VANESSA OTT

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PROFESSIONAL & VOLUNTEER EXPERIENCE

Member, Toastmasters International
June 2026 – Present
No Ka Oi Toastmasters Club #7854 – Maui (meets weekly via video conference)

Volunteer, Friends of the Libraries, Kona Newsletter Editor
June 2026 – September 2026
Friends of the Libraries, Kona – Kailua-Kona, HI [*Click here for newsletter sample.*]

Volunteer, Friends of the Ka‘u Libraries Board Director & President
March 2024 – June 2026
President March 2024 – September 2025
Friends of the Ka‘u Libraries – Na‘alehu, HI

Volunteer, Non-Profit Board Meeting Videographer
2024 – Present
Discovery Harbour Community Association – Na‘alehu, HI

Volunteer, Tutor & Special Education Advocate
August 2017 – June 2026

- Tutored an English-challenged, Tongan parent’s child who was identified as having a learning disability and eligible for Special Education services per the IDEA (Individuals with Disabilities Education Act).
- In School Year 2017-2018, homeschooled the child. He learned basic reading, typing, computer fluency, basic math, organizational & critical thinking skills, map reading, yoga, and swimming.
- Collaborated closely with Hawai‘i DOE Special Education teacher in SY 2018-19 to help the student close Language Arts and Math achievement gaps by two to three grade levels.
- Attended all student IEP meetings, and assisted parent in advocating for the child’s needs.
- Assisted parent in finding services and programs in the community to benefit the child’s development.
- Attended Hawai‘i and California IEP team meetings. Communicated with the student, parent, teachers, and IDEA case workers doctors via email, video conferencing, phone calls, and in person.
- This successful project lasted nine years, continuing remotely with the student, parent, and school personnel when child relocated to California in 2021. He will graduate from Palo Alto High School in 2027.

Private Piano/Keyboard /Music Theory Teacher
2017 – 2023
Oahu, HI

- Visit: youtube.com/@geekgirlartist to see videos of students’ 2022 recital performances at Kapi‘olani Park Bandstand (Oahu).
- The show must go on! Distance-learning piano lessons during COVID-19 quarantine included Google Meet video sessions with student written assignment and teacher corrections shared via Google Drive.

Volunteer, HSAP Membership Committee Chair
2017 – 2019
Hawai‘i State Association of Parliamentarians – Honolulu, HI

- Responsible for building and maintaining the membership of the HSAP.

Volunteer, Hawai'i DOE Neighborhood School
2016 - 2017
Prince Kuhio Elementary School - Honolulu, HI

- Participated in Kuhio School Community Council (SCC) as a community stakeholder. Advised the SCC on parliamentary procedure for conducting meetings.
- Tutored special education students after school.
- Wrote Weighted Student Formula Reserve Funds application with Principal's input resulting in a $28,000 award to the school for School Year 2017-2018.

Election Precinct Chair, District Precinct 21-01 (Palolo)
2014 Primary and 2016 General Elections
State of Hawai'i Office of Elections – Honolulu, HI

- Managed polling place set up and operation.
- Responsible for the security and integrity of ballots issued and votes cast.

Volunteer, *BOE Watch* Facebook Group Facilitator
2014 – Present
BOE Watch – Honolulu, HI

- Continues to facilitate the Group: facebook.com/groups/BOEWatch
- From 2014–2016, supplied public, on-demand videos of State of Hawai'i Board of Education General Business and Committee meetings. Details on webpage: FreesSeech4US.com/Collections
    - Led a small network of volunteer videographers.
    - Created and maintained a web page, Facebook group, and YouTube channel to provide broad community access to BOE meeting videos.

Precinct Official, District Precinct 22-01 (Palolo)
2012 Primary and General Elections
State of Hawai'i Office of Elections – Honolulu, HI

Hawai'i DOE Grade 6 Math & Science Teacher
2010 – 2012
Grade 3 Elementary Teacher
2007 - 2010
State of Hawai'i DOE Na'alehu Elementary School – Na'alehu, HI

- Licensed by State of Hawai'i Teacher Standards Board in elementary education 2007 – 2012.
- Fulfilled all duties of a full-time teacher in a high-need public school.
- Served as elected Hawaii State Teachers Association school level leader on Association Policy Committee.
- Applied for and received $3,000 *Good Idea Grant*.

Private Care Manager (for disabled mother's care)
2009 – 2010
Rose Else – Na'alehu, HI
After mother had a stroke and was paralyzed, she required 24/7 attention. Vanessa and husband, Erik, purchased a 3-bedroom home, overseeing retrofitting of the building for handicapped accessibility.

