

Skills Profile

- Efficient with Educational Technology skills, instructional design
- Certified for Online Learning and Teaching
- Experience in the travel, retail, and administrative service industries.
- Resourceful with streamlining policies and procedures.
- Effective with researching, analyzing, and recording data.
- Efficient with detail oriented tasks.
- Experience with social marketing, marketing, business strategies
- Effective with collaborative projects
- Experience with Website Content Management Systems
- Experience with social networking sites

Proficient with PC Operating Systems and Software

- Windows 7, Vista, XP, ME, 2000, 98
- Microsoft Office Professional 2010, 2007, 2003, 2000 (Word, Excel, PowerPoint, Publisher, Access, Outlook, Visio)
- Microsoft Visual Studio, SQL Server

Proficient with Mac Operating Systems and Software

- Mac OS X Lion
- iWork (Pages, Numbers, Keynote)
- Microsoft Office Professional for Mac 2011

Proficient with Adobe Software

- Acrobat Professional
- Creative Suites (Photoshop, Dreamweaver, Flash, Soundbooth/Audition, Illustrator)

Proficient with Intuit (Accounting) Software

- QuickBooks
- Quicken
- TurboTax

Proficient with Database Software

- Filemaker Pro
- Access

Proficient with Various Web 2.0 and Emerging Technology Tools

- Internet Browsers, File Transfer Protocol (FTP)
 - Mobile Devices: eReaders, smartphones, Tablets
 - Virtual Worlds (Second Life)
 - Voicethread, Jing, Camtasia, SlideShare, SlideSix, Prezi, YouTube
 - Collaborate/Illuminate, Google Docs, SkyDrive, Wiggio, Webex, Freemind, Bubble.us
 - Skype, Windows Live Messenger, Yahoo Messenger
 - Social Networking, Edublogs, WebQuests, Delicious
 - OpenOffice, LibreOffice, YouSendIt
 - EndNote, Zotero
 - Website Builders: Weebly, Wix, FlashPro, Homestead, Intuit, Wikispaces, Wordpress
 - TeamViewer, join.me
-

Work History

- | | | |
|---------------------------------|--|----------------|
| Administrative Assistant | Global Golf Adventure, Kula, HI | 2009 - current |
| | MS Marketing, LLC, Kula, HI | 2002 - current |
| | Golf Hawaii, Kula, HI | 2002 - current |
| | <ul style="list-style-type: none">• All aspects of administrative assistant responsibilities to the Executive Producer• Invoicing• Database entry, update, and management• Assist with producing and facilitating sales and sponsor materials• Web site content management• Source and format images for Web site• Travel arrangements for production scheduling• Manage Web site inquiries | |
| COO/Travel Consultant | Golf Hawaii Travel, Lahaina, HI | 2005-2010 |
| | <ul style="list-style-type: none">• Operational functions of travel agency• Negotiate and secure annual golf rate agreements• Provide travel consultation for Hawaii golf vacations• Manage all inquiries and requests from vendors and clients | |
| Travel Consultant | Maui World Travel | 2000-2005 |
| | <ul style="list-style-type: none">• All aspects of extensive travel consulting<ul style="list-style-type: none">◦ Interisland, domestic, international, cruises, rail, packages, groups◦ Customized travel consultation for long-term and new clients | |
| Operations Assistant | Tiffany & Co | 1998-2000 |
| | <ul style="list-style-type: none">• All operational aspects of the store• Sales audit, inventory control, merchandising• Administrative duties, support store manager• Customer service, support sales floor• Supervise shipping, receiving, and supply areas | |
-

Education

- | | | |
|---|---|------|
| Master's in Education | University of Hawaii, Manoa | 2012 |
| <ul style="list-style-type: none"> • Educational Technology <ul style="list-style-type: none"> ○ Instructional systems development, instructional design, integrating 21st century technology tools for instruction, online learning and teaching. | | |
| Certificate of Online Learning and Teaching (COLT) | University of Hawaii, Manoa | 2012 |
| <ul style="list-style-type: none"> • E-learning <ul style="list-style-type: none"> ○ Design, develop, implement and facilitate e-learning environments using 21st century technology. | | |
| Bachelor of Applied Science | University of Hawaii, Maui College | 2010 |
| <ul style="list-style-type: none"> • Applied Business & Information Technology <ul style="list-style-type: none"> ○ Business, Information Technology, Entrepreneurship Accounting, Management, Marketing, Leadership, Communication, and General Core subjects. | | |
| Associate in Applied Science & Certificate of Achievement | University of Hawaii, Maui College | 2010 |
| <ul style="list-style-type: none"> • Accounting <ul style="list-style-type: none"> ○ Accounting and General Core subjects. | | |
| Associate in Applied Science | University of Hawaii, Maui College | 2007 |
| <ul style="list-style-type: none"> • Business Careers Option III <ul style="list-style-type: none"> ○ Administrative, Accounting, Management, Technology, Marketing, Leadership, Communication, and General Core subjects. | | |

Awards

- | | |
|--|--------------|
| • Dean's List | 2006-2010 |
| • Phi Theta Kappa, Maui Chapter | 2007-present |
| • Maui Land & Pineapple ABIT Scholarship | 2008-2009 SY |
| • Maui Land & Pineapple ABIT Scholarship | 2009-2010 SY |
| • UH Maui College Outstanding Student Award, Accounting | 2010 |
| • Pi Lambda Theta College of Education Honor Society, Hawaii Chapter | 2011-present |

Published Works

- 2012 – 17th Annual Technology, Colleges, and Community Worldwide Online Conference
- Information Literacy for Electronic Resources (Needs Assessment)
 - Presentation Slides for Conference

References

References are available upon request.