



# BRANDON NAKASATO

## TRAINING

**LEARN Alaska:** Ethics for Public Employees; Interpersonal and Cross-Cultural Communication; Service Excellence, Cultural Diversity, Civil Rights Compliance, HIPAA Compliance  
**AmeriCorps:** Conflict Resolution, Project Management; Volunteer Management  
**Other:** Donor & Constituent Relations software; Microsoft Office suite; Adobe, SQL, MMIS/COGNOS

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## EXPERIENCE

**RESEARCH ANALYST II/III,**  
*ALASKA DEPT OF HEALTH & SOCIAL SERVICES,*  
*DIVISION OF SENIOR & DISABILITIES SERVICES,*  
OCTOBER 2015-JULY 2019

**ADMINISTRATIVE ASSISTANT II,**  
*ALASKA DEPT OF HEALTH & SOCIAL SERVICES,*  
*DIVISION OF SENIOR & DISABILITIES SERVICES,*  
APRIL 2015-OCTOBER 2015

**ADMINISTRATIVE ASSISTANT I,**  
*ALASKA DEPT OF HEALTH & SOCIAL SERVICES,*  
*DIVISION OF PUBLIC HEALTH,*  
APRIL 2014-APRIL 2015

**OFFICE ASSISTANT II,**  
*ALASKA DEPT OF ENVIRONMENTAL CONSERVATION,*  
*DIVISION OF AIR QUALITY,*  
JULY 2013-APRIL 2014

Various technical support functions including: Research and interpretation of statutes and regulations; Data analysis and compilation for statistical trends and report findings; Collaboration with federal partners on state participation in new national database; Review and edit of business processes for Personal Care Services program; Development of internal division policies and procedures; General data quality and maintenance and response to staff technical issues. **Major notes:** Provided research and analysis helping ADRC pilot program demonstrate cost savings and secure additional funding; Worked with federal contractors to determine state reporting for new national database; **Databases used:** DS3, Harmony/WellSky, MMIS/COGNOS, MSSQL, Microsoft Access

**PROGRAM LIAISON (AMERICORPS),**

*UAA CENTER FOR HUMAN DEVELOPMENT*

NOVEMBER 2012-JULY 2013

Served as program liaison for two education programs (TAPESTRY and Youth Advocates Community) for students with intellectual disabilities which included volunteer coordination, logistical management and public outreach around issues unique to our stakeholders; Recruited 10 mentors and additional volunteers for program support during 2012-2013 school year; Provided administrative support (volunteer management, financial tracking as a part of program maintenance.)

**HUMAN AND OFFICE RESOURCES MANAGER,**

**PROGRAM COORDINATOR**

*PROJECT VOTE SMART*

OCTOBER 2009-FEBRUARY 2012

Served as program coordinator for new national K-12 civics education initiative "Civics Matters" including curriculum development, public outreach to educators and review of program use in the field; Served as program coordinator for the Project Vote Smart Ambassador program, which oversaw the deployment of over 100 volunteers nationwide and conducting community outreach and education concerning the mission and resources offered by Project Vote Smart; Performed administrative duties (credit card reconciliation, benefits allocation, supply inventory and procurement, recruitment and advertising and answering public inquiries) for staff ranging from 10-30 crew members.

**OFFICE MANAGER,**

*AFL-CIO/WORKING AMERICA*

JUNE 2007-NOVEMBER 2008

Performed administrative duties (staff performance reporting, payroll, petty cash and credit card reconciliation, benefits allocation, supply inventory and procurement, recruitment and advertising and answering public inquiries) for staff ranging from 15-40 crew members. (Supervisor of 2)

**ASSISTANT TO TRANSIT COORDINATOR (AMERICORPS),**

*ANDROSCOGGIN VALLEY COUNCIL OF GOVERNMENTS*

NOVEMBER 2003-DECEMBER 2004

Conducted a six-month local transportation needs assessment for incoming refugees and low-income residents in central Maine including focus groups, surveys, individual interviews and meetings with various local organizations as well as analysis of existing data. Liaised with media and interested organizations as a spokesperson on study findings. Secured state grant funding for new local organizational collaborative to increase capacity-building resources for area mutual assistance organizations and to facilitate evidence-based action. (Supervised group of 8 volunteers)

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**EDUCATION**

**MA, PUBLIC POLICY-NEW ENGLAND COLLEGE (2009-2012)**

**BA, POLITICAL SCIENCE/HISTORY-WESTERN KENTUCKY UNIVERSITY (1999-2003)**

**American-Canadian Legislative Exchange (Interned in office of British Columbian NDP MP Svend Robinson, 2003)**

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**VOLUNTEERING**

**Boards and Commissions**

*Past:*

Kentucky Fairness Alliance

African Immigrants Association  
African Emigrants Advocacy Group  
Friends of Alaska CASA  
Friends of the Anchorage Libraries  
Anchorage Sister Cities Commission  
Alaska State Commission for Human Rights  
*Chair, 2018-2019*  
*Vice Chair, 2017-2018*

**Thirdway International**-Administrative & Organizational Coordinator

**Community Empowerment Collaborative**-Secretary, Founding member

**Lewiston-Auburn Community Human Rights Task Force**

**Alaska Center for the Environment**

**Present:**

**Our Commonwealth**

Founder, Board President

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