- Managed a staff of full-time and part-time caregivers.
- Established efficient communications protocols for employees, and trained staff to use the private online Yahoo Group to share information and track patient's progress.
- Advertised and conducted interviews to hire personnel.

- Oversaw all financial aspects of care home including payroll, worker's compensation and unemployment insurance, and taxes.
- Responsible for acquisition of all food, supplies, equipment, and assistive devices for care home.

Community Software Instructor
2007
Kona School for Adults – Kailua-Kona, HI
- Developed curriculum and delivered instruction for Microsoft Excel adult night class.

Hawai'i DOE Gifted and Talented Resource Teacher; Assistant Technical Coordinator
2006 – 2007
State of Hawai'i DOE Kealakehe Elementary School – Kailua-Kona, HI
- Assisted Grade 3, 5, and 6 Gifted & Talented teachers with student instruction.
- Edited Complex Area's new GT program requirements into readable forms and instructions.
- Created school GT program web site to provide public access to GT program information.
- Provided school-wide technical support of Macintosh and Windows computers, projectors, printers, and telephone system.
- Developed school inventory tracking system and cataloged all electronic equipment on campus.

Technical Instructor
1999 – 2002
Genesys Telecommunications Laboratories, Inc. – San Francisco, CA
- Delivered software instruction at Genesys University, the training center for this global leader in large-scale Customer Relationship Management (CRM) software systems.
- Revised curriculum for Genesys Professional and Genesys Software Development courses.

IT Support
1998 – 1999
Monster Inc. - Brisbane, CA
- Maintained computer systems and provided computer technical support for world renowned manufacturer of high-end audio products.
- Developed curriculum and instructed employees in optimum use of Microsoft Office software.

Technical Support Agent
1997 - 1998
Wells Fargo Online – San Francisco, CA
- Provided telecommunications support for Wells Fargo Online Consumer Banking customers.

Technical Support Agent
1995 - 1997
Institute for Global Communications – San Francisco, CA
- Provided telecommunications support for customers of formative non-profit internet service provider bringing advanced communications technologies to grassroots organizations worldwide working for environmental sustainability, women's rights, conflict resolution and worker rights.
- Served as SEIU Local 79 shop steward for first U.S. internet service provider to unionize (1996).

Owner of Independent Audio & Video Production Company
1990 - 1994
Silk Media – Ukiah, CA

- Performed all phases of production for music videos, local television commercials, product demos, instructional videos, and audio CDs including camera operation, scheduling video shoots, scriptwriting, and audio/video editing.
- Managed financial operations of the business.
- Developed customer contacts, created and maintained web site, and marketed the business.

Senior Editor
1985 - 1990
Electronic Musician Magazine – Ukiah and Berkeley, CA

- Co-created critically-acclaimed monthly magazine for musical electronics enthusiasts. *Electronic Musician* magazine continued publication until August 2023.
- Developed and maintained relationships with authors and musical electronics manufacturers.
- Edited technical manuscripts for publication.
- Represented Electronic Musician at national and international trade shows.

Assistant Editor
1983 - 1985
Polyphony Magazine – Ukiah, CA

- Edited technical manuscripts for bi-monthly publication geared toward musical electronics engineers and enthusiasts. Polyphony magazine became Electronic Musician magazine in 1985.
- Utilized small business computers to receive submissions from authors and transmitted edited articles to Polyphony Publishing, Oklahoma City, OK via the internet.

EDUCATION

Certificate: Parliamentary Procedure, 2013
University of Hawai'i Center for Labor Education & Research – West O'ahu, HI

Two continuing education credits for 20 hours of organized instruction in Parliamentary Procedure with a focus on Robert's Rules of Order.

Certificate: Multiple Subject Teaching Credential, 2005
California State University, East Bay – Hayward, CA

NCATE-accredited, BCLAD English learner authorized, elementary school teacher credential program.

Computer Programming and Networking, 1997 - 1999
San Francisco City College – San Francisco, CA

Classes in web site design, computer programming, networking, systems analysis, and computer hardware maintenance. (27 credits)

Bachelor of Science, Music and Audio Electronics Engineering, 1983
University of Illinois at Urbana-Champaign – Urbana, IL

Alumni of the University of Illinois Experimental Music Studios.

High School Diploma: 1977
Eastern High School – Gibbsboro, NJ