

# ***Dana Pumehana Aina***

## **CURRICULUM VITAE**

605 Benjamin Court  
State College, PA 16803  
814-237-2533  
hawaiian@psualum.com

### **Education:**

- M.Ed. (in progress) – Counselor Education (College Student Personnel), 1998-present  
The Pennsylvania State University
- B.S. – Exercise and Sports Science (Teaching Option), May 1993  
The Pennsylvania State University
- Olympic College, 1984-85
- University of Washington, 1983-84

### **Counseling Experience:**

- **Counselor**, Multicultural Resource Center (MRC), Penn State University, August 2000 – Present,  
**Summer Session Counselor**, MRC, Penn State University, May 2000 – July 2000, and  
**Counseling Intern**, MRC, Penn State University, August 1999 – April 2000  
Supervisor: Marcus Whitehurst, Director, 814-865-1773
  - Provide counseling and referral services for students who have personal concerns regarding:
    - 1) Orientation and adjustment to college;
    - 2) Retention programming, including study skills, time management, and test-taking strategies;
    - 3) Academic progress, including course scheduling and degree audits;
    - 4) Financial aid, scholarships, and money management;
    - 5) Interpersonal relationships with peers and family, conflict resolution, and other personal matters;
    - 6) Tutorial services, supplemental instruction, study groups, and seminars;
    - 7) Transfer credit evaluation, and transferring procedures;
    - 8) Careers, work-study, internships, graduate and professional school, education abroad, and job opportunities;
    - 9) University policies, procedures, and regulations; and
    - 10) Student organization advising and programming efforts
    - 11) Office desktop support, and Web Site editor
- **Counseling Intern**, Morgan Academic Support Center for Student-Athletes, Penn State University, Fall 1999  
Supervisor: Diana Kenepf, Director, 814-865-0407
  - Advise student-athletes (from men's and women's golf teams, men's and women's soccer teams, and men's and women's volleyball teams) on issues regarding athletic eligibility
  - Instruct student-athletes in first year experience seminar
  - Mentor student-athletes and monitor their academic progress

### **Professional Organizations and Affiliations:**

- American College Personnel Association (ACPA), member 2000-present
- ACPA Standing Committee on Multicultural Affairs (CMA), Web Site Coordinator: 2000-2003
- Pennsylvania College Personnel Association (PCPA), member 2000-present
- National Association of Academic Advisors for Athletics (N4A), member 1999-2000
- American Volleyball Coaches Association (AVCA), member 1993-2002
- Statewide Pennsylvania Rights Coalition (SPARC), member 2001

### **Committees, Professional Activities at Penn State University:**

- Equal Opportunity Planning Committee (EOPC) – Grant Proposal/Evaluation Writer for Funded Program, 2000-present
- MRC Awards Committee, Multicultural Resource Center, Spring Semesters 2001-present
- Web Site Development Committee, Office of the Vice Provost for Educational Equity, 1999-2002
- Equal Opportunity Planning Committee (EOPC) – Funding Proposal Writing Workshop for Diversity Initiatives, September 2000
- Director: KEWL (Knowledge, Excellence, Wisdom, & Learning) Mentoring and Leadership Program, 1999-present
- Adviser: Asian Pacific American Coalition (APAC), 2002-present; Delta Sigma Iota Fraternity, Inc., 2003-present; Delta Phi Omega Sorority, Inc., 2004-present; Falun Dafa Club, 2001-2002; Hui Hawai'i (Penn State Hawai'i Club), 1999-present; Lambda Phi Epsilon Fraternity, Inc., 2002-present; Penn State Filipino Association, 2002-2003
- Staff Mentor – Fast Start, Faculty Alumni Student Triad Mentoring Program, Penn State Alumni Association, 2002-2004

