

**Michelle Clark** was hired as MBDA Business Center Honolulu's Fiscal Administrator in May 2016, where she provides overall administrative and fiscal support services for the efficient and effective service delivery operations of the Center. Specific duties include managing project contracts and grants, assisting with proposal and contract preparation, financial reporting, and related financial activities to assure fiscal accountability.



Michelle also works part-time as the Business Development and Resources Manager and Fiscal & Administrative Manager at the University of Hawaii Pacific Business Center Program (PBCP), a program which utilizes the resources of the University of Hawaii to provide business and economic development technical assistance to clients in Hawaii and the American Affiliated Pacific Islands of American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, Guam, the Marshall Islands, and Palau. She has over 15 years of experience in her Business Development role, where she is responsible for developing, managing, and providing technical assistance for business and economic development projects in the form of market research, feasibility studies, business plans, strategic plans, etc. to clients in all service areas.

Since 2010, she has also been responsible for the overall management and processing of PBCP's fiscal and administrative functions, which includes managing federal grant and non-federally sponsored project proposals and contract processes through UH and RCUH; managing all fiscal processes through RCUH's Financial Portal including purchasing, payments, travel, and accounting/reporting; processing of PBCP HR actions through RCUH's HR Portal such as hiring and terminations, time sheets, and employee changes; and serves as PBCP's point of contact for routine administrative functions.

Michelle previously worked in the travel industry for companies such as JTB Hawaii, Inc., Japan Travel Bureau (Canada) Ltd., and the Hilton Hawaiian Village. She has also taught English in Fukuoka, Japan as part of Japanese government's Japan Exchange and Teaching (JET) Programme, and occasionally serves as a lecturer of Destination Development and Marketing at the University of Hawaii's School of Travel Industry Management. Michelle is a graduate of Iolani School and the University of Hawaii where she earned her Bachelor of Business Administration in Travel Industry Management (1994) and her Master of Business Administration (2000).