

Eduardo Topenio, Jr.

Professional Summary

Highly motivated, energetic, and get things done. A go-getter and team player. Dedicated and professional.

Experience

*Administrative Assistant to the County Clerk
County of Kauai*

January 2012 – Present

*Deputy County Clerk
County of Kauai*

May 2010- January 2012

*Banquet Manager
Princeville Hotel
Princeville, Kauai*

March 1999 – December 2009

Education

*Bachelor of Arts (Political Science)
University of Hawaii at Manoa*

Graduated,

Iolani School

Graduated,

Skills

Speak and Understand Ilokano

Excel Spreadsheet

Customer Service Oriented

TIPS (Training for Intervention Procedures Trainer)

Food and Beverage Knowledge (Makes Excellent Chili Pepper Water)

Golfer

Community Service

Kauai Hospice (Volunteer – 15 years+)

Kapaa Rotary (Taste of Hawaii Volunteer – 10 years+)

Kauai Filipino Chamber of Commerce (President 2014/2015)

Kauai Filipino Chamber of Commerce Member

Kauai Philippine Cultural Center Board Member

All-around Volunteer for the Island of Kauai