

DEPARTMENT OF CUSTOMER SERVICES
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 302-A, HONOLULU, HAWAII 96813
TELEPHONE: (808) 768-3392 FAX: (808) 768-3750
<http://www.honolulu.gov>

MUFI HANNEMANN
MAYOR



DANA TAKAHARA-DIAS
ACTING DIRECTOR

EDWARD M. NISHIOKA
SENIOR ADVISOR

January 26, 2009

The Honorable Todd Apo, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
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CITY CLERK
HONOLULU, HAWAII

Dear Chair Apo and Councilmembers:

Attached is my updated resume since my appointment as director of the Department of Customer Services in 2008.

Thank you for your time and consideration.

Sincerely,

Dana Takahara-Dias
Dana Takahara-Dias
Acting Director

Attachment

APPROVED:

A handwritten signature in black ink, appearing to read "Kirk W. Caldwell", written over a horizontal line.

Kirk W. Caldwell
Acting Managing Director

DEPT. COM. 42

PH, PSS

Dana Takahara-Dias

EDUCATION

- 2001 **Certified Athletic Administrator**
National Federation of State High School Associations
- 1992 **Master of Education in Teaching**
University of Hawaii at Manoa; Honolulu, HI
- 1988 **Bachelor of Education – Elementary Education**
University of Hawaii at Manoa; Honolulu, HI
- 1984 **High School Diploma**
University Laboratory School; Honolulu, HI

EMPLOYMENT

- Aug. 2007 – present **City & County of Honolulu**
Department of Customer Services
Director
- Jan. 2007 – Aug. 2007 **City & County of Honolulu**
Department of Enterprise Services
Deputy Director
- 2005 – Jan. 2007 **City & County of Honolulu**
Department of Parks and Recreation
Deputy Director
- 2001-2005 **State of Hawaii – Department of Education**
Moanalua High School
Athletic Administrator, CAA
- 1999-2001 **State of Hawaii – Department of Education**
Moanalua High School
Assistant Athletic Administrator

1992-2001	State of Hawaii – Department of Education Moanalua High School Special Education Teacher
1995-1999	University of Hawaii at Manoa Women’s Basketball Program Administrative Assistant
1991-1995 2000-2001	State of Hawaii – Department of Education Moanalua High School Varsity Head Coach, Girls Basketball
1991-1992	State of Hawaii – Department of Education Pohukaina School Special Education Teacher

MEMBERSHIPS

2006- present	Hawaii United Okinawan Association Sports Coordinator
2005 – 2006	Pacific Century Fellows Program
2005 – present	Hawaii Recreation & Parks Association
1998-2005	National Federation of State High School Associations
1998-2005	Athletic Administrator & Coaches Association
1998-present	Advisory Commission, Gender Equity in Sports
2000-present 2001-2003	University of Hawaii Letterwinners Association Board of Directors
1992-2000	Hawaii Special Olympics Coach
1984-1988	University of Hawaii Athletics Wahine Basketball Athlete