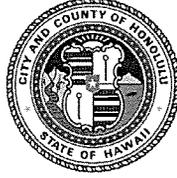


OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 300 * HONOLULU, HAWAII 96813
PHONE: (808) 768-4141 * FAX: (808) 768-4242 * INTERNET: www.honolulu.gov



KIRK CALDWELL
MAYOR

EMBER LEE SHINN
ACTING MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

January 24, 2013

The Honorable Ernest Y. Martin, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
& C OF HONOLULU
2013 JAN 28 AM 11:13

Dear Chair Martin and Councilmembers:

With reference to Mayor's Message No. 8(13), please find enclosed information which may assist the Council as it considers my request to confirm Sherilyn T. Kajiwara as the Director of the Department of Customer Services.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell".

Kirk Caldwell
Mayor

Enclosures

CITY AND COUNTY OF HONOLULU
NOMINEE/APPOINTEE FORM

1. Position Nominated to: DIRECTOR, CUSTOMER SERVICES DEPARTMENT
2. Name: SHERILYN TAMAMOTO KAJIWARA
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes No
Are you a resident of the City and County of Honolulu? Yes No
If yes, how long 52 years
Are you a registered voter in the City and County of Honolulu? Yes No
4. Occupation: Director Designate for the Customer Services Department
5. Name and address of employer or firm:
City and County of Honolulu
550 South King Street, Honolulu, Hawaii 96813
6. Does your employer do any business with the City and County of Honolulu?
Yes No If yes, state the nature of business and approximate dollar amount in the last five years:
N/A
7. Do you or does any member of your immediate family hold office or own stock in any firm?
Yes No
8. Does the firm do business with the City and County of Honolulu? Yes No
If yes, provide details including the name(s) of the firm:
N/A
9. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes No
If yes, provide details:
10. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes No
11. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes No If yes, please specify the department and division:
District Park Manager with the Department of Parks & Recreation
12. Are there any incidents in your past that may jeopardize your nomination
Yes No
13. Have you ever been convicted of a felony? If yes, provide details:
No.

14. Education:
MEd Language Arts, University of Hawaii
BEd, Elementary Education, University of Hawaii
Graduate, Sacred Hearts Academy, Honolulu, Hawaii

15. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):
Resume attached.

16. Community activities, etc. (also list any service on any other board or commission Federal, State or County):
First Vice-President, Board of Directors, Friends of Honolulu City Lights
Member, Halawa Lions Club
Member, Hawaii JCI Senate (Hawaii Jaycees)

17. Have you ever been a member of a board or commission with the City and County of Honolulu?
Yes No If yes, provide name(s) of board/commission:

18. Will you be able to commit to the full term of this appointment? Yes No

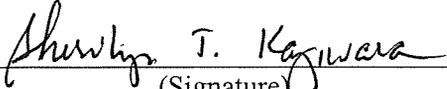
19. Will you be able to commit to meeting dates and times? Yes No

20. Are you regularly away from Honolulu? Yes No If yes, please explain:

21. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes No

22. What do you understand to be the prime duties of your county appointment?
1) To manage and direct the functions of the Department of Customer Services.
2) To serve the public by improving on the level of customer service provided.
3) To care for the people who serve the public within my department.

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.


(Signature)

01-16-2013
(Date)

The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.

Sherilyn T. Kajiwara

STRENGTHS: Project management. People management. Problem resolution. Excellent multi-tasking skills. Good communication skills and ability to work under high pressure. Good public relations skills with experience dealing with the media. Strong work ethics. Reliable.

WORK HISTORY

- City & County of Honolulu, Honolulu Liquor Commission 10/2012 - 12/2012
Administrative Services Officer
- Prudential Advantage Realty 2004 - 2012
Director of Marketing
Responsible for the public image of the company. Oversee the marketing area including budgeting, media buys, design and creation of all marketing materials, including print and TV ads.
- City & County of Honolulu, Mayor/ Managing Director's Office 1993 - 2004
Community Relations Specialist III
Coordinated Mayor's Outreach program by handling community concerns and mediating problems as the liaison between Administration, Departments, Neighborhood Boards and Community groups. Assistant to NCO Executive Secretary and 9-member Commission. Supervise office field staff.
Chaired a multitude of special projects such as the annual Honolulu City Lights program, international fairs, island-wide clean-ups, dedications and openings.
Member of Mayor's Legislative Team
- Kapiolani Medical Center for Women and Children 1996 - 2008
Trained, Certified Crisis Coordinator
Responded to emergency room crisis, offering trauma counseling to victims of sex assault, domestic/child abuse. Coordinate forensic evidence collection and involvement of Police, medical personnel, social services, and legal system. Assisted in developing a standardized, state-wide protocol for team response and evidence collection.
- Hawaii Department of Education 1985 - 1993
Teacher, Grades K - 8

EDUCATION

- University of Hawaii, Manoa Campus 1978 - 1985
M.Ed, Specializing in Language Arts, B.Ed, Elementary Education
- Sacred Hearts Academy 1974 - 1978

COMMUNITY ACTIVITIES

- 1st Vice President, Board of Directors, Friends of Honolulu City Lights, 2004 - present
- Member, Halawa Lions Club, 2009 - present
- Hawaii JCI Senate (Hawaii Jaycees) 2000 - present
- Jr. Chamber of Commerce, 1987 - 2000
- Volunteer, HPD Crimestoppers Program, 1988 - 1994