

# VANESSA OTT

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## PROFESSIONAL PROFILE

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Visionary Operations Supervisor with solid experience managing multiple complex projects and performing duties of administration, budgeting, communications, service delivery, and product development. Committed Hawaii education volunteer.

## PROFESSIONAL EXPERIENCE

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### **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 75.
- Manage monthly client invoicing, collections, payments to Kailua Music School for room bookings, and General Excise Tax payments for instructional services.

### **Membership Committee Chair**

2017 – 2019

#### **Hawai'i State Association of Parliamentarians** – Honolulu, HI

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

### **Volunteer Homeschool Tutor**

August 2017 – May 2018

#### **Parent, Feketi Ahomana** – Honolulu, HI

- Assisted Tongan parent increase academic potential of her SpEd/ELL 10-year-old son by two grade levels with one-on-one, full-time, home school tutoring School Year 2017-2018.
- Sought out and supervised additional learning opportunities for student including an Orton-Gillingham reading specialist, art classes, yoga, Aikido, and visits to the library.
- Successfully advocated for 1-year retention. Currently assisting with IEP process.
- Helped parent open a bank and credit account to improve family's financial stability.

### **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 network of volunteer videographers.
- Created and maintained [web page](#), [Facebook group](#), and [YouTube](#) channels involved in content delivery.

### **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*.

### **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

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**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