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Professional Objective

A position that utilizes my skills, knowledge, and experiences to contribute to the success of this organization.

Professional Experience

Student Support Specialist, Kapi'olani Community College – Kūlia ma Kapi'olani

August 2014 – Present

Duties: Coordinate comprehensive support services for project students, including program orientation, mandatory advising, financial aid & scholarship workshops, job readiness workshops, mock interviews, peer mentoring, and tutoring. Monitor project budget and all fiscal transactions, and process fiscal transactions including student stipends and program purchases. Assist the Coordinator in collecting and maintaining longitudinal data for submittal in quarterly, semester, and annual reports and program improvement. Assist with hiring, training, supervising, and managing the work schedules of student workers hired by the Project. Work with other departments and programs on campus as well as community agencies and high school partners to design and implement strategies that increase the success of Native Hawaiian students. Work with KCC faculty and staff to ensure the Mānele Lab, which offers peer mentoring, tutoring, computer usage and printing, is maintained. Set up and supervise the Forgot Lunch program that provides lunch for KCC students with food donated by KCC faculty and staff. Assist in coordinating and maintaining the Mānele Building classroom use and scheduling use of the building for non-classroom events. Coordinate and update office publications, Native Hawaiian Student Services newsletter, website and social media presence. Integrate Native Hawaiian cultural traditions and practices into program services and activities for students. Market and promote the project and outreach to different constituents by assisting to coordinate and implement new student orientations, make in-class presentations, host visiting groups, and attend community activities and events.

Instructor, University of Phoenix – College of Education

January 2013 – August 2017

Duties: Facilitate online, graduate level course on student assessment for the special education program; provide feedback and guidance to students pursuing a Master's Degree.

Office Manager, Jim Walters Company

January 2013 – Present (part-time)

Duties: Organize and manage the office of a small, professional audio and video business. Answer customer inquiries; process orders; develop order materials; maintain and follow up on accounts receivable and payable.

Office Manager, Rubber Stamp Plantation

January 2012 – July 2014 (part-time)

Duties: Organized and managed the office of a small, local business. Answered customer inquiries; processed orders; developed order materials; processed payroll; maintained and followed up on accounts receivable and payable.

Principal, Hawaii School for the Deaf & the Blind

December 2009 – March 2013

Duties: Administered a residential, educational program for deaf, hard of hearing, and deaf-blind students from Oahu and the Neighbor Islands. Supervised the day-to-day operations of the

academic and residential program of the school; recruitment, hiring, training and supervision of staff (teachers, educational assistants, dormitory, clerical, custodial and cafeteria staff); assessed and developed the curriculum for the educational program; management and maintenance of the health and safety of the campus and its buildings; fiscal management and execution of the budget for the program, including State and Federal funds.

Annual Conference Host, Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD)

April 2011

Duties: Planned and executed a three-day, national conference for an association of administrators of schools and programs for the deaf. Secured a conference venue; searched, selected, contracted, and made arrangements of presenters; solicitation of sponsors; arrangements for cultural events for participants; preparation and distribution of conference materials including program book, website and audiovisual materials.

Administrator/Educational Specialist, Hawaii School for the Deaf & the Blind

October 2003 – November 2009

Duties: Administered a residential, educational program for deaf, hard of hearing, and deaf-blind students from Oahu and the Neighbor Islands, supervised a statewide diagnostic team for students with hearing and vision loss, and educational interpreters for students, and provided technical assistance statewide to teachers and schools with deaf, hard of hearing, blind or deaf-blind students. Supervised the day-to-day operations of the academic and residential program of the school; recruitment, hiring, training and supervision of staff (teachers, educational assistants, educational interpreters dormitory, clerical, custodial and cafeteria staff); assessed and developed the curriculum for the educational program; conducted needs assessment and provision of training and support to teachers and schools; management and maintenance of the health and safety of the campus and its buildings; fiscal management and execution of the budget for the program, including State and Federal funds.

Instructor, University of Hawaii Center on Disability Studies

Summer 2009

Duties: Developed curriculum and materials related to teaching reading to deaf children, and presented to special education teachers in American Samoa during a week-long workshop as part of a project under CDS.

Lecturer, Kapiolani Community College – Language, Linguistics and Literature Department

Fall Semester 2008, 2009, 2010

Duties: Taught DEAF 202 Effective Teaching Practices for Deaf Students; developed and taught a curriculum on effective teaching practices for deaf students to educational assistants and educational interpreters in training; provided guidance and support of student in pursuit of careers in working with the deaf, including practicum settings working with a deaf student.

Teacher of the Deaf, Hawaii School for the Deaf & the Blind

August 1993 – October 2003

Duties: Assessed the needs of deaf and hard of hearing students, developed and executed lesson plans and Individualized Education Plans (IEP), in accordance with the Individuals with Disabilities Education Act (IDEA), to meet student needs; assessed the effectiveness and adjusted teaching. Grades and subjects taught included elementary grades 3-5, all subjects; middle school, grades 6-8, English and History; high school, grades 9-12, English and History.

Itinerant Teacher of the Deaf, Windward District Office

August 1991 – August 1993

Duties: Assessed the needs of PreK-12, deaf and hard of hearing students throughout Windward District; developed and executed lesson plans and Individualized Education Plans (IEP), in accordance with the Individuals with Disabilities Education Act (IDEA), to meet student needs; assessed the effectiveness and adjusted teaching.

Teacher of the Deaf, Kailua Intermediate School

August 1989 – August 1991

Duties: Assessed the needs of deaf and hard of hearing students in grades 7-8; developed and executed lesson plans and Individualized Education Plans (IEP), in accordance with the Individuals with Disabilities Education Act (IDEA), to meet student needs; assessed the effectiveness and adjusted teaching; provided support to students in general education settings through sign language interpreting and tutoring.

Education

University of Hawaii at Manoa – Educational Administration

Department of Education Hawaii Professional Administrator Certificate – January 2009

Lewis & Clark College – Special Education – Deaf/Hard of Hearing

Master of Education – June 1989

Lewis & Clark College – Elementary Education and Psychology

Bachelor of Arts (Elementary Education) – June 1988

Minor (Psychology) – June 1988

Additional Educational Experience

Kapiolani Community College – Sign Language Interpreting

Gallaudet University – Continuing education courses related to teaching the Deaf

Chapman University – Continuing education courses related to education

Publications

Parent Guidebook for Deaf-Blind Children (2014) – Sponsored by the Center on Disability Studies, Hawaii and Pacific Deaf-Blind Projects

Skills

American Sign Language – fluent

Computer software – email, internet, Microsoft Office, Account Edge, QuickBooks

Professional Memberships

Hawai'i Government Employees Association

References

Available upon request