

BRIANA LILIULANI TAGUPA

Email: briana@bosshi.com

Volunteer and Work Experience

- July 2009-present **Boss Hawaii**
Position: Administrative Assistant
Responsibilities: maintenance of client QuickBooks accounts, administrative support for clients on a case by case basis, any and all other duties assigned by supervisors.
- November 2008 to
May 2009 **Naturally Hawaiian Gallery**
41-1095 Kalaniana'ole Hwy
Waimanalo, HI 96795
Position: Gallery/ Administrative Assistant
Responsibilities: organization of limited edition art, maintaining gallery appearance, sale of originals and art reproductions, maintain customer base and generating of a customer database.
- September 2008 to
January 2009 **Olsten Staffing Services**
900 Fort Street Mall, Suite 1200
Honolulu, Hawaii 96813
Position: Administrative Temp
- February 2008 to
January 2009 **Bishop & Co.**
841 Bishop Street
Honolulu, Hawaii 96813
Position: Administrative Temp
- July 2007 to
January 2008 **Portland State University's Business Outreach Program**
P. O. Box 751
Portland, OR 97201
Position: Office Manager
Responsibilities: organization of office, manage correspondences such as email, phones, mail. Worked with management team to oversee student workers.
- March 2005 to
April 2007 **Associated Students of Portland State University (ASPSU)
Student Fee Committee**
P.O. Box 751 Portland, OR 97207
Position: Student Fee Committee Member and Senator
Responsibilities: liaise with student groups in regards to their budgets. Help students get acquainted with student government. Work with student groups and administration to enhance student life at PSU.
- September 2005-
June 2006 **Pacific Islander's Club**
Portland State University
P.O. Box 751 Portland, OR 97207
Position: President
Responsibilities: Spreading knowledge of Pacific Islander culture to the PSU community as well as the greater Portland community.

June 2000 to
December 2005 **O'ahu Express Ltd.** –no longer in business.
P.O. Box 29987 Honolulu, HI 96820
Phone: (808)834-1067
Position: Assistant to Vice- President
Responsibilities: General Clerical Responsibilities

November 2004 to
January 2005 **Old Navy**, Lloyd Center
2201 Lloyd Center, Portland, OR 97232
Phone: (503)287- 6039
Position: General Sales Associate
Responsibilities: providing customer service
Organizing merchandize

Skills Proficient in: Microsoft Works (Word, Excel, Outlook, PowerPoint), Mac OSX, QuickBooks Pro, QuickBooks POS, Windows Vista, command of various Social Media (MySpace, Face Book, Twitter, Craigslist), and Event Planning skills (Fund Raisers and Social Gatherings).

Education History

1988- 1998	St. Anthony's School	2003- 2008	Portland State University
1998- 1999	Punahou Academy		Major: Criminology and
1999- 2002	Kailua High School	Criminal Justice	
	High School Diploma		Graduation Pending

Volunteer Experience

- Army JROTC (1998- 1999)
- Air Force JROTC (1999- 2002)
- JROTC Officer (2000- 2002)
- Pacific Islander's Club Member (2003- 2008)
- Pacific Islander's Club Lu'au Coordinator (2003)
- Pacific Islander's Club Lu'au Committee Chair (2005, 2006, 2007)
- Kaibigan- Filipino American Student Association Member (2005- 2008)
- St. John Vianney Church Volunteer (2008- Present)
- Kailua Independence Day Parade Volunteer (2008, 2009)

References

Cory Iguchi
156 Hauloi St.
Kailua, Hawaii 96734
Phone: (808)262-4513

Elizabeth Paopao
10950 SW Celeste Ln.
Portland OR, 97223
Phone: (503) 927-8651

Jonathan K. Uto
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Vancouver Washington 98662
Phone: (503)725-5366