

March 10, 2025

Sylvia Lee

Professional Summary

Education professional with extensive and unique experiences in Hawai'i's public education system. Strong organizational skills with attention to detail and a commitment to excellence. Desire to support the Hawai'i State Board of Education and the Hawai'i State Department of Education.

Professional Experience

District Specialist. Project Manager, Race-to-the-Top (RTTT) US DOE Competitive Grant

Ka'u-Kea'au-Pahoa Complex, Hawai'i District. 2011-2013

Unique responsibilities: Assisted in the rollout and monitoring of the RTTT grant for the Complex's nine schools. Created and maintained Lotus Notes databases that allowed for complex-wide and individual school-wide immediate and coordinated sharing of data benchmarks as well as consistent and timely delivery of goals, progress reports and next steps.

Principal

Mountain View Elementary School. Ka'u-Kea'au-Pahoa Complex, Hawai'i District. 2005-2011

Vice Principal

Kea-au High School. Ka'u-Kea'au-Pahoa Complex, Hawai'i District. 1999-2005

Unique responsibilities: Assisted in the opening and expansion of a new school. Created and maintained Lotus Notes databases that provided immediate, consistent and coordinated delivery of updates and data. Applied for and coordinated the National EAST Initiative Program which targeted experiences through service, science and technology.

Vice Principal

Kea'au Elementary School. Ka'u-Kea'au-Pahoa Complex, Hawai'i District. 1997-1999

Unique responsibilities: Assisted in the opening and expansion of a new school. Created and maintained Lotus Notes databases that allowed for school-wide immediate, consistent and coordinated delivery of data monitoring and communication.

Vice Principal

Kea'au Elementary & Intermediate School. Ka'u-Kea'au-Pahoa Complex, Hawai'i District. 1995-1997

Unique responsibilities: Assisted in the opening and expansion of a new school. Assisted in the separation of Kea'au Elementary and Middle School.

Vice Principal

Hilo Intermediate School. Hilo-Waiakea-Honoka'a Complex, Hawai'i District. 1993-1995

Vice Principal

Honoka'a High and Elementary School. Hilo-Waiakea-Honoka'a Complex, Hawai'i District. 1991-1993

RESUME for State of Hawai'i Board of Education
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Director, Client Support Services

Office of Information & Telecommunication Services. Hawai'i State Department of Education.

June-July 1991

Unique responsibility: Assisted in the opening of a new state office and its realignment to prior and future departments.

Educational Specialist

Office of Instructional Services, Technical Assistant Center. 1988-1991

Unique responsibilities: Continued and completed the shift from DOE media library from 16mm film to VHS videotape. Assisted in upgrading the Multi-Media section to current standards of computer technology.

Vice Principal, on-the-job training

Likelike Elementary School. McKinley Complex, Honolulu District. Jan-June 1988

Registrar

McKinley High School. McKinley Complex, Honolulu District. 1981-1988

Unique responsibilities: Assisted in the implementation of the McKinley High School Historical Restoration Project. Created a scheduling and personnel plan for the conversion of McKinley High School from a single to a multi-track school.

Teacher

Adult Education. Honolulu District. 1971-1974

Teacher

McKinley High School. McKinley Complex, Honolulu District. 1970-1981

Unique responsibilities: Served as Department Head of Language Arts and Accreditation Chair.

Teacher

Roosevelt High School. McKinley Complex, Honolulu District. 1969-1970

Substitute Teacher

Intermediate and High Schools. Honolulu District. 1968-1969

Education

Degrees

Bachelor of Education. University of Hawai'i-Manoa. Honolulu, Hawai'i. August 06, 1967

Master of Education, Educational Communications and Technology.

University of Hawai'i-Manoa. Honolulu, Hawai'i. May 16, 1976

Certificates

Basic Teacher's Certificate, Secondary Speech. Hawai'i State DOE. October 28, 1969

Teacher, Adult Education Academic. Hawai'i State DOE. January 25, 1971

Professional Teacher's Certificate, Secondary Speech. Hawai'i State DOE. January 24, 1972

Initial Educational Administrator. Hawai'i State DOE. June 06, 1988

Initial School Administrator. Hawai'i State DOE. June 09, 1988