


FRANCES A. "MAKANANI" COBB-ADAMS



OBJECTIVE: Molokai Burial Council

EDUCATION

 Graduated, Kamehameha School, Kapalama
BA – Hawaiian Studies, University of Hawaii at Manoa
*Graduated with distinction

EMPLOYMENT

2009 to present Kaunakakai, Molokai
Kamehameha Schools
Manager, Resource Center

- Understand & support KS educational programs & related support units (Land Assets Division, Enrichment, Kapalama Boarding & Summer School, Hooulu Hawaiian Data Center, Admissions, Financial Aid & Scholarship Services)
- Represent KS for a variety of programs
- Utilize related KS and EdSS systems to support timely and accurate responses to constituent inquiries and processing.
- Directing efforts of the combined Educational Support Services unit in the Molokai community including providing leadership, guidance, training, operational planning, scheduling, personnel, budgeting, procurement, variance reporting and other operational duties
- Support Native Hawaiian cultural Nohona Hawaii and community service efforts and activities.

2004 to 2009 Kaunakakai, Molokai
Nā Pua No'eau - Center for Gifted and Talented Native Hawaiian Children
MOLOKAI PATHWAYS/HO'OMAU SITE COORDINATOR

- Responsible for planning and coordinating natural and environmental sciences activities for Hawaiian students participating in the Na Pua No'eau Pathways Program.
- Reports to the Project Coordinator and works closely with other Na Pua No'eau staff.
- Maintain contact with the students participating in the Pathways Program.
- Work with students teachers at their respective schools.
- Identify and coordinate facilities and teacher resources for program implementation.
- Assist in the orientation of teachers and resources to purposes of the program.
- Assist in the coordination of transportation for students.
- Facilitate the evaluation, documentation and reporting of program activities.
- Other Duties As Assigned

- Overall implementation, evaluation and monitoring of project activities, results, outcomes, schedule, budget, & other resources;
- Ensuring quality of Project Hoʻyomau program model, content, activities, and results through close collaboration with faculty, students, & project staff;
- Coordination of Research Seminars, Workshop & Counseling logistics, including advertising, mailing, registration, confirmation, implementation;
- Coordination of system-wide logistics to support Seminar Research projects, including logistics; Coordination of logistics for Campus Visits;
- Coordination of project activities with existing scholarship programs statewide;
- Completion of project evaluation reports and USDOE grant reports.

2003 to Present

State of Hawaii – MCC, Molokai Education Center Kaunakakai, Molokai
INSTRUCTOR – HAWAIIAN LANGUAGE/HAWAIIAN STUDIES

- Teach the basic structures of the Hawaiian language with an emphasis on listening comprehension, speaking, reading and writing.
- Teach how to communicate in Hawaiian and associating Hawaiian language to daily life experiences and Hawaiian culture.
- Keep attendance records, grades and associated information.
- Create learning activities such as one-on-one oral communication, group discussions, individual speech topics, supplemental worksheets, informative handouts, chapter quizzes, mid-term exams and final exams.
- Work with students outside of class when the need arises.

2001 to 2003

State of Hawaii – Department of Education Kaunakakai, Molokai
SUBSTITUTE TEACHER (All grade levels)

- Teach classes and instruct students using lecture and demonstration, audio/visual aids and other materials and activities to supplement presentations and further educational stimulation.
- Assign lessons and correct class work.
- Keep attendance records and administer appropriate action for tardiness.
- Maintain discipline and respect in the classroom.
- Follow curriculum guidelines and requirements of the state and school.
- Establish and maintain an open communication with the instructor, both orally and written.

1996 to 1998

Kawela Plantation Homeowners' Association Kaunakakai, Molokai
BOOKKEEPER/OFFICE MANAGER

- Kept records of financial transactions using computer and calculator.
- Allocated and posted details of business transactions to subsidiary accounts in journals and ledgers on computer accounting program.
- Computed, typed, and mailed monthly water and quarterly maintenance fee billing statements to homeowners.
- Prepared monthly income statement, balance sheet, general ledger and other financial reports.
- Maintained payroll records, computed and posted wages.
- Prepared withholding of Social Security and other scheduled State and Federal excise tax reports.

- ♦ Responsible for verifying invoices and disbursing appropriate payments (Accounts Payable).
- ♦ Computed monthly homeowner water usage and estimated water loss.
- ♦ Maintained office and the supply inventory.

LANGUAGE

Hawaiian – Able to speak, read and write with accurate fluency.

AFFILIATIONS

Phi Beta Kappa member.

The Nature Conservancy docent.

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