with Apprenticeship Training Coordinators from the various training programs to ensure that purchases met their training needs.
- ❖ Used Commercepoint for purchases over \$2,500 to acquire bids for training items.
- ❖ Followed the legal bidding process for purchases \$50K and above. Instrumental in purchasing heavy equipment machinery such as forklifts and scissor lifts for training purposes.



- ❖ Arranged journey worker training classes through coordinating with Apprenticeship Training Coordinators from the various training programs.
- ❖ Contacted different organizations to provide specialized contract training courses.
- ❖ Prepared personnel documents for apprenticeship instructors for payroll purposes.
- ❖ Registered students into classes through the use of banner.
- ❖ Worked closely with Record Office personnel on matters relating to student registrations.
- ❖ Worked closely with Business Office and HR personnel on matters relating to hiring and payroll inquiries for instructors.

HONOLULU COMMUNITY COLLEGE – Honolulu, Hawaii

May 2006 – February 2007

### **Casual Hire/Educational Specialist**

Responsible for providing academic support for Apprenticeship in the areas of grant management, budgeting, and purchasing.

- ❖ Assisted Apprenticeship Coordinator on the management of the Rural Development Project.
- ❖ Maintained purchasing spreadsheets and logs to track expenditures.
- ❖ Used purchase card and purchase orders to purchase items.
- ❖ Arranged journey worker training classes through coordinating with Apprenticeship Training Coordinators from the various training programs.
- ❖ Prepared personnel documents for apprenticeship instructors for payroll purposes.
- ❖ Gathered and organized data for grant related activities and reports.

### **EDUCATION:**

- ❖ **The Learning Resources Network (LERN), Online Training** April 2013  
Completed LERN's Certified Program Planner's (CPP) online training. Passed the CPP exam July 2013.
  - Learned about continuing education program operations – from costing out courses to marketing to your best customers. Learned about how to run a program successfully and the different traits and benchmarks to look at when evaluating a program.
- ❖ **Chaminade University of Honolulu, Honolulu, Hawaii** June 2007  
Masters in Business Administration  
GPA 3.857
  - **Marketing Project:** Worked with fellow group members on the development of a business-marketing plan for a local copy shop. Conducted market research, implemented skills and knowledge from class meetings, in-person interviews with business owner, meetings and e-mail with group members, as well as a Power Point presentation in class were used for the production of the marketing business plan which was given to the business owner for his knowledge and use. We found that this company was doing little to no advertising of its products and services and was solely dependent on its niche market which was made up of teachers from the neighboring areas, small businesses located in the same vicinity, returning customers, and word of mouth.
  - **Strategic Management Project for MBA 800 class:** Worked with fellow group members to develop a comprehensive model of the strategic management process for Family Promise of Hawaii, a non-profit organization. Our group studied the

organizations strategy formulation, implementation, and evaluated their performance outcomes to see how they were doing and where it was critical for their organization to change in order to sustain and be successful. We found that this organization was unique being that it partnered with community religious organizations to provide shelter for homeless families. The market targeted by this organization were families with children, where the parents needed to be drug-free and working in order to save money to find a place of their own. Being that I also volunteered at this organization, the thing that impacted me the most was that these families were ordinary people like me, working to make a living here in Hawaii, trying to survive.

- ❖ **University of Hawaii – West Oahu**, Pearl City, Hawaii May 2005  
(now located in Kapolei, Hawaii)  
Disaster Preparedness Certificate  
Other courses: Conflict Resolution and Environmental Policy
- ❖ **University of Hawaii – West Oahu**, Pearl City, Hawaii December 2004  
(now located in Kapolei, Hawaii)  
Baccalaureate Degree in Public Administration  
GPA 3.91
- ❖ **Honolulu Community College**, Honolulu, Hawaii May 2002  
Associates of Arts Degree in Liberal Arts

#### **PERTINENT SPECIAL QUALIFICATIONS**

- ❖ **State of Hawaii Department of Education Adult Education Advisory Council** 2017
  - I was just appointed to serve on the advisory council for the adult and community education. The purpose of the advisory council is to advise the Board of Education on matters relating to adult education.
- ❖ **Institutional Effectiveness Committee** 2014
  - I was the representative for CCE on this committee which was responsible for the planning and overseeing of our campuses continued assessment of programs – credit, non-credit and other programs identified under the Program Review Policy. This committee was also responsible for providing training so programs can assess them, as well as maintaining materials and reports as it relates to our campus assessment activities.
- ❖ **Staff Development Committee** 2013
  - The Staff Development committee plans and coordinates faculty and staff development activities for the campus, as well as provides funding for professional development opportunities. This committee focuses on three main areas: Grants for staff development activities, Professional Development Opportunities for the campus, and Fundraising. Being a part of this committee, I attended meetings and reviewed and approved funding requests submitted by faculty and staff to attend professional development training activities. This committee also provides funding for hui's such as the Dossier Hui, in which I was

a past participant, where I was able to obtain information and first-hand knowledge on writing my first ever application for contract renewal. It was very informative and provided guidance on the process.

