

PROFILE

Detail oriented professional who works closely with colleagues to remedy complex issues. Experienced in managing projects, leading teams, launching new initiatives, and developing client relations.

EXPERIENCE

2009 – Present **VELOS, INC.**, Fremont, CA

Operations Director, August 2012 – Present

- Improve operational systems, processes, and policies; lead efforts toward better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of various departments through improvements to each department as well as coordination and communication between departments.
- Ensure the cleanliness, orderliness, and environmental comfort of the premises.
- Oversee all relocation and maintenance projects.
- Ensure building security and a safe working environment.

Human Resources Director, October 2010 – Present

- Lead development of new policies, programs, or tools within the company.
- Manage day-to-day HR administration and employee lifecycle changes.
- Optimize and manage various HR processes including onboarding, I-9s, workers' compensation, leaves of absences, and performance management, and terminations.
- Respond to employee inquiries regarding benefits, policies, procedures, and other questions.
- Lead and manage corporate recruiting efforts.
- Play an active leadership role in community service activities organized in the office.
- Help and direct special events.
- Initiate and direct programs and policies aimed at increasing employee morale.

Business Strategy Manager, September 2009 – Present

- Present researched solutions, frameworks, and methodologies to address specific project needs.
- Developed executive level presentations and reports supporting completed analysis.

General Counsel, September 2009 – Present

- Provide counsel on various legal issues, with an emphasis on commercial, corporate and transactional law.
- Review, negotiate, and draft software license agreements, professional services agreements, vendor agreements, and other complex commercial agreements.
- Provide counsel and guidance on business and legal risks, company policies and operations, and corporate strategy.

Summer 2008 **VMWARE**, Palo Alto, CA

Summer Intern (Tax Department), June 2008 – August 2008

- Initiated interviews with senior level management to analyze company business processes.
- Analyzed interview data in preparation for recommendation phase.
- Developed detailed reports effectively communicating company practices in relation to domestic and foreign expense allocations.
- Researched transfer pricing regulations to support decision in ambiguous situation.

2004 – 2007 **THE LEGAL AID SOCIETY OF HAWAII**, Honolulu, HI

Low-Income Taxpayer Clinic (LITC) Project Manager, November 2005 – July 2007

- Managed \$110,000 federal grant and developed standardized operating procedures.
- Recruited and developed employees, volunteers, and interns.
- Conceived and implemented marketing plan that increased client base by 15%.
- Recommended program policies to improve efficiency and resource optimization.

Staff Attorney, October 2004 – July 2007

- Consulted clients on debtor's rights in collection proceedings and Chapter 7 Bankruptcy filings.

- Collaborated with intradepartmental attorneys to develop holistic solutions for clients.
- Completed negotiations on approximately 80 tax disputes with the IRS.
- Conducted seminars with small group audiences pertaining to tax, bankruptcy, and other legal issues.

E D U C A T I O N

DUKE UNIVERSITY, The Fuqua School of Business, Durham, NC

Master of Business Administration, May 2009. Concentration in Decision Sciences. Corporate Sustainability Initiative student fellow. Fuquavision Marketing Cabinet. Duke Blue Devil Weekend Registration & Hospitality Student Committee Chair. Co-President of Fuqua Improv Club.

UNIVERSITY OF WASHINGTON, The School of Law, Seattle, WA

Master of Laws in Taxation, June 2004.

CASE WESTERN RESERVE UNIVERSITY (CWRU), The School of Law, Cleveland, OH

Juris Doctor, May 2003. Dean's Honor List. CWRU School of Law Leadership Award. Fredrick K. Cox Service Award. Elected Asian Law Students Association President. CWRU Street Law Program. CWRU Big Buddies Program. Immigration Clinic.

ANDREWS UNIVERSITY, Berrien Springs, MI

Bachelor of Science, Biology, December 1999. Minor in Chemistry. Concentration in Computer Science. Dean's Honor List. Elected Filipino Club President. Elected Filipino Club Fund-Raising Manger. McClury Foundation Scholarship recipient.

A D D I T I O N A L I N F O R M A T I O N

Bar Admissions: California, Illinois, Hawaii, and U.S. Tax Court. Avid traveler who has visited large parts of Asia and Europe. Enjoys gardening and cooking.