### **Conference & Workshop Presentations:**

- March 2006. "Multicultural Resource Center." Presentation to Penn State Cooperative Extension's County Extension Directors Leadership Assessment Center. Penn State University.
- December 2004. "Hawaiian Music Today." Presentation to Students in Introduction to World Musics Course. Penn State University.
- September 2003. Panelist member. "The Great Race to Graduate – Financial Aid at Penn State." Presented by Division of Student Affairs and Sigma Gamma Rho Sorority, Inc. Penn State University.
- October 2002. "The Job Search Process." Presentation to Undergraduate Students in KEWL Program. Penn State University.
- Fall semesters, 2001-present. "Multicultural Resource Center." Presentation to Higher Education Graduate Program Students. Penn State University.
- August 2001. "KEWL: Knowledge, Excellence, Wisdom, & Learning – A Mentoring and Leadership Program for Asian Pacific American Students at Penn State University." Division of Student Affairs Staff Development Program. Penn State University.
- Spring semesters, 2001-2003. "Keepin' It Real – A College Visitation Program for Economically Disadvantaged High School Students from the Philadelphia School District." Sponsored by the Multicultural Resource Center, Office of Undergraduate Admissions, and the Office of Housing, Food Services & Residence Life. Penn State University.
- January 2001. Panelist member. "Hate Crimes Discussion." Presented by Office of the Vice Provost for Educational Equity. Penn State University.
- Fall (2000-present) & Spring (2001-present) semesters. "Get-Together for Multicultural Transfer Students." Presented by the Multicultural Resource Center. Penn State University.
- Fall semesters, 2000-present. "Orientation for First-Year Multicultural Students." Presented by the Multicultural Resource Center and the Office of the Vice Provost for Educational Equity. Penn State University.
- March 2000. Panelist member. "Thinking of Graduate School?" Steppin' Up – Multicultural Career Day and Conference. Penn State University.
- May 2000. "College Visit – Penn State University." Presentation to Prospective Students. Kealakehe High School – Kona, Hawai'i.
- May 2000. "KEWL: Knowledge, Excellence, Wisdom, & Learning – A Mentoring Program for Asian & Pacific Islander American Students at Penn State University." National Pacific Islanders in America Conference, Brigham Young University at Hawai'i – Lai'e, Hawai'i.

### **Other Contributions to University Community**

- March 2003. Cultural Consultant. "SoLu'au." Hawaiian-Themed Dinner Presented by South Halls Residence Association. Penn State University.

- Spring 2002. “Academic Support for Students of Color.” Presented to Prospective Student-Athletes during Official Visits. Penn State Football Program.
- Fall semesters, 2001-present. Volunteer & Sponsor. “Homecoming Week – Building the Asian Pacific American Coalition Float.” Penn State University.
- April 2001. Committee Volunteer. “Multicultural Music Series.” Penn State University.
- Spring semesters, 2001-present. Adviser. “Asian Awakenings Cultural Extravaganza.” Penn State University.
- April 2001-2002, 2004-present. Judge. “Mr. and Ms. Asian Pacific American Penn State.” Penn State University.
- Spring semesters, 2001-present. Adviser. “Asian Pacific American Heritage Awareness Month.” Penn State University.
- February 1996. Panelist member. “Principles of Ethics and Coaching.” Coaching Workshop. Penn State University.