❖ **Staff Senate Executive Committee Chair** 2011 - 2012

- As part of the duties of the Chair, I represented staff on major governance committees, met with fellow committee members on a monthly basis to discuss and address concerns of staff, as well as worked closely with the Staff Development Council on training opportunities for Staff. I was also responsible for providing information to the committee shared by the Chancellor, as well as coordinate meetings with administrators to come and meet with the committee to discuss important matters relating to the campus and staff as a whole. This was a governance committee which reported directly to the Chancellor.

❖ **Wo Learning Champion** 2011 – 2012

- I was nominated to be one of two representatives for the Wo Learning Champions for HCC. Being a Wo Champion is an honor being that it's a leadership opportunity for you to grow and network with fellow colleagues from the different community college campuses. One of the projects we had to coordinate in spring 2012 semester was organizing and planning our campus' Wo Innovations in Learning Day (WILD). Worked closely with my fellow Wo partner on coordinating the day's events, as well as sought the help and guidance from our former HCC Wo colleagues. I took charge in contacting the various experts here on campus to present on their specific areas of expertise, coordinated and identified the facilities where sessions were held, completed and submitted the proper facilities request documentation for approval, as well as worked with former Wo's on the registration process, purchased the morning refreshments, and communicated with the campus on what sessions were going to be offered, and what sessions were canceled. Handled the reimbursements for those who had to purchase materials for their presentation. There were over 80 participants who participated in WILD activities, which consisted of different breakout sessions, as well as a morning session on accreditation, the budget process, and on educational copyrights. Other duties as a Wo Champion is to attend monthly meetings visiting the different community college's within the UH System, where each campus is in charge of hosting a meeting. I also led in the facilitation of our campus visit by contacting various departments for us to visit, as well as ordered the food and purchased morning refreshments for the meeting. Communicated with the group as to how the day's agenda would be made up of. This is a great way to learn and network with system counterparts about different programs that are being offered system wide at each of the various campuses. Part of this leadership opportunity is a stipend for professional development.

❖ **Community College Leadership Champion (CCLC)** 2009 – 2010

- CCLC is a leadership group, which consisted of members of the community college system. CCLC was a great opportunity for me as it enabled me to network

and meet fellow colleagues within the University System, as well as get to know our fellow CCLC colleagues here at HCC. I also had the opportunity to attend leadership training in California, as well as a retreat on Kauai. This opened up my eyes to realize that I wanted to groom and familiarize myself to one day be a leader in administration, using my leadership talents to make a difference in people's lives, making them realize that through education and dedication, anything is possible.

- ❖ **Standard Four Accreditation Committee Member** 2009 – 2012
  - I actively participated on this committee representing staff on the assessment of governance and leadership at HCC. My focus was on the lack of participation of staff on campus committees and how we would work with administrators to address this issue.

## **CAMPUS ACTIVITIES/COMMUNITY SERVICE**

- ❖ **Counselor Career Day** February 2017
  - Engaged and shared information about our continuing education courses and summer programs being offered with career day participants.
- ❖ **Screening Committee Participation** August 2016
  - Served as Chair for the PCATT/CE Office Manager position screening committee.
- ❖ **Screening Committee Participation** June 2016
  - Served as Chair for the Electrical Maintenance Technology (EIMT) Instructor position screening committee.
- ❖ **HCC's Open House** April 2016
  - Assisted with HCC's Open House – promoting continuing education and Summer School courses.
- ❖ **HCC International Education Committee** March 2016
  - Being a member of the HCC International Education Committee, I assisted with the Himalayas: The Top of the World event, setting up, serving refreshments, cleaning up and helped with promoting the event by manning the informational table outside of the library.
- ❖ **HCC's Celebrate! 2016 Fundraising Event** February 2016
  - Sponsored tickets for HCC's Celebrate! 2016 Fundraising event.
- ❖ **Screening Committee Participation** November 2015
  - Served as Chair for the Student Services Instructional and Student Support (Registrar, Asst) position.
- ❖ **UHCC System Student Success Taskforce** August 2015
  - Participated in the UHCC System Student Success Taskforce initial meetings.

