

LISA MARIE SOONG

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EDUCATION

Hawaii Pacific University, Honolulu

- Masters of Business Administration – Management - 1999
- Bachelors of Science in Business Administration – International Business - 1997

PROFESSIONAL PROFILE

Hawaiian Earth Products, Kapolei, Hawaii

2014-Present

Business Administrator

Agricultural Leadership Foundation of Hawaii, Waipahu, Hawaii

2014-Present

Administrative Coordinator

Mountain Apple Company, Honolulu, Hawaii

2014-Present

Publishing Manager

Mountain Apple Company, Honolulu, Hawaii

2000-Present

(Producer/Distributor, Hawaiian Music)

Vice President Operations

- Responsible for the overall direction of the recording label's operational activities, with the aim of maximizing growth.
- Aid in all Executive decisions for the company.
- Oversee production of all recording projects from start to finish, including scheduling musicians to record in the studio, artwork development, coordinating manufacturing of CDs/DVDs with the vendor, issuing purchase orders for product, communicating directly with the artist and/or record label, coordinating efforts with our Sales staff for the successful release of each project which involved editing of press releases, and sales sheets.
- Oversee daily operation of the Accounting department, including, invoicing, collections, and the development and implementation of new accounting software.
- Oversee all purchasing for the company including inventory control
- Manage and maintain insurance policies for Mountain Apple, The Brothers Cazimero, CEO personal policies
- Manage Operations and all Human Resource responsibilities to include, staffing, time off requests, schedule adjustments, employee reviews, review/update health insurance programs annually.
- Responsible for the professional and personal management of The Brothers Cazimero.
- Manage, train and support over 25 employees from sales, accounting, production, licensing, reception, warehouse, creative and fulfillment.
- Responsible for all incoming music Licensing requests for commercials, motion pictures, websites Worldwide, assisting in the negotiation of licensing fees and serve as primary contact for clients.
- Responsible for preparing and processing quarterly artist and publisher royalties which recently included the implementation of new royalty software.
- Responsible for all aspects of Publishing and must ensure that all music is properly licensed and/or copyrighted with the U.S. Copyright office and public performance organizations

Susan Page Modeling, Honolulu, Hawaii

1998-2000

Office Manager

- Managed the daily operations of the modeling school, including balancing funds daily and maintaining all office equipment.
- Communicated directly with parents answering all questions and resolving any and all conflicts.
- Responsible for scheduling and coordinating with all instructors.
- Organized and coordinate all photo shoots.
- Responsible for preparing and organizing an annual graduation ceremony at a specified hotel ballroom.

Susan Page Modeling, Honolulu, Hawaii

1996-2000

Instructor

- Responsible for developing creative ways for students to actively participate in classes regarding their overall personal development.
- This 12 week course prepared students for a final Fashion Show in which all of the age groups gathered in a ballroom to showcase everything they learned for their parents.
- Provided personalized consulting services to students and their families with regard to confidence building and specific ways to improve oneself.
- Classes taught included, personal development, social graces, diet and nutrition, skincare, hair care, runway modeling, photo shoot preparation and fashion show planning.
- Students ranged in age from 5 years (Junior), Pre-Teen Course, Teen Course and in a few instances Adult courses.
- Advanced level courses were offered for those students who were interested in Professional Modeling.

Law Offices of Reginald P. Minn, Honolulu, Hawaii

1998 -2000

Legal Secretary

- Prepared, edited and organized all legal documents and correspondence for criminal defense attorney.
- Experienced in dictation software.
- Filed documents with the District, Circuit and Federal courts.
- Organized and properly set up filing system for all client files.
- Sorted, organized and prepared all discovery material for attorney as he prepare for trial.
- Scheduled all appointments, and assisted clients as needed.
- Managed and maintained all office equipment.

Law Offices of Elizabeth H. Jackson, Honolulu, Hawaii

1995 -2000

Legal Secretary

- Prepared, edited and organized all legal documents and correspondence for estate planning attorney.
- Filed documents with the District, Circuit and Federal courts.
- Assisted with the organization of a filing system for all client files.
- Scheduled all appointments, and assisted clients as needed.
- Managed and maintained all office equipment.
- Responsible for daily bank deposits.

SKILLS

- Excellent **written and verbal communication** skills, **strong organizational** and **time management** skills, team player with **strong leadership qualities**, reliable, consistent, responsible, detail oriented, outgoing, self motivated, friendly, articulate, and efficient
- Ability to interface with both **Mac OS** and **Windows** systems
- Proficient in QuickBooks Enterprise, AS400, File Maker Pro, Royalty Share programs
- Proficient in Word and Excel, Powerpoint,Photoshop
- Efficiently type 85+ WPM

AFFILIATIONS

- St. Joseph Parish School Board Member (2014 - present)
- American Lung Association of Hawaii - Leadership Council (2011 - 2013)