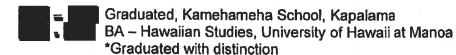
GOV. MSG. NO. 866

FRANCES A. "MAKANANI" COBB-ADAMS



OBJECTIVE: Molokai Burial Council

EDUCATION



EMPLOYMENT

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

- 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 Hoyomau 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 SUBSTITUTE TEACHER (All grade levels)

Kaunakakai, Molokai

· 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 **BOOKKEEPER/OFFICE MANAGER**

Kaunakakai, Molokai

- 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.

