

# Dane K. Wicker

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## ***WORK EXPERIENCE***

### **Department of Planning and Permitting, City and County of Honolulu, HI**

*Executive Assistant, 6/2022 - Present*

- Served as the Principal Executive Assistant regarding administrative matters including executing the support of the Administration and coordination of special projects.
- Assisted in communicating Administration's decisions and recommended actions on matters supporting the Mayor and Administration.
- Reviewed, coordinated and adjusted work programs and budgets to conform to Administration's direction and priorities, including establishing goals and objectives.
- Performed studies and research for reports and recommendations on new programs such as workforce development, modernization of systems, developing efficient processes and procedures that further the mission of the Department.
- Assigned to keep Administration abreast of sensitive matters of concern to assigned projects and programs.
- Directed the streamlining and procedures for the hiring and staffing of the Department's Divisions.
- Review and analyze current Department processes and procedures to modernize and reengineer the planning and permitting process.
- Drafted proposal for ordinance and administrative rule changes.

### **Hawaii State Senate**

Office of Senator Donovan M. Dela Cruz, Honolulu, HI

*Chief of Staff/Committee Clerk, 01/2011 - 05/2022*

- Directed the operating and capital improvement projects' supervisors and staff to review the Governor's executive operating budget of about \$16 billion and a capital improvement budget of about \$2 - \$3 billion of which over \$200 million is earmarked for housing and economic development.
- Analyzed, determined financial impacts of and prioritized the budgeted line items.
- Made recommendations to the State Senate WAM Chair on amendments to the Governor's executive biennium operating and CIP budgets.
- Participated and made recommendations to the House Finance and Senate WAM Conference Committee on the Governor's executive and supplemental budgets before final approval by the State Legislature.
- Provided recommendations on any Governor vetoes for possible legislative overrides.
- Reviewed legislative proposals impacting the State's finances and government services provided to Hawaii citizens.
- Gained an understanding of the 17 State departments' operations, including processes, policies and procedures, and systems.
- Drafted proposals on law changes for consideration.
- Recommended policy changes impacting the State budget and operations of which were considered for changes to state law and/or administrative rules.

### **University of Hawaii, East-West Center, Honolulu, HI**

*Assistant to the Director of the Pacific Asian Studies, 07/2009 – 09/2009*

- Assisted in researching and drafting a proposal for a NASA grant, with emphasis on the creation of programs in schools to spread awareness of climate change.
- Assisted in restructuring the Partnership for Schools (P4S) Program. The goal of the P4S program is to strengthen school-to-school ties at the grassroots level by building professional, institutional, and personal relationships of substance between educators in Hawaii and the Pacific Asia Region.
- Developed and prepared grant proposals, that upon approval and receipt of funds, would help many students in Hawaii's education system.

## ***CAMPAIGN ACTIVITIES***

### **Friends of Donovan Dela Cruz**

*Campaign Chair 2022*

*Campaign Manager 2012, 2014, 2016, 2020*

## ***EDUCATION***

### **University of Hawaii – Manoa, Honolulu, HI**

- Masters in Urban and Regional Planning (current student)

### **University of Hawaii - West O’ahu, Pearl City, HI**

- Bachelors of Arts in Social Science- Political Science
- Received 05/2010

### **Leeward Community College, Pearl City, HI**

- Associate in Arts
- Received 05/2006

## ***CERTIFICATES***

### **Dower School of Realty, Honolulu, HI**

- Certificate of Real Estate
- Received 11/2010

References available upon request.