### College Teaching Experience:

- **Instructor.** Fall semesters, 2001-present. Curriculum & Instruction (C I) 297A: Asian Pacific American Students Leadership & Mentoring Program. Penn State University.
  - University policies, resources, and services
  - Basic study skills, library research skills, critical thinking, collaboration, and time management skills
  - Communication and technological literacy skills via use of e-mail, word processing, presentation software, and the Internet
  - Leadership skills through program development and implementation
  - Development of mentoring relationship with first-year students
- **Graduate Teaching Assistant.** Fall 1999. Bio-Behavioral Health (BB H) 148S: “First-Year Seminar for Student-Athletes: Coping with College.” Penn State University.
  - Academic major and general education requirements
  - Degree audit, deficiency points and GPA calculation
  - Athletic eligibility and differences between Penn State, Big-Ten, and NCAA rules
  - Diversity and multiculturalism in the classroom
  - Student-athlete discussion panel
- **Teaching Assistant.** Summer 1992. Exercise and Sports Activities (ESACT) 220: “Personalized Fitness.” Completed as a requirement for the major, Exercise and Sports Science (EXSCI) 395A: “College Teaching Practicum.” Penn State University.
  - Measuring target heart rate and body fat percentage, and planning an exercise program
  - Warm-up exercises, stretching techniques, and calisthenics
  - Aerobic exercises/cardiovascular fitness, and anaerobic exercise/resistance training
  - Jogging technique – stride length, stride rate and proper form
- **Teaching Assistant.** Spring 1992. Exercise and Sports Activities (ESACT) 189: “Lifeguarding.” Completed as a requirement for the major, Exercise and Sports Activities (ESACT) 366: “Water Safety Instructor.” Penn State University.
  - Lifesaving techniques,
  - Proper stabilization of victims, and
  - Efficient swimming techniques.

### Other Teaching Experience:

- **Predetermined Substitute Teacher**, Physical Education, State College Area High School, 1996-1997  
Supervisor: Bernice Joseph, Head of Health and Physical Education Department, 814-231-5020
  - Develop and implement lesson plans for students in grades 9-10

- Generate student interest in living healthy lifestyles and adopting lifetime habits
- Manage area safety and monitor student behaviors in active classroom environments
- Evaluate students' comprehension of subject matter and grade students' performance
- **Daily Substitute Teacher**, State College Area High School, 1993-1996  
Supervisor: N/A, District Office: 814-231-1011
  - Implement lesson plans for students in grades K-12
  - Manage area safety and monitor student behaviors in different classroom environments

### **Certifications:**

- Pennsylvania Department of Education: Health and Physical Education Teacher, Instructor I
- ACT 33/34 Clearances
- USA Volleyball: CAP Level I, IMPACT
- American Red Cross: Community First Aid & Safety

### **College Coaching Experience:**

- **2<sup>nd</sup> Assistant Coach**, Men's Volleyball Team, Penn State University, 1998-1999  
Supervisor: Mark Pavlik, Head Coach, 814-863-7464
  - Coach NCAA semifinalist and EIVA conference champions in practice and match situations
  - Plan and evaluate practices, and record team statistics
- **Assistant Coach**, Women's Volleyball Team, Bucknell University, 1997-1998  
Supervisor: Cindy Opalski, Head Coach, 570-577-3048
  - Coach regular season Patriot League champions in practice and match situations
  - Plan and evaluate practices, and record team statistics
  - Set team schedule and travel arrangements
  - Coordinating team recruiting
  - Administer team training and conditioning sessions
  - Organize team manager's schedule, and designate manager's responsibilities
- **Volunteer Assistant Coach**, Women's Volleyball Team, Penn State University, 1992 – 1993  
Supervisor: Russ Rose, Head Coach, 814-863-7474
  - Coach NCAA regional finalist and Big Ten conference co-champions in practice and match situations
  - Assist in coaching middle blockers' techniques and team's defensive strategies
  - Record team statistics

### **Other Coaching Experience:**

- **Head Coach**, Girls' Varsity Volleyball Team, Central Mountain High School, Fall 2004  
Supervisor: Mike Packer, Athletic Director, 570-893-4646
  - Coach on the court, and record team statistics;
  - Administer training and conditioning program;
  - Maintain budget, and purchase team uniforms and equipment;
  - Establish assistant coach's and team managers' roles and responsibilities; and
  - Contact media, and coordinate efforts with booster club/parents
- **Head Coach**, Boys' Varsity Volleyball Team, State College Area High School, Springs 1994-1997  
**Head Coach**, Girls' Varsity Volleyball Team, State College Area High School, Falls 1994-1996  
**Assistant Coach**, Girls' Volleyball Team, State College Area High School, Fall 1993  
**Volunteer Assistant**, Boys' Volleyball Team, State College Area High School, Spring 1993  
Supervisor: Tom Wallace and Ron Pavlechko, Athletic Directors, 814-231-1143
  - Coach on the court, and record team statistics;

