

PROFILE SUMMARY

Results-driven, creative and team-oriented Executive professional providing solid leadership and guidance to departmental managers. Adept at assessing operations and maintaining budgets. Skilled at identifying and solving problems, working with the executive and management team to improve and cut down bureaucracy in an organization. Possess excellent organizational, time management, and customer relations skills. Open and clear communicator with demonstrated strategic vision and disciplined execution.

CORE SKILLS AND COMPETENCE

- ◆ Extensive experience with administrative management strategies.
- ◆ In-depth understanding of planning, economic, regulatory, and fiscal principles.
- ◆ Solid knowledge of quality assurance practices.
- ◆ Sound professionalism and confidentiality instincts.
- ◆ Strong ability to forecast trends and react proactively.
- ◆ Proficient in MS Word Access Excel and PowerPoint.
- ◆ Excellent communication, interpersonal, and presentation skills.
- ◆ Excellent team player, time management, and organizational skills.

PROFESSIONAL EXPERIENCE

Planning Program Administrator II; Office of Planning, State of Hawai'i | Jun. 1, 2018 – Present |
Director; Office of Planning, State of Hawai'i | Dec. 2015 – Dec. 2018 |
Interim Director; Office of Planning, State of Hawai'i | Mar. 2014 – Dec. 2015 |

KEY RESPONSIBILITIES:

As Director / Interim Director - Responsible for the overall management, administration, and operations of the Office of Planning. Duties include day-to-day operations, office and program compliance with applicable federal and state laws and regulations, budget development/implementation, fiscal affairs, personnel/human resources for 24 staff positions, procurement and contracting, strategic planning, and the overall development of policies, execution and completion of studies and reports generated by all divisions and programs of the office. Represents the office before the State Legislature, the Administration, Executive Branch agencies, federal agencies and Hawaii's Congressional Delegation, state and county decision-making bodies, various communities, and the public.

As the Planning Program Administrator II - responsible for the overall management administration and operations of the office's Planning Division, which includes the Hawai'i Coastal Zone Management Program, the Hawai'i Geographic Information Systems Program, and the Special Plans Branch.

- ◆ Increased operational budget for the office from \$3 million to \$6 million over the past four years.
- ◆ Completed a comprehensive review of Hawaii Revised Statutes Chapter 226 – the Hawaii State Planning Act.
- ◆ Completed the Kalihi 21st Century Transformation Initiative's Vision Document.
- ◆ Obtained National Estuarine Research Reserve designation for He'eia from the National Oceanic and Atmospheric Administration in January 2017.
- ◆ Completed the 2016-2020 update of the Statewide Comprehensive Economic Development Strategy for submission to the U.S. Economic Development Administration.
- ◆ Completed various reports and plans initiated by the Governor and/or State Legislature.

EXPERTISE

- Organization Management
- Strategic Planning
- Policy Development
- Implementation Methods
- Performance Evaluations
- Administration
- Budget and Fiscal Services
- Government Relations
- Public Relations
- Data Systems and Analysis

LANGUAGE

English

REFERENCES

Available on Request

Planning Program Manager, Hawai'i Coastal Zone Management Program |Jun. 2011 – Dec.2015|
Office of Planning, State of Hawai'i

KEY RESPONSIBILITIES:

Responsible for management, budgeting and implementation of the State's Coastal Zone Management Program and its federally approved strategy plan. Responsible for research of background information and development of policies affecting all lands and waters of the State. Oversight of the Hawai'i Ocean Resources Management Plan, Coastal Non-Point Pollution Control Program, and other planning aspects of the Program.

- ◆ Successful update of the Hawai'i Ocean Resources Management Plan in 2013 that involved over 80 community meetings and management of consultant services that delivered the plan on budget and ahead of schedule.
- ◆ Significant progress in obtaining long stalled federal approval of the Coastal Non-Point Pollution Control Program.
- ◆ Hired personnel to full program staff levels which resulted in projects being completed in a timely manner, and a reduction of lapsed funds being returned to the federal government.

Sr. Regulatory Analyst |April 2009 – June 2011|
Hawaiian Electric Company, Inc.

KEY RESPONSIBILITIES:

Responsible for implementing policies relating to regulatory affairs, and providing substantive direction for the development, preparation, submission, presentation, and execution of regulatory matters before the Hawai'i Public Utilities Commission in the focus areas of Integrated Resource Planning, Energy Efficiency and Renewable Energy. Reviewed and prepared applications, written testimonies, and other regulatory documents consistent with Company policy, Hawaii regulatory law, and regulatory decisions. Assist in the development, interpretation, and administration of the Company's Tariffs and Rules.

