

**Keith Makale'a Gutierrez**

Telephone: [REDACTED] Email: [REDACTED]

**WORK HISTORY**

**Research Program Manager**

The Office of Hawaiian Affairs; Research Division, Research  
November 2021 – Present

- Responsible for overseeing Research Program and Research Analysts to provide internal research support, including quantitative, qualitative, comparative, and applied research services to internal programs, departments, and organizational initiatives.
- Aligns programmatic research projects, tasks, and activities to OHA's organizational initiatives, including research projects in education, economy, housing, health, anthropology, archaeology, cultural studies, history, political history, geography, sociology, linguistics, conservation, natural resources and the environment.

**Special Projects Research Analyst**

The Office of Hawaiian Affairs; Research Division, Special Projects Program  
June 2018 – November 2021

- Provided internal research support including reporting, data vetting, fact-checking, and other research in coordination with other departments, partners, and shareholders on a variety of projects to support organizational initiatives including advocacy, land management, community engagement, and grants management.
- Assisted in the development and design of research materials, reports, and other data resources to advocate for and provide services to Native Hawaiian beneficiaries in a variety of subjects including public policy, land management, housing, and economic self-sufficiency. Conducts statistical, quantitative & qualitative analysis and data visualization on a variety of assignments and projects. Intermediate skills in Microsoft Excel and experience with Microsoft Power BI. Intermediate Hawaiian language competency.
- 2+ years Project Management experience through multiple internal process improvement projects, successfully delivered OHA's first project utilizing the Project Management process. Managed 15+ project team members, maintained working relationships with in-house subject matter experts, stakeholders, and organizational leadership. Under the guidance of a Project Management consultant, led and co-facilitated 3 introductory Project Management training courses and 1 advanced course. Developed project materials to conduct multiple workshops, meetings, and presentations. In total, compiled over 800 project hours across multiple, concurrent projects in multiple roles including project manager, deliverable owner, and project administrator.

**Facilities Coordinator**

The Office of Hawaiian Affairs; Land Assets Division, Commercial Property Management Program  
May 2016 – May 2018

- Maintained tenant spaces at eight OHA office locations in coordination with contracted Property Management firms and on-island staff. Planned maintenance projects, facility buildouts, and multiple office relocations. Contract coordinator for 20+ vendors and service providers including property management, utilities, and other tenant services. Involved in interviewing, hiring, and daily management of multiple student interns including training, reporting, and project oversight.

- Led in preparation, management, and stewardship of \$2+ million program budget, managed vendor accounts and processed purchase orders for all facilities overhead, utilities, and special projects. In-depth experience with State Procurement code, processes, scope writing, and solicitations for Facilities-related goods and services.

**Student Intern - Land Assets Division**

The Office of Hawaiian Affairs; Land Assets Division  
 October 2014 - May 2016

- Assisted the Commercial Property Management Program in project-based work, including contractor and vendor projects including building maintenance and equipment servicing.
- Provided program support for the Hālawā Luluku Interpretive Development (HLID) project with clerical and administrative work. Assisted with Federal and State-level budget procedures. Aided in the completion of archaeology field reports with photography and video recording, inventory, documentation and record keeping.

**Graduate Teaching Assistant - Instructor & Grader**

University of Hawai‘i at Mānoa; Hawai‘inuiākea School of Hawaiian Knowledge  
 January 2013 - May 2016

- Instructed introductory Hawaiian Studies course “HWST 107: Hawai‘i Center of the Pacific” for Spring 2016 semester. Conducted daily lectures, presentations, and class site visits. Developed lectures, exams, worksheets, quizzes, and other course materials.
- Conducted variety of non-instructional duties including grading assignments, quizzes, exams for Kumu Jon K. Osorio Fall 2013 - Fall 2016. Managed grading, class content and resources on class website, integrated new media, site visits, and class projects into existing course curriculum. Led new hires in onboarding, training, and course resource development.

**EDUCATION**

**University of Hawai‘i at Mānoa**

M.A. Hawaiian Studies Fall 2013 - Spring 2016  
 Completed 36 credit hours. Cumulative GPA: 3.55

**University of Hawai‘i at Mānoa**

B.A. Hawaiian Studies Fall 2011  
 Graduated Fall 2011. Cumulative GPA: 3.41

**Kamehameha Schools – Kapālama Campus**

Graduated 2007.

**PROFESSIONAL EXPERIENCE**

**Hawai‘i-Pacific Evaluation Association – Member**

August 2018 – Present

**Hawai‘i Affordable Housing Coalition – Member**

May 2019 – Present

**King Kamehameha Hawaiian Civic Club – Member**

June 2017 – Present