

Curriculum Vitae

**CHERYL M. FUJII**  
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**EDUCATION**

Dec. 1999      **B. Ed. Secondary Ed.**, University of Hawai`i – Manoa, Business Ed. Major, Math Minor  
May 1989      **Associate in Arts Degree**, Kaua`i Community College  
Dec. 1982      **Executive/Legal Secretarial Certificate**, Cannon's Business College (now HEALD),  
Oahu

**PROFESSIONAL EXPERIENCE**

- Assistant Professor/Program Coordinator, Kaua`i Community College – Business Education Division, 2010-Present
- Interim Director, Kaua`i Community College – Office of Continuing Ed. & Training (KCC OCET), 2008-2010
- Training Coordinator, KCC OCET, 2003-2010
- Lecturer, Kaua`i Community College (KCC) – Science & Math Division, Fall 2003
- UH Student Services Specialist I, WIA Youth Services, 2001-2003
- Lecturer, KCC OCET, 1993-2000
- Student Teacher, Kaua`i High School, Beginning & Advanced Keyboarding Courses, Fall 1999
- Lecturer, KCC Alu Like Program, 1998
- Trainer, KCC, 1993-1994
- Lecturer, KCC, 1990-1994
- Student Tutor, KCC, 1987-1988
- Clerk Steno, Kaua`i Community College, 1982-2000

**COURSES TAUGHT**

BUS 175 (3 semesters)	Business Communication - Written
BUS 175 WI (3 semesters)	Business Communication - Written
BUSN 121 (8 semesters)	Introduction to Word Processing
BUSN 123 (12 semesters)	Word Processing for Business
BUSN 124 (4 semesters)	Information Processing for Business
BUSN 125 (4 semesters)	Information Processing Applications
BUSN 150 (3 semesters)	Introduction to Business Computing

BUSN 151 (3 semesters)	Intermediate Business Computing
BUSN 160 (1 semester)	Telephone Tech. and Comm.
BUSN 164 (4 semesters)	Career Success
BUSN 166 (1 semester)	Professional Employment Prep.
BUSN 170 (9 semesters)	Records and Information Management
BUSN 179 (3 semesters)	Business English
BUSN 180 (3 semesters)	Business English and Transcription I
BUSN 180 (2 semesters)	Business English and Transcription I
BUSN 181 (3semesters)	Business English and Transcription II
BUSN 193V (4 semesters)	Cooperative Education
BUSN 89 (1 semester)	Electronic Calculating
BUSN 99V (1 semester)	Independent Study to Teach BUSN 89

## RESEARCH AND PUBLICATIONS

- Perkins – UHCC Virtual Office Assistant Project (2013)

## SERVICE

- Business Technology PCC (2010-Present)
- Business Technology Program Coordinator (2010-Present)
- KCC Marketing Committee – Member
- Delta Kappa Gamma Xi Chapter – Secretary
- Garden Island Federal Credit Union - Scholarship Committee Member (2012-Present)
- Hawai`i Business Educators Assn. – Past: Newsletter Editor, Vice President, President-Elect, President, Past-President
- Western/National Business Educators Assn. - Member
- KCC Curriculum Committee – Past: Co-Chair
- KCC Information Technology Advisory Committee - Present
- KCC Spring Gourmet Gala Silent Auction Chair (2007-Present)

## PROFESSIONAL ACTIVITIES

Sept. 10, 2010	Hands-On Assessment Workshop by Pat McGrath
March 4, 2011	Excellence in Education
March 18, 2011	Building Personal Web Pages by Kent Tanigawa
May 11, 2011	BTEC Advisory Board Meeting
Jan. 3, 2012	ITAC Technology Training Sessions
Jan. 3, 2012	University of Hawai`i, Kaua`i Community College, “Workplace Violence”
Jan. 3, 2012	University of Hawai`i, Kaua`i Community College, “Sexual Harassment”
Feb. 4, 2012	Hawai`i Business Education State Conference, “Renewing the Body, Spirit, and Mind” (Remington College)

Feb. 29, 2012	Interview with Darlene Dockman, Coordinator for Civil Rights
March 2, 2012	WILD Day Sponsored by WO Learning Champions
April 20, 2012	CEDS Conference
May 4, 2012	BTEC Advisory Board Meeting
Aug. 29, 2012	Information Meeting About Academic Coaching
Sept. 21, 2012	Civil Rights Compliance by Jane Jarow
Sept. 29, 2012	2012 Hawai'i Business Education Fall Conference, "Learning in the 21 <sup>st</sup> Century" (Windward Community College)
Oct. 19, 2012	"Telling Amy's Story" - Domestic Violence Awareness
Jan. 26, 2013	HBEA Golden Anniversary State Conference (Heald College)
Feb. 14, 2013	Professional Development Institute 2013 Western Business Education Assn. (Ogden, UT)
Feb. 15-17, 2013	Western Business Education Assn Conference, "Ridin' the Rails to Success" (Ogden, UT)
March 1, 2013	Excellence in Education
May 3, 2013	BTEC Advisory Board Meeting
May 4, 2013	HBEA 2013 Golden Anniversary Spring Conference – "Life After the Classroom" (Leeward Community College)
May 24, 2013	Professional Development Sharing Across the UHCC System – "Why Reinvent the Wheel?" (Windward Community College)
Aug. 22, 2013	Poverty Simulation Workshop
Sept. 21, 2013	HBEA Fall Conference
Oct. 4, 2013	Tech Fair (ITAC)
Nov. 27, 2013	Life After Transfer
Jan. 25, 2014	HBEA State Conference
Feb. 14-16, 2014	WBEA Conference, Portland, OR
March 7-8, 2014	HSI Gone Wild - UHCC Excellence in Education
April 29 to May 2, 2014	Raising the Odds to Your Virtual Success (IVAA Live Summit 2014)
May 9, 2014	BTEC Advisory Board Meeting
May 10, 2014	HBEA Spring Conference
Sept. 27, 2014	HBEA Fall Conference – Don't Be an Ostrich . . Be Prepared
Jan. 31, 2015	HBEA State Conference – Remington College
March 11, 2015	Kauai High School - Mock Job Interviews
May 20-25, 2015	WBEA Conference, Scottsdale, Arizona
April 25, 2015	HBEA Spring Conference
Oct. 16, 2015	HBEA Conference – Company Branding—Preparing Students for Excellence
Jan. 23, 2016	Hawaii Strategy Institute
Feb. 12-15, 2016	WBEA/HBEA 2016 Conference – Lokahi: United on the Journey to Success
Feb. 16-20, 2016	WBEA Conference, Bozeman, MT
April 21, 2016	HBEA Spring Conference – A Whole New World: The Yin and Yang of Technology
Oct. 21, 2016	HBEA Fall Conference – Interactive Classroom Tools
Feb. 24, 2017	HBEA State Conference – Design, Create, Communicate
July 30-Aug. 4, 2017	Hawaii National Great Teachers Seminar