

Ewa Beach, Hawaii

(518) 512-1135

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Andrew Robinson

18 years' experience in government and business administration. Managed operating budgets of \$175M, supervised teams of 20 employees, and managed HR/payroll for 300 personnel.

EDUCATION



Master Public Administration (M.P.A)

Rockefeller College of Public Affairs & Policy.
State University at Albany, Albany NY, 2009



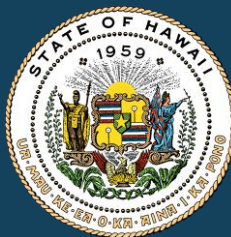
Bachelor of Science (B.S) - Economics

Brigham Young University,
Provo, UT, 2007

SKILLS

- Financial Management
- Government Fund Accounting
- Budgeting / Multi-Year Capital Plans
- FINRA Licenses: Series 6/63, SIE
- Human Resource Management
- Strategic Planning & Policy
- Elected Board Support
- Economic Development Policy
- Legislation/Policy Rulemaking
- Facilities Management
- Infrastructure Planning
- Entrepreneurship / Business Admin.

EXPERIENCE



Administrative Services Officer

State of Hawai'i
Department of Agriculture
(1/2025-Present)



President / Owner

Robinson Family Farms
Williamson, NY
(6/16-12/24)



Assistant Finance Director / Budget Officer

Town of Brighton
Brighton, NY
6/11-6/16



Budget Examiner – Economic Development
New York State Division of the Budget
8/2007-6/2011

ADMINISTRATIVE SERVICES OFFICER

State of Hawaii Department of Agriculture
Honolulu, Hawai'i, 1/25-Present

- **Senior Level Leadership:** Manager of the Administration Unit responsible for Budgeting, Accounting, Human Resources, IT, and Facilities for the Department of Agriculture (300+ employees, \$60M budget).
- **Employee Supervision:** Directly oversee staff of 20 employees in the Administration Unit. Report directly to the Agriculture Chairperson. Assist Division Administrators with legislation, fiscal management and HR.

PRESIDENT/OWNER

Robinson Family Farms LLC

Williamson, NY, 6/16 – 12/24 (Business Sold 12/2024)

- **Organization/Creativity/Problem Solving:** Created modern commercial 100-acre apple orchard from the ground up. Grew sales to over 2 million pounds annually across the East Coast.
- **Business Administration/Sales:** Managed financial reporting, farm operations, and developed strong sales relationships with distributors, marketers, and retailers.
- **Industry/Academic Collaboration:** Active in fruit industry meetings and collaborated in academic research experiments with Cornell University Cooperative Extension.
- **Writing Ability:** Wrote business plan and grant applications securing \$2M in startup funding/grants.
- **Employee Management:** Supervised workforce of 12 employees, including HR and payroll.

ASSISTANT FINANCE DIRECTOR /BUDGET OFFICER

Town of Brighton Finance Department (pop. 40,000, \$30M Budget, full-service local government)
Brighton NY (Upstate NY Rochester Suburb), 6/2011 – 6/2016

- **Accounting/Financial Management:** Responsible for working with the Town Board and Department heads to draft, adopt, and manage \$30M Town budget and 5-year Capital Improvement Plan. Accounting duties included Journal Entries, Cash/Investment Management, Bank Reconciliations, Economic Forecasting.
- **Financial Statements:** Directly supported preparation of annual comprehensive Financial Statements.
- **Program Evaluation & Performance Indicators:** Reviewed Town Departments for efficiencies, duplicative functions and created key performance indicators to track outputs.
- **Board Experience:** Supported & advised elected Town Board and senior level department heads.
- **Public Relations & Outreach:** Oversee Community Budget Oversight Board. Also regularly interfaced with the public, including televised presentations regarding budgetary & financial issues.

BUDGET EXAMINER (ECONOMIC DEVELOPMENT TEAM)

New York State Division of the Budget (Governor's Office)
Albany, NY, 8/2007 – 6/2011

- **Budgeting, Data Analysis & Forecasting:** Created Executive State budget proposal for economic development agencies (operating budgets \$175 million), expense/revenue tracking and forecasting of economic indicators.
- **Economic Development Policy & Legislation:** Wrote financial and policy recommendations to the Governor on new Legislation and drafted proposed bills relating to economic development policy.
- **Negotiation/Teamwork:** Worked with State agencies and Legislative staff to negotiate the State budget.
- **Project Management:** Created multiple databases including tracking \$7 billion in active economic development projects, State Agency contracts, and model for cost recovery from Public Authorities.
- **Procurement/Contract Administration:** Drafted contracts and RFPs for 4 State Agencies. Ensured contract compliance with all State/Federal laws. Evaluated bids and proposals through final contract award. Monitored compliance with contract terms.