

## Paul Clark

PO Box 460 Anahola, HI 96703 (808) 651-3452  
[www.clarkelements.com](http://www.clarkelements.com)

[earthsurge@gmail.com](mailto:earthsurge@gmail.com)



**Objective** Supporting businesses and individuals with multifaceted skills. Assisting with organization and workflow via digital tools. Inspiring the protection of Earth's resources via science and technology.

**Experience** **2012-2025 Pack Your Trash - Managing Director:** magazine editor and publisher, graphic design, merchandising, sales, customer service, web design, social media, SEO, accounting, legal, educational materials, events, trademark and copyright.

**2017-2025 The Copper Man - Executive Assistant:** Bookkeeping, billing, travel coordination, documentation, and client relations. On-site installation of copper gutters and flashing on multi-million dollar estates and condos on Kauai, Hawaii.

**2024-2025 Patrick Ching - Naturally Hawaiian:** Business support services, video, web, sales, multimedia production.

**2012-2025 Save Our Seas Hawaii:** Community outreach and education projects.

**2007-2025 Earth Surge Owner:** Frequency generator sales and service, compostable goods distribution, multimedia production, video editing, wedding and family photography, tutoring, and graphic design. Managing client computer systems of all types, computer file organization, and computer training on multi-platforms and programs. Payroll online banking, invoicing, and inventory with Quickbooks.

**2020-2022 Malama Na Apapa - Grant Writer, Coral Reef Biologist, Education and Outreach specialist:** Grant writer, grant administrator, grant budgets, mid-term reports, final report writing. Collecting data on coral reef species in situ (underwater) then analyzing and logging the data in computer software. Overseeing junior staff data entry: verifying, clarifying, correcting, and updating data. Conducting middle and high school outreach and science classes.

**2012-2020 DCI Technology - Technician:** Soldering circuit boards, building high-power magnetics, device programming, testing, machining, fabricating, shipping, technical documentation, inventory, web design, graphic design, and records keeping. Creating video tutorials and technical documentation.

**2010-2019 St. Regis Princeville Young Voyagers Club - Director:** Operating a state-licensed childcare facility at a five-star resort on Kauai, Hawaii. Responsible for all aspects of business: licensing, childcare, hiring, background checks, booking, scheduling, payroll, accounting, and advertising. 80+ staff members over a decade. Working side by side with the general manager, assistant managers, public relations, human resources, and accounting for a seamless business integration. Coordination with concierge, housekeeping, pool staff, and private dining departments. Creating "brand" advertising materials, both print and internet. Guaranteeing superior quality of services rendered.

**2010-2019 Princeville Chaperones - Owner:** Providing private childcare of all ages: infant to age 17. Staffing of corporate events with 100's of children and multiple staff. Maintaining close and continued positive business relationships with long-term high-profile clients. Hiring, managing, licensing, and training staff. Ensuring all staff are state-certified. Booking, billing, payroll, and accounting. Leading and coordinating clients on private snorkeling, hiking, and outdoor adventures. Training managers to ensure that the club and staff are following company procedures and hotel guidelines.

**2010-2019 St. Regis Princeville - Family Activities Coordinator:** Creating specialized science and cultural curricula and activities for hotel guests. Developing, implementing, personally conducting, and overseeing the administrative aspects of educational activities: lei making, hula, ukulele, coconut painting, bonfires, star gazing, specialized holiday activities on Easter and Christmas, New Year's Eve parties, and brunch and dinner playrooms while parents dine. Training and overseeing staff to run activities. Purchasing and inventory tracking of all supplies and materials for activities.



- Experience**
- 2002-2012 Save Our Seas Hawaii Non-Profit - President:** Operating all aspects of a non-profit organization and business. Outreach and education to schools and community groups. Video production and underwater photography. Web design. Accounting. Legal. Coordinating and managing hundreds of volunteers and interns. Grant writing, editing, submitting, and administering projects and proposals. Creating budgets for programs. Ensuring participants and the overall project are meeting goals and objectives. Providing strategic planning for the long-term sustainability of programs. Managing email correspondence and mailing lists with non-profit database software. Coordinating events and festivals: infrastructure, booths, bands, silent auctions, and guest speakers with their recreational and technical needs.
- 2003-2010 Kula Elementary, Intermediate, and High School - Teacher:** Grades K-12 Marine Science, Earth Science, peer mentoring internship program, and Digital Media Instructor. Bi-weekly Marine Science classes and snorkeling field trips with students and parents. Driving students on a bus for field trips. Ensuring safety protocols in an open-water ocean environment. Training students with underwater computers, cameras, and tools. Instructing students on multiple computer and cross-platform programs. Grant writer and administrator for science and digital projects.
- 2003-2004 Myron B. Thompson Academy - Coordinator and Teacher:** Resource Center Coordinator Marine Science Teacher, State of Hawaii DOE. Assisted students and parents with computers and tutoring at the first "online school" on Kauai.
- 1996-2002 Na Pali Eco-Adventures - Captain, Crew, Operations and Office:** Captain: responsible for the lives of 30 passengers per trip, upkeep of boat & engine, managing and training crew, passing on knowledge of Kauai to tourists, and leading snorkel tours. Crew: assisting captain on tours. Operations: hauling and maintaining boats. Office: collecting fares, creating manifests, selling merchandise, logging activities.
- Education**
- University of Hawaii at Hilo, Bachelor of Arts, 2003**  
***BA - English major, Marine Science minor***
- AA in Liberal Arts, Kauai Community College
  - Ohio University, Psychology major
- Credentials**
- PATCH Hawai'i state childcare certified "Director"
  - Computer Tech Mac and PC: Adobe Suite, Photoshop, InDesign, LightRoom, Illustrator, QuickBooks, Microsoft Suite, iWork, Final Cut, Logic Pro Music Editing, Coral Point Count (estimate the community statistics of benthos)
  - PADI Dive Master, and Rescue Diver
  - NAUI Nitrox Diver/DAN Oxygen Provider
  - CPR - First Aid Certified
  - Advanced lifesaving, small craft rescue
  - Hawaii Marriage Performers License
  - UH QUEST (University of Hawai'i, Quantitative Underwater Ecological Survey Techniques) 1999, 2002
  - Certified video producer, Ho'ike Community Television
  - University of Hawaii Scientific Diver, AAUS
  - USCG Captains License, 50 tons with towing
  - Hawaii Foster Care License