- Direct home tournament, schedule opponents, and arrange travel;
- Administer training and conditioning program;
- Maintain budget, and purchase team uniforms and equipment;
- Establish assistant coach's and team managers' roles and responsibilities; and
- Contact media, and coordinate efforts with booster club/parents/alumni/community
- **Camp Coach**, Girls' and Boys' Volleyball, Penn State University, Summers 1992-1999  
Supervisor: Russ Rose, Head Coach, 814-863-7474; and Mark Pavlik, Head Coach, 814-863-7464
  - Teach volleyball skills and game strategies to students in grades 7-12
  - Referee and direct camp tournaments
- **Camp Coach**, Girls' and Boys' Volleyball, Volleyball Express (Juniata College), Summers 1992-1999  
Supervisor: Lori Rose, Director, 814-238-2231
  - Teach volleyball skills and game strategies to students in grades 7-12
  - Referee and direct camp tournaments
  - Court set-up and take-down (nets & standards, audio-visual equipment)
  - Supervise camp dormitory

### **Computer, Media & Office Equipment Experience:**

- Windows 9x/NT (working knowledge of following)
  - Microsoft Office 9x/2000 (Word, Excel, Outlook, PowerPoint, Publisher, and Internet Explorer), Windows Movie Maker, Windows Media Player and Adobe Acrobat 5.0
  - Various email clients, including Eudora Pro, Outlook, Yahoo and Google
- Mac OS X (working knowledge of following) – **need to complete this section**
  - Mac OS X Software (Finder, Safari, iTunes, Dashboard...
- Hardware & Other Electronic Office Equipment Operated
  - Camcorder, scanner, digital camera, USB thumb drive, iPod, printers, facsimile machines, laptop, overhead projector, and VoIP telephones (Voice over Internet Protocol)
- Web Site Portfolio (designed, edit and/or provide content for the following)
  - East Coast Outrigger Racing Association – <http://www.eastcoastoutrigger.com>
  - Kent Island Outrigger Canoe Club – <http://www.kiocc.com>
  - Konawaena High School Class of 1983 - <http://www.konawaena1983.org>
  - Multicultural Resource Center – <http://www.equity.psu.edu>
  - New Faces of an Ancient Culture Powwow – <http://www.powwow.psu.edu>
- Web Site Development Skills
  - Spring 2000-present: Design and edit web sites using Macromedia DreamWeaver, Fireworks, Flash, and various web site editing software
  - Working knowledge of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), File Management using File Transfer Protocol (FTP) and Network Mapping
  - Developed Online Forms with Active Server Pages (ASP) and Form Mail (via Common Gateway Interface)
  - General Knowledge of JavaScript
  - Previously Designed/edited web sites with MS FrontPage, Notepad
  - Previously Edited Images for web sites using Adobe Photo Shop, MS Photo Editor, MS Paint, QuickTime Picture Viewer, Adobe Photoshop LE, Paint Shop and Lview Pro
- Training Received and Workshops Attended
  - January 2003. "Introduction to XML." Free Computer Workshop. Penn State University.
  - June 2002. "Introduction to Penn State Portal." Free Computer Workshop. Penn State University.
  - June 2001. "Web Conference 2001." Penn State University.

- March 2001. "Human Subjects Research Basic Training Seminar." Penn State University.
- January 2001. "Introduction to Dreamweaver." Free Computer Workshop. Penn State University.
- January 2001. "Introduction to Adobe Photo Shop." Free Computer Workshop. Penn State University.
- January 2001. "Introduction to Database Warehouse." Free Computer Workshop. Penn State University.
- January 2001. "Introduction to Microsoft Access: Parts I & II." Free Computer Workshop. Penn State University.
- June 2000. "Web Conference 2000." Penn State University.
- January 1999. "Introduction to HTML – Part I & II." Free Computer Workshop. Penn State University.