

BRANDON NAKASATO

TRAINING

LEARN Alaska: Ethics for State Employees; Interpersonal and Cross-Cultural Communication; Service Excellence, Cultural Diversity, Civil Rights Compliance, HIPAA Compliance

AmeriCorps: Conflict Resolution, Project Management; Volunteer Management

Other: Donor & Constituent Relations software; Microsoft Office suite; Adobe & SQL Query

PROFESSIONAL EXPERIENCE

RESEARCH ANALYST II, AK DEPARTMENT OF HEALTH & SOCIAL SERVICES, DIVISION OF SENIOR & DISABILITIES SERVICES

PRESENT

Various technical and administrative support functions including: Research and interpretation of statutes and regulations; Auditing and formatting of permitting documents. Payroll processing and benefits maintenance via AKPAY; Property control and supply procurement; Financial payment tracking via AKSAS; Frontline response and routing of public inquiries. Development of internal division policies and procedures. Data quality and data management for business process analysis and program performance monitoring.

PROGRAM LIAISON (AMERICORPS), UAA CENTER FOR HUMAN DEVELOPMENT
NOVEMBER 2012-JULY 2013

Served as program liaison for two education programs (TAPESTRY and Youth Advocates Community) for students with intellectual disabilities which included volunteer coordination, logistical management and public outreach around issues unique to our stakeholders; Recruited 10 mentors and additional volunteers for program support during 2012-2013 school year; Provided administrative support (volunteer management, financial tracking as a part of program maintenance.

HUMAN AND OFFICE RESOURCES MANAGER, PROJECT VOTE SMART
PROGRAM COORDINATOR

OCTOBER 2009-FEBRUARY 2012

Served as program coordinator for new national K-12 civics education initiative "Civics Matters" including curriculum development, public outreach to educators and review of program use in the field; Served as program coordinator for the Project Vote Smart Ambassador program, which oversaw the deployment of over 100 volunteers nationwide and conducting community outreach and education concerning the mission and resources offered by Project Vote Smart; Performed administrative duties (credit card reconciliation, benefits allocation, supply inventory and procurement, recruitment and advertising and answering public inquiries) for staff ranging from 10-30 crew members.

OFFICE MANAGER, AFL-CIO/WORKING AMERICA

JUNE 2007-NOVEMBER 2008

Performed administrative duties (staff performance reporting, payroll, petty cash and credit card reconciliation, benefits allocation, supply inventory and procurement, recruitment and advertising and answering public inquiries) for staff ranging from 15-40 crew members. (Supervisor of 2)

ASSISTANT TO TRANSIT COORDINATOR (AMERICORPS), ANDROSCOGGIN VALLEY COUNCIL OF GOVERNMENTS

NOVEMBER 2003-DECEMBER 2004

Conducted a six-month local transportation needs assessment for incoming refugees and low-income residents in central Maine including focus groups, surveys, individual interviews and meetings with various local organizations as well as analysis of existing data. Liaised with media and interested organizations as a spokesperson on study findings. Secured state grant funding for new local organizational collaborative to increase capacity-building resources for area mutual assistance organizations and to facilitate evidence-based action.

EDUCATION

MA, PUBLIC POLICY-NEW ENGLAND COLLEGE (2009-2012)

BA, POLITICAL SCIENCE-WESTERN KENTUCKY UNIVERSITY (1999-2003)

American-Canadian Legislative Exchange (Interned in parliamentary office of British Columbian MP Svend Robinson, 2003)

VOLUNTEERING

Kentucky Fairness Alliance

Board of Directors

African Immigrants Association

African Emigrants Advocacy Group

Board of Directors

Thirdway International

Administrative & Organizational Coordinator

Community Empowerment Collaborative

Secretary, Founding member

Lewiston-Auburn Human Rights Commission

Opportunity International

Young Ambassador

Elevate Difference, *feminist review journal*

Writer/Contributor

CENTURY 121, *humanist literary journal*

Editor

Virtual Activists for Humanitarian Aid

Administrator