**Projects**

University of Hawai'i & Hawaii DLNR - WHAP (West Hawaii Aquarium Project) 2001  
Ocean Pulse Coral Reef Education Grades K-12, 2003-2010 Kaua'i  
Summer @ Sea Kids Camps 2004, 2005, 2006  
Ocean Pulse @ Sea, Community Boating Trips 2003-2010  
Clean Ocean Fest, Hanalei 2004, 2005  
Clean Oceans Conference Princeville Resort 2007  
Marine Protected Area Awareness Project 2005-2009

**MEMBERSHIPS, APPOINTMENTS, ORGANIZATIONS, AND AFFILIATIONS:**

Eyes of the Reef Coordinator – Kaua'i. 2009-2014;  
Reef Check Team Scientist;  
REEF Fish Count Trainer;  
Ocean Conservancy International Coastal Cleanup Coordinator 2003-2009  
Hawaiian Islands Humpback Whale National Marine Sanctuary: Kaua'i County Alternate 2006-2008;

**Grants Funded and Awards \$1500-\$50,0000**

Bill Healy Foundation Grant, Snorkel Bob Foundation Grant, NFWF National Fish and Wildlife Foundation Grant, Healing Our Island Grant, Kauai County, Mayor Brian Baptiste's Office Grant, KIUC (Kauai Island Utility Co-op) Grant, HCF (Hawaii Community Foundation) - Pikake Fund Grant, KEDB (Kauai Economic Development Board) Education Committee Grant, Aloha 'Ike Grant, Hawaii Schools Digital Media (HSDM) Grant, Alexander and Baldwin Grant, KCC Centennial Gift Program, Wyland Foundation Grant, Koke'e Discovery Center Environmental Education Grant, The Pacific America Foundation - Aloha Aina Project Grant, Young Brothers Grant, Environmental Defense Fund Grant, Perpetual Fund Grant, PADI Project Aware Grant; U.S. Fish & Wildlife, NOAA, and the Curtis & Edith Munson Foundation Grant  
Microsoft's Start Something Amazing Awards: Community education using interactive Windows technology  
American Savings Bank Careers in Banking Contest

**Media, Videos and TV - Produced and Featured In**

United Nations Eco-Watch  
Learning About: SOS Ocean Pulse - Featuring Michael Douglas  
Learning About: SOS Ocean Pulse - Featuring Martin Sheen  
Message in a Bottle 2004  
Kaua'i – Hawaii's Garden Island; Kaua'i – die Garteninsel Hawaiiis  
Statewide Newscasts: Sonar Demonstration July 2006  
Kauai KVIN 26 – Ocean Pulse 2007-2009 & Ocean Network Digital 349 - 2009  
Na Pali Coast Ohana Promo  
Sea Surge with Dr. Sylvia Earle  
Radio New Zealand Interviews: 2006-2009  
Kauai Garden Island: News articles and Letters to the Editor 2005-2009  
Ho'ike Community TV 2009  
"The Scene: 90's Florida Rave Culture" - 2nd Unit Director

**Publications Featured In:**

Author: Seed to Sea: Kumulipo Connections Volume 1. (Sold on Amazon)  
Editor and writer: "PPNF VOICE Magazine" - Summer 2023  
"Green Disc: New Technologies for a New Future." Distributed to United Nations Climate Change Conference COP15 in Copenhagen December 2009 & all governments and UN Agencies at Conference of Parties 16 to the United Nations Framework Convention on Climate Change in Cancun, Mexico, December 2010.  
"Growing Hawaii's Native Plants", native seagrass photos, by Kerin Lilleeng Rosenberger  
"Mankind's Need to Believe" by Doug Arnold  
"The Ocean And Coastal Conservation Guide" '05-06, "The Blue Movement Directory"  
"SOS Coconut Wireless Magazine"

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**References**     **Harry Conti 808-639-3456, [harry@packyourtrash.org](mailto:harry@packyourtrash.org)**; Pack Your Trash founder and owner and The Copper Man. I provide all aspects of business support to Mr. Conti. [www.harryconti.com](http://www.harryconti.com) & [www.packyourtrash.org](http://www.packyourtrash.org)

**Steve Cole 808-635-1409, [steve.cole@elitepacific.com](mailto:steve.cole@elitepacific.com)**; Na Pali Adventures, Reef Guides, Kole Gear Owner. I worked as a tour guide and did freelance work on advertising, graphic design, video production, and educational presentations for his businesses. [www.kolegear.com](http://www.kolegear.com)

**Craig Hawkinson 808-651-8889, [craig@reefguides.com](mailto:craig@reefguides.com)**; Reef Guides owner whom I did freelance work for: answering phones, tours, graphic design, website creation and upkeep, and educational presentations. [www.reefguides.com](http://www.reefguides.com)