

Caleb J. Wood

1730 Maoi Place
Honolulu, HI 96816
Mobile 808-218-4728
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Citizenship: U.S.A.
Desired Job Type: Full Time
Desired Availability: Permanent
Desired Location: Honolulu, HI

Educational Experience

B.A. Economics | University of Hawaii at Manoa

2500 Campus Road, Honolulu, HI 96822

Graduated
08/2015

- Emphasis on environmental economics and ocean resource management
- Extensive coursework on fisheries management, optimum yield, etc
- Produced in-depth reports on NZ fishery model and the WTO
- Cross-disciplinary social science coursework including poly-sci & anthropology

Notable Credit Hours:

30 Credit Hours in Economics	18 Credit Hours in Sciences
13 Credit Hours In Mathematics	12 Credit Hours French
6 Credit Hours in Statistics	2 Credit Hours Spreadsheets

Professional Experience

Loan Coordinator | Bank of Hawaii

130 Merchant St, Honolulu, HI 96813

06/2019-07/2021

Supervisor: Cheryl Castillo | 808-780-7870 | OK to contact

- Coordinate and review all documentation required to complete a residential loan transaction pursuant to Federal regulations
- Effectively manage a high volume, milestone driven transactions, each involving up to 16 unique specialists

Legislative Clerk | Hawaii State Legislature

415 South Beretania Street, Honolulu, HI 96813

01/2019-04/2019
Full Time

Supervisor: Heather Murakami | 808-486-6300 | OK to contact

- Draft, format, edit, and proofread bills, resolutions, and certificates
- Conduct statutory checks to ensure draft formatting mirrors enacted law
- Provide clerical support to representatives, attorneys, and analysts
- Work as part of a team to meet high-pressure deadlines and goals

Legal Assistant | Law Office of Elizabeth Paek-Harris

2250 Kalakaua Ave. Suite 313, Honolulu, HI 96815

09/2018-12/2018
Full Time

Supervisor: Elizabeth Paek-Harris | 808-260-4416 | OK to contact

- Draft, format, and proofread legal documents, reports, and correspondence
- Read and understand court orders and judgments
- Communicate clearly and effectively with prospects, clients, and court clerks
- Manage attorney's schedule, make appointments, file documents at court
- Assist attorney in transition from private practice to judgeship

Home Mortgage Consultant | Wells Fargo Home Mortgage

1357 Kapiolani Blvd. Suite 910, Honolulu, HI 96816

07/2017-04/2018
Full Time

Supervisor: James Allen | 808-329-5922 | OK to contact

- Interview customers to build a detailed credit and income profile
- Calculate and analyze income and loan ratios for potential home buyers

	<p>Home Mortgage Associate Wells Fargo Home Mortgage Supervisor: Sharon Rasos 808-216-2362 OK to contact</p> <ul style="list-style-type: none"> • Assist senior consultants in conducting the full range of duties listed above • Manage calendar of events for senior consultants • Develop and distribute written reports that monitor regulatory compliance 	<p>01/2017–07/2017 Full Time</p>
	<p>Customer Service Representative Wells Fargo Home Mortgage Supervisor: Sharon Rasos 808-216-2362 OK to contact</p> <ul style="list-style-type: none"> • Ensure office personnel comply with internal, state, and federal regulations • Assist managers with scheduling, personnel, coordinating events, and more • Manage vendor services such as: marketing, shredding, water, escrow, etc. • Perform administrative and clerical tasks with exceptional care and efficiency 	<p>09/2015–12/2016 Full Time</p>
	<p>Production and Delivery SoHa Living 806 Queen Street, Honolulu, HI 96813 Supervisor: Christine Babiano 808-784-0406 OK to contact</p> <ul style="list-style-type: none"> • Utilize heavy machinery, power tools, and hand tools to assemble products • Deliver merchandise between warehouse and retail locations across Oahu 	<p>04/2018–09/2018 Full Time</p>
	<p>Sales Associate Misha Lam Jewelry 76 N. King St. #209, Honolulu, HI 96817 Supervisor: Misha Lam 212-920-6618 OK to contact</p> <ul style="list-style-type: none"> • Operate retail storefront open to close, unsupervised • Promote and sell Hawaii-made gold, silver, and pearl jewelry 	<p>06/2018–09/2018 Part Time</p>
While Attending University of Hawaii at Manoa	<p>Student Assistant Institute for Astronomy 2680 Woodlawn Drive, Honolulu, HI 96822 Supervisor: William Unruh 808-956-8312 OK to contact</p> <ul style="list-style-type: none"> • Conduct administrative, fiscal, and archival support as needed • First student selected for remote work on Maui • Train and supervise new student employees 	<p>08/2013–09/2015 Part time in school Full time on breaks</p>
Misc. Skills	<p>Advanced Computer Skills in the following: Excel, Word, Access, Publisher, PowerPoint, Outlook, HTML, R, Adobe, Photoshop, DocuShare, SharePoint, Polaris, CORE, Academic databases, network troubleshooting, Windows, Mac, and more</p>	
Volunteer Experience	<p>Family Programs Hawaii Honolulu, HI</p> <ul style="list-style-type: none"> • Assist at fundraisers, and family bonding events for foster families <p>Habitat for Humanity Honolulu, HI</p> <ul style="list-style-type: none"> • Assist with build days, ground breaking ceremonies, and fundraising auctions <p>Boys & Girls Club of Hawaii Waianae, HI</p> <ul style="list-style-type: none"> • Develop and implement three fundraisers for Wells Fargo office campaign 	
References	<p>Professional Heather Murakami Admin. Svcs. Manager Hawaii State Legislature Professional Elizabeth Paek-Harris Family Court Judge Hawaii State Judiciary Professional Lisa Nakamura Loan Officer Assistant American Savings Bank Personal Morgan Miller Hawaii Observer Program NOAA Federal</p>	<p>808-486-6300 808-260-4416 808-593-4877 808-725-5116</p>