

**Kelli-Ann Wong**  
**Work & Volunteer Experience**  
**As of Spring 2013**

**Work Experience:**

Program Assistant/Student Assistant, August 2008 - Present

School of Oceans and Earth Science Technology, University of Hawaii at Manoa

- Assist secretary by copying important documents, filing, typing scientific manuscripts, pickup and delivery of documents. Independently sort inter-office and regular mail for department, develop forms, receive and refer visitors to appropriate location or personnel, and occasionally staff director's office.

Executive Assistant, August 2012 – Present

University of Hawaii Rainbow Marching Band and Music Department

- Assist band director with accounting, filing, document copying, personnel data input, and mailing.

Student Office Staff, August 2009 – May 2012

University of Hawaii Rainbow Marching Band and Music Department

- Assist band director with accounting, filing, document copying, personnel data input, and mailing.

**Volunteer Work:**

- Great Aloha Keiki Run 2013, February 2013
- Intern at Kapiolani Community College Culinary Arts Health and Wellness Extension, January 2013 – Present
- Assist Food Demonstration at Kaimuki Middle School, December 2012
- Na Koa Football Luau (food service), December 2012
- Assist Kapiolani Community College Culinary Arts Health and Wellness Extension, October – December 2012
- 2nd Annual National Food Day is co-sponsored by Castle Medical Center and The Hawaii Dietetic Association, October 2012
- Dietitian Shadowing at Kaiser Honolulu Clinic, September – November 2012
- Children's Youth Day HDA Booth coordinated student council to attend and volunteer, October 2012
- Convoy of Hope, July 2012
- Japanese Cultural Center of Hawaii New Year's Ohana Festival, January 2012
- NA KOA Golf Tournament, July 2011
- Japanese Cultural Center's Celebration of Leadership and Achievement Dinner, July 2011
- Assist University of Hawaii Rainbow Warrior Marching Band with Fundraising, August 2010 – Present