

PAUL MATSUSHIMA

Operations Specialist | Cultural Advocate

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EXPERIENCE

Director of Operations

Fuller Graduate Schools

📅 2018 - ongoing 📍 Pasadena, CA

Operations Manager from 2018. Promoted to Director in Dec. 2020.

By directing the operations for Fuller's De Pree Center for Leadership, I develop the operational infrastructure needed to maximize the department's efficiency and output.

- Develops operational systems and workflows in the areas of bookkeeping and financial reporting, accounts payable/receivables, project and personnel management, donor and client databases, and email marketing and client engagement.
- Streamlines the development and implementation processes for events, programs, and content creation.
- Cultivates, mentors, and directs 4 team members.

Program Manager

Kizuna

📅 2012 - 2018 📍 Los Angeles, CA

As one of the organization's first staffers, I developed and then stabilized several of the organization's programs from the ground up. This included creating the organization's most financially profitable program – Summer Camp – which helped facilitate the nonprofit's transition to an earned-income revenue model.

- Founded and directed the largest Japanese American summer camp program in California, which annually earns \$100K+, serves 500+ students, and employs 100+ staff and volunteers.
- Co-authored and spearheaded the production of Kizuna's first children's book, *Thank You Very Mochi*.
- Supervised and mentored dozens of seasonal staff and volunteers.

STRENGTHS

Project Management | WordPress

Nonprofit Management | Writing

Bookkeeping & Accounting


Financial Forecasting & Reporting

Management & Supervision

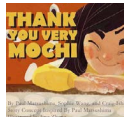
Mailchimp | CRM Databasing

Photoshop | Indesign


SIGNATURE PROJECTS

 **Budgeting System**
📅 2018 - ongoing
🌐 bit.do/fuller-budgeting

Budget & accounting system to manage \$1M+ budget.

 **Thank You Very Mochi**
📅 2016 - ongoing
🌐 bit.do/mochi-book

44-page children's book about culture, tradition, and family.

 **Kizuna's Summer Camp**
📅 2012 - 2018
🌐 bit.do/kizuna-camp

Largest Japanese American cultural camp for kids in CA.

SIGNATURE PROJECTS IN DETAIL



Airtable Budgeting System

2018 - ongoing Pasadena, CA

bit.do/fuller-budgeting

Developed Fuller's De Pree Center for Leadership budgeting and accounting system (through Airtable.com) to track its \$1M+ annual operating budget.

- **Roles:** Budget creator, project lead, budget manager.
- Designed a new budget and accounting system to track thousands of financial transactions per fiscal year.
- Built in financial reports (P&L statement, balance sheet, monthly expense reports).
- Partially automated with our CRM database.



Thank You Very Mochi

2016 - ongoing Pasadena, CA

bit.do/mochi-book

Thank You Very Mochi is a 44-page children's book about the importance of culture, tradition, and family.

- **Roles:** Lead author, project lead, & artistic co-director.
- Spearheaded the production of the book.
- Created accompanying mochi-making workshops which were performed to thousands of children.
- Conducted dozens of book readings and signings and sold thousands of copies.



Kizuna's Summer Camp

2012 - 2018 Los Angeles, CA

bit.do/kizuna-camp

Kizuna's Summer Camp is the largest Japanese American cultural camp for kids in California. It annually serves over 500 students, employs 100+ staff and volunteers, and earns \$100K+ in revenue.

- **Roles:** Founder, director (until 2018), chief content creator.
- Franchised Summer Camp from one geographic location serving about 50 students, to six geographic locations serving over 500 students per year.
- Recruited, trained, and supervised roughly 10 camp directors and 100 program volunteers annually.

EDUCATION

M.A. Religion

Fuller Graduate Schools

2011-2017 Pasadena, CA

- Focused on the relationship between Asian American identity, congregational change, and social justice.
- Worked to understand the relationship between culture, power, and religious identity in U.S.
- Graduated *magna cum laude*.

B.A. Asian American Studies

San Francisco State University

2005-2009 San Francisco, CA

- Wrote thesis on Asian American faith and identity formation and its relation to activism.
- Worked to understand the legacy of ethnic studies and how it bridges academia and community-based organizations.
- Awarded All-University High Academic Honors, Dean's List honors, *magna cum laude*.

INTERESTS

Sociology of Religion

Tai Chi

Sociology of Race

U.S. Politics

Ethnic Studies

Productivity

Table Top Gaming

Nerd Culture

Woodworking