



Andrea Dean

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Education

Master of Business Administration

University of Hawaii at Manoa, Hawaii, 1996

Bachelor of Business Administration

Roanoke College, Virginia, 1987

Professional Experience

Business and Sustainability Manager

Volcano Island Honey Company LLC, July 2007 - Present

- Day-to-day management business management of: production, employees, inventory, scheduling, customer service, communications, insurance, media, farm visit, grants.
- Development of diversified product lines.
- Research and implementation of social and environmental initiatives.

Consultant

Volcano Island Honey Company LLC, April - July 2007

Research and consultation on a possible conservation purchase of 500 acres of kiawe forest.

- Extensive document review of all recorded documents related to the subject property.
- Research on zoning, flood, fire, water, sewer, cultural issues.
- Delivery of report.

Editor (Consultant)

Waimea CDP Committee, a part of the Waimea Community Association, January 2007 – Present

- Writing, editing, production and distribution of a quarterly newsletter to the Waimea community (6,000+) about the Community Development Planning process and planning concepts.
- Grant writing and reporting.

Event Manager (Consultant)

Kona Earth Festival, Institute for a Sustainable Future, February – May 2007

- Production of newspaper, radio, website, poster and press release content to publicize sixteen different eco-events under the Kona Earth Festival Banner.
- Worked with many organizations and businesses including; the Kona-Kohala Chamber of Commerce, TREE Center Hawaii, Aloha Performing Arts Center, Kona Soil & Water Conservation District, Waster Stream Kohala, West Hawaii Veterans' Cemetery Development and Expansion Association, Friends of NELHA, Provision Technologies, Inc., Jacks Diving Locker, Kawanui Farm and Recycle Hawaii. Production of two unique events - Earth Mother's Day and the Beyond Oil Film Series.

Project Manager (Consultant)

Hawaii Island Economic Development Board October 2005 – January 2007

Community Support for Coqui Frog Control

Fulfillment of project deliverables for this federally funded project:

- Logistics and publicity for island-wide community educational classes.
- Design and implementation of an educational media campaign including radio, website, email, newspaper, magazines and community newsletters.
- Preparation of bids and selection of contractors to provide project equipment and supplies.
- Distribution and tracking of hydrated lime and citric acid to fight coqui frogs.
- Preparation of monthly reports and maintenance of project budget.
- Representing Hawaii Island Economic Development Board in the community, on the Coqui Frog Working Group and on the Stop Coqui Hawaii task force.

Women in Technology

Fulfillment of project deliverables for this federally funded project:

- Administration of a variety of initiatives including; Botball (robotics), Big Island R.O.V. (Remote Operated Vehicle) Robotics Competition, Hawaii Center for Learning Science Through Art, Project EAST, Hilo Youth Robotics Summer Camp, Women in Technology Internship Program and MentorNet.
- Preparation of monthly reports and maintenance of project budget.
- Representing Hawaii Island Economic Development Board in the community.

Huiana Internship Program

- Administration and point of contact for the Huiana Internship Program
- Facilitated the launch of the program with partners from: Department of Labor and Industrial Relations-Workforce Development Division, State of Hawaii Department of Education, Hawaii Community College, Hawaii Electric Light Company, Kamehameha Schools and Hawaii Island Economic Development Board.
- Writing, editing and coordination of print materials.
- Development of systems, forms and logistics necessary to the launch and longevity of the program.
- Outreach to schools and business community.

Independent Producer

2002 - 2007

- Produced, funded and marketed a variety of television, DVD and Video projects, including Holistic Health from Hawaii which was broadcast on PBS Hawaii.

Box Office Manager (Consultant)

Maui Film Festival at Wailea, 2001 - 2007

- Development, implementation and management of systems to manage festival ticket sales for on-site, on-line and island-wide ticket vendor locations.
- Supervision of four (4) office staff, five (5) on-site box office staff and six (6) off-site sales staff.
- Supervision and interface with four (4) technical support (hardware and software) consultants.
- Responsible for reporting and accounting of festival sales.
- Implementation and management of festival-wide database to streamline operations and facilitate interdepartmental communication.

Program Coordinator

Center for Entrepreneurship, Maui Community College, 1999-2002

- Development and funding of educational programs and services for small business
- Increased number of educational programs from 2 to 14, in one year
- Increased program budget by \$100,000, in one year
- Production, hosting and editing of monthly TV show on small business topics

Program Manager

Island Incentives, Inc., Maui, Hawaii, 1996 – 1998

- Managed incentive travel programs with budgets between \$50,000 and \$100,000
- Successful management of programs for Toshiba, First Data Corporation, Summit Design, Hoechst Celanese Corporation, International China, LeCroy Corporation, Delco Electronics, Topcon, Hewlett-Packard, Ameriquest Mortgage Company, Tivoli Systems, Compaq/Tandem and Nestle
- Negotiated and contracted directly with vendors for superior services at competitive prices
- Worked within established budgets to produce programs with maximum profitability
- Timely completion of multiple projects while working against seemingly impossible deadlines
- Proposal and contract writing for corporate clients
- Logistical coordination of every aspect of program operation
- Communication of detailed program logistics to "on-site" operations staff

Business Consultant

Andrea Swanander (Dean) Consulting, Maui, Hawaii, 1991-1996

- Profit/cost analysis, feasibility studies, research and reports, database design and implementation, accounts/payable receivable administration for existing business including; Joel Eser Richman, Attorney at Law, Fredrick Sands, Ph.D., Pacific Primate Foundation, The Dowling Company, Inc., Anthony Ranken, Attorney at Law, Kathy's Catering and The Haleakala Times
- Detailed business plans and market research for start-up business including; Art Wear, Inc., Freaked Kreationz, Brenda Rose Designs, Inc., Outsiders, Inc. and Jerry Katz Multimedia

President

Maui Epicenter, Maui, Hawaii, 1989-1992

- Established and administered non-profit 501-C-3 environmental education organization
- Community spokesperson and environmental educator at various schools
- Event planning and logistical coordination
- Research and compilation of two published environmental resource directories for the Hawaii Environmental Education Association and Maui, Inc. Magazine

Project Manager

Environmental Planning Associates, Inc., Maui, Hawaii, 1989 – 1993

- Production of successful bid proposals
- Compilation of detailed project reports including;

Coastal Scenic Resources Study, County of Maui, Planning Department

- Completed extensive research study of Coastal Zone management rules and regulation in Hawaii
- Administration of project including budgeting and scheduling

Molokai Solid Waste Study

- Conducted meetings and interviews to elicit community participation
- Field research and compilation of solid waste characterization data

Community

Chairperson and Founder, Maui (MAL) League of Women Voters

Member and Volunteer, Slow Food Hawaii

Board Member, League of Women Voters of Hawaii County

Precinct President, District 1- Precinct 1, Democratic Party of Hawaii County

Speaker:

- Rotary Club of Waimea
- Waimea Middle School
- Kona-Kohala Chamber of Commerce Environmental Conference
- Hawaii Island Food Summit
- The Greatest Show Off Earth