

JADE TABIOS BUTAY

Summary of Qualifications:

- Experienced at formulating and executing plans and strategy.
- Entrepreneurial, energetic self-starter, and not afraid to tackle difficult tasks. A hands-on individual with an exceptional ability to "get things done."
- Group leadership, including team building, motivational techniques, and development of shared goals.
- MBA from the number one school for entrepreneurship. Excellent analytical, interpersonal, and communication skills.

Experience:

2017- Present

State of Hawaii Department of Transportation (DOT) Director Honolulu, HI

- Provide leadership and strategic direction with full responsibility for three divisions: Airports, Harbors and Highways.
- Oversee 15 commercial and general aviation airports, 10 commercial harbors and nearly 2,500 lane miles of state highways, tunnels, and bridges.
- Collaborate with major stakeholders and partners, including the FAA, TSA, FHWA, MARAD, Customs & Border Protection, the legislature, county partners, and numerous airline, harbor and highway user organizations, among many others, on behalf of the state.
- Execute the department's mission efficiently and effectively and resolve issues while being transparent and fair.

2014 – 2017

State of Hawaii Department of Transportation (DOT) Deputy Director for Administration Honolulu, HI

- Functioned as the chief operating officer of the department, working closely with the Director in managing and directing the department.
- Oversaw the administrative functions of the department including personnel administration, programs and budgets, central computer services, business management activities, environmental compliance, civil rights, emergency management, and contract services.
- Revamped internal procedures and controls, reorganized/ reallocated staff and implemented best practices and performance monitoring systems in support of continuous improvement.
- Ensured that DOT has the proper management and accounting controls in place and worked to continuously improve the Department's internal controls and financial management.

2013 – 2014

State of Hawaii Department of Labor and Industrial Relations (DLIR) Deputy Director Honolulu, HI

- Assisted the Director in managing and directing the operations and functions of DLIR.
- Advised the Governor on matters relating to the economic security, physical and economic well-being, productivity of workers, and the achievement of good labor-management relations.
- Supervised the planning, coordination and implementation of programs in the areas of employment services, the Workforce Investment Act (WIA), apprenticeship, unemployment insurance, occupational safety and health, workers' compensation, temporary disability insurance, prepaid health care, wage and hour, payment of wages, child labor, fair employment practices, and employment security appeals.
- Provided administrative and budgetary support to: the Labor and Industrial Relations Appeals Board; the Hawaii Labor Relations Board; the State Fire Council; the Hawaii Civil Rights Commission; the Hoisting Machine Operators Advisory Board (HMOAB); the Workforce Development Council; and the Office of Community Services.

2011 – 2013

State of Hawaii Department of Transportation (DOT) Deputy Director for Administration Honolulu, HI

- Planned, directed and coordinated activities for the Airports, Harbors and Highways Divisions within State laws and established policies and regulations under the general direction of the Director.
- Maintained effective relationships between DOT and the Governor, legislature, other government officials, and the public.
- Exercised leadership, guidance and control of the efforts of employees toward achieving departmental objective. Developed and implemented plans to improve the quality and productivity of the department.
- Acted as appointing authority and approved contracts in the absence of the Director.

