

**Leslie Golden Shimizu**  
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**Employment History**

04/2009 – Present      **Business Organization Systems and Solutions, LLC**  
Ph: 808-226-6807      Website: www.BOSSHI.com

**Co-Member** – Financial and Management Strategist for small business owners

- Creation and implementation of management strategies
- Research and implementation of software applications
- Management of bookkeeping, taxes and associated applications

03/2008 – 05/2009      **Naturally Hawaiian, LLC/Patrick Ching Naturally Hawaiian, Waimanalo, HI**  
Ph: 808-259-5354      Website: www.patrickchingart.com

**General Manager** - Responsible for management of daily operations of two galleries by providing staff management, financial management and business coaching as the business restructured.

- Implemented Point of Sale (POS) application, inventory tracking & class scheduling systems
- Populated QuickBooks with financial data and structured financial reporting
- Organized and implemented online bill pay, payroll taxes and state taxes
- Renovated/reorganized Waimanalo Gallery for sales effectiveness and financial efficiency
- Hired and trained personnel and provided oversight of policy & procedures manual development
- Completed payroll, payroll reporting, state & local tax reporting and management reporting
- Provided sales analysis to staff & management and provided weekly sales goals memos
- Provided business coaching to owner

11/2007 – Present      **Tradewind Tours of Hawaii, LLC**  
Ph: 808-537-9463      Website: www.TradewindToursHawaii.com

**Co-Owner** – Multi-lingual, cultural tours on the island of Oahu

- Chief Financial Officer created financial and management structure and provide day to day management
- Management of tour marketing strategies
- Management of vendor relations and customer service

1995-2006      **Datatude, Inc. 6907 Almeda Rd., Houston, TX**  
Ph: 888-675-2622      Website: www.datatude.com

**Founder, President/CFO** – Created a software application for social service providers and built a successful company to deliver the product commercially.

- Provided fiscal management and oversight utilizing QuickBooks,
- Completed tax reporting, financial analysis and budgeting
- Managed Human Resources, health insurance and 401K plans
- Developed customer service/technical support policies & procedures and staff training manuals
- Developed public relations and marketing management projects, including web design
- Managed software application projects from initiation to design, to implementation and maintenance

**Education**

1984-1989 Western Michigan University, Kalamazoo MI  
B.A. Major Industrial/Organizational Psychology, Minor English

**Software** Proficient in MS Office Suite, QuickBooks, QBW POS, MS Outlook, MAC OSX

**Languages** Intermediate Spanish (read, write and speak) and beginner Japanese (speaking)

**Community Leadership Activities**

1991 – Present      **Soka Gakkai International – www.sgi-usa.org**

Faith based organization dedicated to the advancement of peace, culture and education. Leadership positions include:

- Honolulu District Leader – Support 25 members in their faith based activities through meetings and home visitation
- Houston Public Relations – Created bi-annual community activity schedule including parades and interfaith conferences, book signings and festivals,
- Texas Youth Leader – Led group of 50 youth to conduct faith based events and activities.
- Houston Personnel Board – Board of Directors responsible for selecting local leadership personnel
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2003-2006

**Decade of Nonviolence Houston - [www.decadeofnonviolence-houston.org](http://www.decadeofnonviolence-houston.org)**

Organization dedicated to providing education and leadership to the Houston community concerning the United Nations Decade of Nonviolence 2001-2010

- Created Not for Profit organization with 5 other Houston Community Leaders
- Led Board of Directors through a successful 5 year strategic planning session
- Accomplished 5 of 7 goals during tenure as Board Chair
- Recruited 5 Board members and successfully transitioned Chair position
- Planned and executed academic conference with 100 participants
- Transitioned from Board with a net gain of \$1000 in the budget