

PROFESSIONAL PROFILE

Visionary Operations Manager with solid experience initiating and implementing multiple complex projects performing the duties of administration, budgeting, communications, service delivery, product development, and marketing. Committed Hawaii education volunteer. Information technology trainer, curriculum developer, and writer with decades of experience. Private teacher.

PROFESSIONAL EXPERIENCE

Private Music Teacher

2017 – Present

Kailua Music School – Kailua, HI

- Provide weekly, private piano lessons as an independent contractor to 20+ students ages 5 to 70+.
- Manage monthly accounting services for client invoicing, collections, payments to Kailua Music School for room bookings, and taxes.
- Provide distance-learning piano lessons during COVID-19 shut down.

Volunteer Tutor & Advocate

August 2017 – Present

Parent – Honolulu, HI

- Tutor a non-native-English-speaking parent's son who is identified as having a learning disability. In School Year, full-time home-school tutoring enabled the student to learn to read, work with a computer, do basic math, and develop organizational and critical thinking skills. In School Year 2018-2019, collaborating with the teacher, student closed Language Arts and Math achievement gaps by two to three grade levels.
- Attend all student IEP meetings, and assist parent in advocating that the child's needs be met.
- Assist parent in finding services and programs in the community to benefit the child's development.

Membership Committee Chair

2017 – 2019

Hawai'i State Association of Parliamentarians – Honolulu, HI

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

Community Volunteer

2016 - 2017

Prince Kuhio Elementary School - Honolulu, HI

- Participated in Kuhio School Community Council 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.

District Precinct 21-01 Precinct Chair

2014, 2016 Primary and 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 Facilitator

2015 – 2017

BOE Watch – Honolulu, HI

- Supplied public, on-demand videos of State of Hawai'i Board of Education General Business and Committee meetings for over a year and a half.
- Lead a network of volunteer videographers.
- Created and maintained web page, Facebook group, and YouTube channels to provide easy access to BOE meeting video.

District Precinct 22-01 Precinct Official

2012 Primary and General Election

State of Hawai'i Office of Elections – Honolulu, HI

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 Home Manager

2009 – 2010

Rose Else – Na'alehu, HI

After mother had a stroke and was paralyzed, she required 24/7 attention. Vanessa Ott purchased a 3-bedroom home with her husband and directed 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.

Software Instructor

2007

Kona School for Adults – Kailua-Kona, HI

- Developed curriculum and delivered instruction for Microsoft Excel adult night class.

Gifted and Talented Resource Teacher; Assistant Technical Coordinator

2006 – 2007

State of Hawai'i DOE Kealahou 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 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 continues to be a popular monthly publication 30 years later.
- 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 transmit edited articles to Polyphony Publishing, Oklahoma City, OK.

EDUCATION

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