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- 2009 - 2011 **R. Casido Construction LLC** Partner Waipahu, HI
- Won military housing contracts and commercial projects by targeting, courting, and sustaining relationships with decision makers.
 - Responsibilities included analysis of projects, preparation of proposals, bids, submittals, and payroll, material purchasing, project budget, and quality control.
 - Reduced material expenses by negotiating and establishing valuable vendor contacts.
 - Coordinated workers, material, and equipment to ensure that all tasks are carried out as per schedule in stipulated time with quality.
 - Secured the contract for the construction of the new Hard Rock Cafe - Waikiki.
- 2004 - 2011 **WEBB Construction LLC** Vice President Kailua, HI
- Planned, organized, and managed projects. Communicated directly with clients and concerned parties.
 - Hired, scheduled, and supervised subcontractors: developed and enforced policies, procedures, and project safety requirements.
 - Established solid, positive, and productive work environment by understanding the roles and needs of all team members.
 - Maintained quality and cost control and ensured compliance with building codes, engineering drawings, and customer specifications.
 - Oversaw the construction of an \$8 million home. Completed within budget and deadline despite architectural design challenges, unforeseen subcontractor challenges, and extensive material delays.
- 2002 - 2008 **Management Consulting Projects** Seattle, WA and Honolulu, HI
- Wrote the business plan of Hawaiian Condominium Guide to make the task of locating condominiums and apartments in Hawaii easy and enjoyable. The business plan became the impetus for the acquisition of the business by Hawaii Information Services in 2008.
 - Assisted in the start-up of an ethnic restaurant and negotiated the subsequent buyout of one of the founding partners.
 - Prepared and presented a global marketing strategy for Novartis, an over-the-counter drug company.
 - Shaped business plan on licensing a software/hardware security solution that facilitates the distribution of MP3 music.
 - Created a marketing communications program to enhance the strengths of the Boston Chicken brand while saddled with bankruptcy.
 - Advised executives of Dunkin' Donuts on the implementation of its ShopTalk IT system.
- 2002 - 2004 **jadeboard** Founder/CEO Honolulu, HI
- Used an entrepreneurial approach to complete the development of an online classified website ahead of schedule, under budget, with zero downtime and without a hitch.
 - Chose proper programming environment, vendor, and hardware to reduce development costs.
 - Improved the online business with site enhancements and continual process review.
- 1999 - 2002 **MarketScience Corporation** Management Consultant San Francisco, CA
- For a technology solution provider, dug deep to find the most realistic opportunities for 3D web advertising blending insights from a large universe of industries and business models to see beyond the limits of any single industry's traditions.
 - Evaluated all the factors that could influence the potential for generating sustainable competitive advantage for the following industries for a broadband streaming media provider: broadband access, IP-based services, set-top boxes, online content, smartcards, and PKI devices.
 - Examined the series of technological components that are fundamental to the construction of an e-marketplace for identification of preferred partnerships. Analyzed the issues critical to transforming existing enterprise processes and client and supplier relationships. Reviewed best practices, costs and timelines for deploying online business operations that quickly provide a competitive advantage.

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- Assisted in the development of functionality and business value for an online reverse auction facilitator. Identified players within the space and assessed capabilities and strategic value of each. Wrote functionality specifications, functional scope matrix, scenario analysis and site map.
- Refined the business plan and performed due diligence for a lifestyle infomediary/portal, which led to a \$10 million first round funding. Participated in the development of a complex lifestyle portal incorporating online shopping, content, personalized tools, and community.

1996 - 1998 **Office of U.S. Congressman Neil Abercrombie** Congressional Aide Honolulu, HI

- Represented and accompanied the Congressman at events and gatherings.
- Resolved problems with the Federal government for constituents and State agencies.
- Wrote letters, correspondences, and speeches.
- Interfaced with constituents (business interests, government officials, labor unions, and citizens).

1995 - 1996 **State of Hawaii Department of Business, Economic Development & Tourism** Honolulu, HI
Budget Analyst/Legislative Coordinator

- Formulated annual budgets of \$40 million to support the department.
- Completed the systematic analysis and evaluation of programs, which resulted in the reduction of the total number of divisions, operating units and affiliated agencies from 19 to 10.
- Reduced expenditures by 15% and analyzed accounting reports to advise superiors.
- Reviewed, analyzed, and monitored legislative measures affecting the department.
- Streamlined processes and consolidated forms to reduce paperwork and eliminate duplication of efforts.

1994 **Merrill Lynch** Finance and Marketing Intern Honolulu, HI

- Performed investment portfolio and stock research.
- Prepared various financial analyses such as cash flow analysis, trends, NPV, and ratios.
- Wrote papers on long-term stock value declines, the stock market, investment strategies and management, and corporate finance.

1993 - 1994 **University of Hawaii Professional Assembly** Legislative Assistant Honolulu, HI

- Monitored and examined legislative bills, reports, committee hearings, and conferences.
- Analyzed and synthesized data to compose status reports, memorandum, and bill summaries.

Education:

1998 - 1999 **BABSON COLLEGE, THE F.W. OLIN GRADUATE SCHOOL OF BUSINESS** Wellesley, MA
Master of Business Administration, May 1999. Dual Concentration in Entrepreneurship and Marketing.

1990 - 1994 **UNIVERSITY OF HAWAII AT MANOA** Honolulu, HI
Bachelor of Business Administration with distinction, May 1994. Double major in Finance and Accounting.