

# MICHELLE HIRANO

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## CONTACT

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## SKILLS

HTML/CSS, JAVASCRIPT,  
BOOTSTRAP, MYSQL, NODE.JS,  
REACT, MONGODB,  
SALESFORCE, ASANA,  
QUICKBOOKS, GSUITE, SLACK,  
ADP, MICROSOFT OFFICE,  
EVENT ORGANIZATION,  
CURRICULUM, DEVELOPMENT,  
PROJECT MANAGEMENT, SOCIAL  
MEDIA, FUNDRAISING, NON-  
PROFIT MANAGEMENT

## EDUCATION

UNIVERSITY OF CALIFORNIA,  
LOS ANGELES EXTENSION  
FULL STACK WEB DEVELOPER  
CODING BOOTCAMP  
EXPECTED TO COMPLETE ON  
JULY 31ST, 2021

UNIVERSITY OF SOUTHERN  
CALIFORNIA ROSSIER  
SCHOOL OF EDUCATION  
MASTER OF ARTS IN  
TEACHING; CERTIFICATE IN  
GIFTED EDUCATION,  
MARCH 2014

UNIVERSITY OF CALIFORNIA,  
IRVINE  
BACHELORS OF ARTS IN  
ANTHROPOLOGY, AUGUST  
2012

## WORK EXPERIENCE

### CLEAR CHOICE OPTOMETRY OPTICIAN (DEC 2020 - CURRENT)

- DISPENSE AND FIT OPTICAL PRODUCTS TO PATIENTS
- WORK WITH INSURANCE BILLING AND OPTICAL COMPANIES

### HIRANOHOMES DIRECTOR OF OPERATIONS (OCT 2018 - APRIL 2020)

- MANAGE BUDGETS, FINANCES, AND GENERAL OPERATIONS OF THE BUSINESS
- CREATED NEW SYSTEMS OF OPERATIONS (INCLUDING TASK MANAGEMENT, BUSINESS STRATEGIES, AND MARKETING STRATEGIES)

### KIZUNA INTERIM EXECUTIVE DIRECTOR (APRIL 2018 - OCT 2018)

- MANAGE AND OVERSEE ALL PROGRAMS, EVENTS, AND MEETINGS
- SUPERVISE, COLLABORATE, AND ORGANIZE STAFF, VOLUNTEERS, AND PROGRAM PARTICIPANTS
- ESTABLISH AND MAINTAIN ORGANIZATIONAL PARTNERSHIPS
- MANAGE FINANCES AND FUNDRAISING/DONOR STRATEGIES
- STRATEGIC PLANNING AND IMPLEMENTATION

### KIZUNA PROGRAM DIRECTOR (NOV 2016 - APRIL 2018)

- OVERSEE ALL PROGRAMS WITHIN THE ORGANIZATION, AND NATIONAL WORKSHOPS
- CREATE CULTURAL AND HISTORICAL CURRICULUM FOR AGES 5 - 55+
- MANAGE THREE DIRECT REPORTS AND OVERSEE 90 SEASONAL STAFF

### GARDENA VALLEY JAPANESE CULTURAL INSTITUTE PROGRAM MANAGER (SEPT 2014-OCT 2016)

- PROJECT MANAGE YOUTH, FAMILY, CULTURAL ARTS, AND EDUCATIONAL PROGRAMS FROM PLANNING, BUDGETING, IMPLEMENTATION, TO EVALUATION
- CREATE AND CURATE CURRICULUM FOR YOUTH PROGRAMS, EDUCATIONAL WORKSHOPS, AND CULTURAL WORKSHOPS
- MANAGE PROMOTION OF PROGRAMS THROUGH SOCIAL MEDIA, PRESS RELEASES, AND OTHER FORMS OF MARKETING
- DEVELOP AND ASSESS METHODS TO TRACK MEASURABLE DATA FOR QUALITY ASSURANCE AND QUANTIFICATION

### TORRANCE UNIFIED SCHOOL DISTRICT SUBSTITUTE TEACHER (SEPT 2014 - SEPT 2015)

- SUBSTITUTE TEACHER FOR ALL GRADE LEVELS