

## Summary of Qualifications

- Over twenty-five years of experience working in the field of aging and long-term services and support.
- Over eleven years of progressive management experience - organizational development, administration, personnel management, budgeting, program development, staff/professional training, and administering a multi-million budget.
- Extensive experience in grant making, culture change, development of strategic plans, cultural competency training, and working with legislators and different constituent groups.
- Assumed other leadership positions with national, statewide, regional and local nonprofit organizations.

## Responsibilities/Key Accomplishments

### Aging Services Program Specialist - Team Lead (Regions IX & X), U.S. Department of Health & Human Services – Administration for Community Living (2015 to Present)

- Serve as team lead on various projects.
- Serve as the focal point for the administration and coordination of Administration on Aging and Administration for Community Living (AoA and ACL) programs.
- Conduct various research and data analyses and prepare reports for use by senior officials.
- Negotiate and coordinate with other AoA and ACL offices for input into program and policy development.
- Participate in task forces and work groups.
- Keep updated on relevant Federal laws and regulations that impact the populations that ACL serves.

### Aging Services Program Specialist (Region IX), U.S. Department of Health & Human Services – Administration for Community Living (2005 to 2015)

- Serve as State Liaison and Project Officer for American Samoa, California, and Hawaii.
- Serve as Project Officer for 29 American Indian Tribes and 1 Native Hawaiian Organization.
- Provide authoritative advice and program consultation to aging program administrators, planners and project officers for both headquarters and regional offices, other federal agencies, state and area agencies on aging, state legislators, professional organizations, voluntary associations, and institutions of higher learning.
- Serve as subject matter expert in planning, developing, implementing, coordinating and evaluating a broad range of aging and long-term services and support programs.

### Executive Director, San Francisco Department of Aging and Adult Services (2002 to 2005)

- Demonstrated management and leadership of large teams (11 direct reports) with oversight of 140 employees and \$30 million budget.
- Completed the consolidation of 8 separately managed divisions into one larger City Department.
- Created and implemented policies and procedures for seniors and younger disabled in San Francisco.

### Director, San Francisco Office on the Aging (2000 to 2002)

- Demonstrated management and leadership of teams (6 direct reports) with varied levels of experience and job duties.
- Served as the lead staff for the Services and Programs Advisory Committee of the City Department to examine ways of refining existing service delivery models and recommend the development of new programs to deal with unmet needs of seniors and disabled adults in San Francisco.

### Deputy Director, San Francisco Commission on the Aging (1999 to 2000)

- Demonstrated management and leadership of teams (3 direct reports) with varied levels of experience and job duties.
- Provided assistance to the Department Head in the administration, planning, organization, direction and coordination of all operations of the Area Agency on Aging.
- Provided leadership in the transition from a stand-alone agency to a consolidated City department.

### Aging Specialist II, San Francisco Commission on the Aging (1996 to 1999)

- Provided technical assistance to contracted agencies.
- Analyzed complex budgets, fiscal and program reports.
- Served as lead staff of the San Francisco Commission on the Aging Legislative Committee and Transportation Workgroup, and the Mayor's Welfare Reform Task Force Immigration Committee.

### Director of Client Services, Self-Help for the Elderly (1993 to 1996)

- Demonstrated management and leadership of teams (4 direct reports) with varied levels of experience and job duties.

- Managed all aspects of agency's multi-service program - Alzheimer's Day Care Resource Center, Social Services, Housing and Residential Care for the Elderly Information and Referral, and In-Home Supportive Services.

Director, Alzheimer's Day Care Resource Center at Self-Help for the Elderly (1990 to 1993)

- Demonstrated management and leadership of multidisciplinary team (4 direct reports).
- Managed the first ADCRC designed for monolingual Chinese speaking consumers in San Francisco.
- Served as issue expert on serving monolingual Chinese speaking individuals with dementia.

## Leadership Positions

### Non-Profit

- Legacy Advisor, American Society on Aging (2012 to Present)
- Immediate Past Co-Chair, American Society on Aging Network of Multicultural Aging Leadership Council (2012 to 2014)
- Diversity and Inclusion Committee Member, Alzheimer's Association - Northern California & Northern Nevada Chapter (2005 to 2013)
- Co-Chair, American Society on Aging Network of Multicultural Aging Leadership Council (2010 to 2012)
- Board Member, American Society on Aging (2001 to 2006)
- Vice President, California Association of Area Agencies on Aging (2003 to 2005)
- Trustee, Myrtle V. Fitschen Charitable Trust (2002 to 2005)
- Chair of Multi-Ethnic Outreach Committee, Alzheimer's Association - Greater San Francisco Bay Area Chapter (1998 to 2000)
- Executive Committee Member, San Francisco Paratransit Coordinating Council (1992 to 2000)
- Board Member, Alzheimer's Association - Greater San Francisco Bay Area Chapter (1993 to 1999)
- Board Member, California Association for Adult Day Services (1993 to 1996)

### School-Based

- President, Aragon High School Music Boosters (2012 to 2015)
- Co-President, Aragon High School Asian Parent Group (2011 to 2015)
- Member, Fiscal Advisory Committee at San Mateo Foster City School District (2012 to 2013)
- Treasurer, Aragon High School Music Boosters (2011 to 2012)
- Auditor, Borel Middle School PTA (2011 to 2012)
- Treasurer, Borel Middle School PTA (2009 to 2011)
- Treasurer, Highlands Elementary School PTA (2008 to 2009)
- President, UC Berkeley Social Welfare Alumni Association (1994 to 1996)

### Faith-Based

- Biblical Counselor, Central Peninsula Church (2014 to Present)

## Education

- University of California, Berkeley – Haas School of Business  
M.B.A. – 2016 (expected)
- University of California, Berkeley – School of Social Welfare  
M.S.W., Gerontology/Health Management – 1990
- University of California, Davis  
B.A., Sociology/Organizational Studies – 1987

## Honors and Awards

- Executive MBA Fellowship (Haas School of Business, University of California at Berkeley - Class of 2016)
- California State PTA Honorary Service Award (California State PTA - 2011)
- Secretary Award for Distinguished Service (U.S. Department of Health and Human Services - 2006)
- Certificate of Honor in Appreciative Public Recognition of Distinction and Merit for Outstanding Service (Board of Supervisors, City and County of San Francisco - 2005)
- Recognition of Dedicated Performance and Service (Department of Aging and Adult Services, City and County of San Francisco - 2005)
- Certificate of Appreciation (Advisory Council on Aging and Adult Services Commission, City and County of San Francisco - 2005)
- Special Congressional Recognition (Office of Congresswoman Barbara Lee, U.S. House of Representatives - 2004)
- Alumnus of the Year (Social Welfare Alumni Association, School of Social Welfare, University of California at Berkeley - 2004)
- Certificate of Honor (Immigrant Rights Commission, City and County of San Francisco - 2002)
- Special Award of Recognition (Network for Elders, San Francisco - 2000)