- ◆ Working with Company personnel and executives, developed a new Integrated Resource Planning Process (IRP-4) for the Company, which was approved by the Hawai'i Public Utilities Commission.
- ◆ Developed, obtained Hawaii Public Utilities Commission's approval, and established, with Company personnel and executives, a pilot program for a special electric vehicle (EV) charging time-of-use rate.
- ◆ Together with engineers and managers, developed, obtained approvals and established a Demand Response Program for private sector customers of the Company.

Sr. Integrated Resource Planning Analyst |August 2005 – April 2009|
Hawaiian Electric Company, Inc.

KEY RESPONSIBILITIES:

Responsible for management and coordination of the Integrated Resource Planning (IRP) process for subsidiary Maui Electric Co, Ltd., including development of 20-year long-range and 5-year action plans that meets customer needs, corporate/shareholder goals, and regulatory reporting requirements. Coordinated approximately 8 to 10 intra-company and inter-subsidary IRP team members/groups, and outside consultants. Assist in the planning and execution of public Advisory Group and stakeholder meetings.

- ◆ Developed and completed major update of Maui Electric Co., Ltd.'s Integrated Resource Plan (IRP-3) within target completion date and estimated budget.
- ◆ Analyzed, recommended, and implemented as needed, new or improved planning techniques, processes, procedures, and/or methodologies to increase process efficiency, and cost/process timing reductions.
- ◆ Performed analysis of new strategic opportunities and definition of impacts upon the company's long-term planning and regulatory activities.

Project Planner/Manager
SSFM International, Inc.

| February 2002 – July 2005 |

KEY RESPONSIBILITIES:

Responsible for planning, permitting, environmental impact assessments and statements, and overall project management for diverse projects worked upon by the company.

- ◆ Successful management and implementation of planning, engineering, construction and renovation projects totaling over \$25 million for various clients (Federal, State, and County agencies, and private entities) in Hawai'i, the Commonwealth of the Northern Mariana Islands (Saipan), and the Republic of Palau.
- ◆ Performed technical (qualitative and quantitative) planning analysis, authored and managed various State and Federal projects, environmental impact statements/assessments and planning reports.

Planner
Planning and Program Evaluation Division, Hawai'i State Judiciary

| October 1998 – January 2002 |

KEY RESPONSIBILITIES:

Responsible for providing planning and program evaluation support to the Office of the Administrative Director, various court jurisdictions (judges and administrators), and affiliated governmental agencies.

- ◆ Staffed and performed research for Judiciary committees examining various topics related to judicial administration, including changes to the operational administration of the Judiciary.
- ◆ Successfully updated the Statewide Judiciary Security Plan in coordination with employees, judges, administrative directors, and stakeholders; developed and implemented operational and facility renovation recommendations.
- ◆ Managed annual reviews and periodic updates of contracts and agreements between the Judiciary and the State Department of Public Safety, including private vendors for provision of materials and services.

Staff Planner
State Land Use Commission, Department of Business, Economic Development & Tourism,
State of Hawai'i

| January 1992 – October 1998 |

KEY RESPONSIBILITIES:

Responsible for providing planning and policy evaluation support to the members of the State Land Use Commission.

- ◆ Reviewed and performed research of boundary amendment petitions, special permit applications, county land use applications, environmental impact statements, and other related documents to assist Land Use Commissioners in its quasi-judicial decision-making process.
- ◆ Performed policy research and analysis on land use, infrastructure, utility, and planning related activities in Hawai'i; completed major amendments of the Commission's administrative rules.

EDUCATIONAL EXPERIENCE

Hawai'i Pacific University

◆ Master of Business Administration degree |2008|

University of Hawai'i – Mānoa

◆ Master of Urban and Regional Planning degree |1991|

University of Hawai'i – Mānoa

◆ Bachelor of Arts degree in Political Science |1988|

PROFESSIONAL AFFILIATIONS/AWARDS

American Planning Association National Board of Directors |2018 – 2021|

Lambda Alpha International, Member |2017 – present|

Coastal States Organization, Chair |2016-2018|; Vice Chair |2014-2016| |2012 – present|

National Ocean Council Governance Coordinating Committee, Co-Chair |2015 – 2016|

American Institute of Certified Planners |July 1994 – present|

American Planning Association, National and Hawaii Chapters |September 1988 – present|

Hawai'i Pacific University Alumni Global Network |2008 – present|

University of Hawai'i Alumni Association Life Member |1992 – present|