- ❖ **Apple Summer Institute** May 2015
  - Assisted with the Apple Summer Institute – registered attendees. I also had the opportunity to attend breakout sessions.
- ❖ **PCATT IT Symposium** May 2015
  - Assisted with the IT Symposium – registered attendees, cleaned up after lunch – cleaned tables, packed food and took trash to garbage cans outside the cafeteria.
- ❖ **Summer Surf Celebration Film Fest at Paliku Theatre** May 2014
  - Assisted with the food line for this event, from setting up the tables and the food, serving the attendee's pupu's (appetizer's), cleaning up food items after the food line closed, breaking down tables and packing items which had to be taken back to our CCE office.
- ❖ **WCC's Adult Learners Open House** April 2014
  - Helped with promoting and answering questions about our Career and Community Education training programs to those who attended the open house. Passed out informational hand-outs about the various training programs.
- ❖ **WCC's College and Career Fair** April 2014
  - Helped with promoting the various training programs being offered by Career and Community Education. Spoke to job fair attendee's which varied between high school students and adult learners interested in workforce related training opportunities.
- ❖ **AFCEA's Annual Conference and Exposition** November/December 2013, 2014, 2015
  - This is the TechNet Asia Pacific conference and expo, held at Hilton Hawaiian Village. This is a huge DoD conference and expo, where tons of tech companies come out to exhibit their products and services to the DoD community here in Hawaii. Through our counterparts at PCATT who's an affiliated AFCEA member, I assisted with staffing PCATT's exhibit to help promote their advanced technology training opportunities, as well as continuing education opportunities across the system. I also got the opportunity to network with attendee's and exhibitors on the different products and services in which they offered.
- ❖ **Windward Ho'olaule'a** September 2013
  - Volunteered at Sarah's Garage sale where proceeds went to the WCC Staff Development Committee fund, where funding is used to provide grants to staff for professional development, as well as professional development activities for the campus. I assisted with sales, assisted customers with their purchases, bagged and boxed items that were purchased all in a friendly and positive manner.
- ❖ **WCC Autumn Festival Bon Dance** September 2013
  - Donated homemade baked goods: Butter mochi, chocolate chip and oatmeal chocolate chip cookies – which were sold at the saimin, baked goods and teri

burger booth. Also volunteered at the booth where I assisted customers with purchases all in an energetic and uplifting fashion, cashiered and helped with cleaning up after the event was finished. Nearly \$900 was raised for the WCC Foundation Advancement account.

- ❖ **HCC's Scholarship Silent Auction Committee** October 2012
  - Co-chair for HCC's Scholarship Silent Auction Committee. This entailed soliciting donations for our event, attended planning meetings, worked closely with committee members on setting up the event, as well as made sure that items were accounted for to meet UH Foundation reporting requirements. Working with a great team of people made this event a success. We generated over \$10,000 from this event, which will be used for student scholarships.
- ❖ **Forging Partnerships: The Colleges and The Community** May 2012
  - Assisted as being the Recorder at the CEDs Conference held at Windward CC for the Energy Cluster Breakout Session where I was able to collaborate with industry and educational partners. This was a great brainstorming session as we learned from key industry stakeholders as well as education experts on what types of training was being offered, what other training areas we should focus on, and the outlook and forecast of the job market.
- ❖ **Lanakila Meals on Wheels** December 2011
  - Assisted with packaging of the meals that would be delivered to senior citizens across the State.
- ❖ **APEC Training Session at HCC** August 2011
  - Assisted with greeting volunteers who came to campus on a Saturday to receive training for APEC. Guided them to the various classrooms located at HCC.
- ❖ **High School to HCC** March 2011
  - Guided attendees to their various breakout sessions. Assisted with passing out lunches to attendees, cleaning and setting up, passed out informational packets, and answered questions that attendees had about the College.

## HONORS/AWARDS

- ❖ Recipient of Honolulu Community College's 2013  
2013 Chancellor's Outstanding Service Award
- ❖ Recipient of the Kamehameha Schools Imi Na'auao Fall 2006 – Spring 2007  
Graduate Scholarship
- ❖ Nominated and featured in an ad for the 2005  
Kamehameha Schools Scholarship and Financial Aid Program
- ❖ Graduated with the Distinction of Honors December 2004  
from the University of Hawaii – West Oahu

- ❖ Dean's List, University of Hawaii – West Oahu: Fall 2002, Spring 2003, Fall 2003, Spring 2004, Fall 2004

## **REFERENCES**

- ❖ Provided upon request

## Jarret Fumio Yip



### PROFESSIONAL EXPERIENCE

Special Programs and Training Manager  
Honolulu Community College

11/2017-Present

- Coordinate and manage short-term workforce training programs leading to certification and employment.
- Manage multiple program budgets and teaching personnel.
- Outreach with business community and government agencies to determine workforce needs.
- Write proposals for and manage various grants and special projects.

Program Coordinator/Specialist  
University of Hawaii Community Colleges

09/2013-11/2017

- Primary coordinator for the University of Hawaii C3T (Dept. of Labor Trade Adjustment Assistance Community College & Career Training) grant and management of a seven-campus consortium.
- Responsible for quarterly and annual reporting of grant funded activities among all UH community college campuses.
- Managed consortium program budget allocation and ensuring compliance with federal guidelines.

Legislative Assistant/Community Liaison  
Honolulu City Council

04/2010-09/2013

- Primary lead for community communication and responding to various constituent concerns, relaying issues to respective departments and following up with written responses.
- Provided detailed analysis on legislative bills and resolutions and tracked progress through committee/council meetings.

Outreach Worker  
Catholic Charities Hawaii

07/2008-04/2010

- Responsible for providing outreach services for parents involved in Child Welfare Services (CWS) through parenting/life skills instruction and assistance in locating and utilizing community resources.
- Managed numerous, highly diverse cases and provide detailed reports on clients' progress.



## COMMUNITY INVOLVEMENT & LEADERSHIP

- |   |              |
|---|--------------|
| • iCAN Advisory Board, Member                       | 2017-Present |
| • AJC Oahu One Stop Partners, Member                | 2016-Present |
| • UHCC Sector Partnerships, Contributor             | 2016-2017    |
| • Economic Development Alliance Hawaii, Contributor | 2015-2017    |

## SPECIFIC SKILLSET

- Experience with and understanding of workforce development partnerships with the University of Hawaii, Hawaii State Department of Education and Hawaii State Department of Labor and Industrial Relations.
- Able to multi-task and manage multiple programs/projects
- Experience in management of various personnel
- Excellent verbal and written communication

## EDUCATION & TRAINING

University of Hawaii at Manoa	
Master's in Education Psychology	In Progress, expected graduation 12/2019
University of Hawaii at Manoa	
Bachelor of Arts (BA) – Economics	2008
LERN Institute	
Project Management Certification	2018
National Career Development Association	2016

## Kristoffer Zorilla

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### Summary

Experienced Human Resources Business leader with experience in supporting, Senior Leadership Team, Operations, Finance, IT, Engineering, Safety and employees.

### EXPERIENCE

#### United Laundry Services, Inc.

2016 – Present

##### Assistant HR Manager

##### Highlights:

- Directs Human Resource initiatives that supports the business
- Manages employee relations for all levels of the organization
- Measures employee satisfaction/engagement and presents recommendations for improvement.
- Coaches managers on proper handling of performance issues and communications
- Manage talent acquisition and succession planning programs to ensure Operations meet productivity measures
- Educate and support employee benefit programs
- Assists leaders in interpreting and translating company policies
- Supervises Human Resources Assistant

#### FCH Enterprises, Inc.

2008 – 2016

##### Assistant Benefits & Payroll Manager

2010 – 2016

##### Highlights:

- Communicates and administered comprehensive benefits programs,
- Processed claims for health insurance, life insurance, TDI, FMLA and general leaves of absence, administration of discount plans
- Educated employees on health insurance plans, life insurance, retirement plans, vacation, sick leave, TDI, and statutory leaves of absence. Processed all claims of work-related injuries and worked directly with insurance providers to track progress of return to duty readiness.
- Developed training materials and presented benefits and company sponsored programs to employees
- Conducted assessments of employee programs and made recommendations for enhancement or change to plans.
- Responded to employee inquiries and concerns to satisfy needs with outcomes that are mutually beneficial.

## 2009 – 2010

### Highlights:

- Assisted Employment with processing and on-boarding new hires including uniform sizing and distribution, creating personnel files and meeting statutory guidelines for hiring.
- Maintained uniform inventory for 1800 employees including working with purveyor on order and delivery schedules. Coordinated safety shoes program including orders and distribution including working with provider to secure discounts and special programs for employees.
- Responded to walk-in clients seeking employment including application preparation and initial screening.

## 2008 – 2009

### Highlights:

- Provided support to operating departments including Employment, Benefits, Payroll, Employee and Labor Relations.

### Special Projects and Skills:

- Developed a plan to transition into new uniforms for 1,800 employees including uniform selection, sizing, ordering of fabric, coordination of distribution and presentation of rollout.
- Assisted in the recruitment process of Zippy's Hilo including hiring, processing and onboarding of all new hires.
- Development of a Safety Video for employees to ensure impact of actions and goals of education and prevention of workplace injuries.
- Attained Notary certification and serves as company notary.
- Certified trainer in First Aid/CPR/AED and conducts training classes quarterly.

**Education:**

- Law school- 2003 - 2005, San Beda College, Manila
- Business Management & Entrepreneurship- 1999 – 2003, San Beda College, Manila
- Continuing Education by attending Labor Law Conferences, Benefits and ACA preparation and compliance.

### Professional References:

[REDACTED]	
[REDACTED]	
[REDACTED]	

**Personal References:**

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