

OBJECTIVE

I seek a challenging, active, and educational employment experience. I am a courageous and naïve traveler, and have been thoroughly humbled by the richness and diversity of our world.

QUALIFICATIONS PROFILE

Office Administration / Comprehensive & Professional Experience

Administrative/Operations

- Policy and procedures development
- Recruiting, interviewing and selecting personnel
- Personnel administration...employee relations
- Project and operational trouble-shooting
- Managing special projects as assigned
- Coordinating special projects as assigned
- Private industry and government relations
- Establishing computerized accounting systems
- Accounts payable and tax accounting processing

Contract Administration

- Negotiating...contract development and revisions
- Excellent vendor source communications

Public Relations / Organization Liaison

- Projecting a positive, professional public image
- Extensive liaison with corporate officers, government leaders, and community officials, relate effectively with all levels of management
- Coordinating activities between various departments and organizations

EDUCATION / TRAINING

- University of Alaska/Anchorage, Anchorage, Alaska (Presently Enrolled)
- Seattle Pacific University – Seattle, Washington – 1 year of General Courses
- Butler University – Indianapolis, Indiana – General Courses

STRENGTHS

- Over 30 years of office experience
- Well organized with the ability to plan projects, conventions, conferences and special events
- Excellent interpersonal and team skills
- Dedicated and committed to professional growth

I am energetic, enthusiastic, and easily inspired. I enjoy working hard, learning new skills, and take pride in a job well done. I work well with others, have a kind disposition, and believe in myself. I enjoy talking with people, communicate well, and make friends quickly.

COMMUNITY RELATIONS

- Alaska Native Brotherhood sponsored fund-raising events
- Alaska Native Sisterhood, Camp #2/Juneau, Alaska
- Alaska Suicide Prevention Advisory Coalition
- Alaska's First Field Liaison for Suicide Prevention Action Network to Alaska's Congressional Delegation
- American Association for Suicide Prevention – National Suicide Survivor Event / Organizer
- Bone Marrow Donor Awareness in Alaska
- Fraternal Order of the Eagles Aerie 4200 – Ladies Auxiliary
- Fund-raising for the Annual Coast Guard Chief Petty Officer's Association, Senior Citizen's Christmas Dinner; Largest fundraiser fed 197 Senior Citizen's with presents for all
- Huna Heritage Foundation / Board of Trustee – One year term – was hired full-time for Huna Heritage Foundation so had to resign from the Trustee Board
- Lion's Club Association, Received Hall of Fame Award
- National Organization for Women – Juneau Chapter
- Supreme Emblem Club of the United States – Elks #420
- University of Alaska Southeast fund-raising events
- University of Alaska/Anchorage – Human Services Club
- University of Alaska/Anchorage, Alaska Native Oratory Society
- University of Alaska/Anchorage, Native Student Services Mentor/Tutor Program

EMPLOYMENT HISTORY

UNIVERSITY OF ALASKA, NATIVE STUDENT SERVICES, Anchorage, Alaska (September 2007 to Present, Mentor / Tutor Program) Supervise five other mentor/tutors. Overall job consisted of helping students in various coursework, give them someone to talk to and most of all, keep them motivated to stay in college.

CENTRAL COUNCIL TLINGIT & HAIDA INDIAN TRIBE OF ALASKA, Juneau, Alaska (December 28, 2004 to April 27, 2006, Filing Clerk/Temporary Office Assistant)

Short-term employment is consisting of filing, answering phones and updating client files for audit review. Re-organized the filing system and orchestrating a new filing retention; creating a new database for the Human Resource Department from ground zero, and other duties as assigned.

POINT SOPHIA DEVELOPMENT COMPANY, Juneau, Alaska (September 27, 2002 to October 15, 2004, Office Manager)

Managed office operations for a \$21 million PSDC project and spent 14 months as a cost accountant where I determined and implemented cost accounting procedures and methods; maintained excellent communication with vendors involved in project, developed and implemented an archival system; organized job fairs; acquired two beer/wine licenses for tourist site location; spent some time with the recruitment team for interviewing and selection of start-up personnel. Provided administrative assistant duties to top managers of the company and related effectively with all levels of management. As a side, served as back-up receptionist and provided janitorial services.

HUNA HERITAGE FOUNDATION, Juneau, Alaska (March 2002 to August 2002, Temporary Clerk to Full-time Administrative Assistant)

After working on a part-time basis, I secured a full-time position as an Administrative Assistant. Took care of routine duties; also responsible for reviewing scholarship and grant applications disbursing over \$250,000 per year; projected a positive professional public image; created a records retention system for the history of Huna Totem Corporation and obtained a new system for elder history of the same nature. I was instructed to document historical interviews from the City of Hoonah's cultural past, including analyzing writings and pictures. We held fundraisers which brought over \$25,000 of educational grant monies and also served as Trustee to the Foundation.

SIMPSON, TILLINGHAST, SORENSEN & LONGENBAUGH (*formerly associated with Birch, Horton, Bittner & Cherot*) Juneau, Alaska (June 1992 to March 9, 2001)

Legal Secretary – Responsible for the daily administrative functions of two attorneys, one Of Counsel, and one Associate utilizing excellent typing and language skills to prepare pleadings and correspondence. Reformat and proofread legal documents drafted by the attorneys; transcribe dictation and building and understanding of legal terminology, drafting correspondence and other documents as required using computerized word processing systems such as WordPerfect 8, Microsoft Word and other software applications. Obtained and updated a records management system, assisting attorneys to meet scheduled deadlines and hearing dates while developing and maintaining positive relationships with clients and client staff.

In addition to my legal secretary responsibilities, I was:

Receptionist/Courier – Daily responsibilities consisted of coding outgoing faxes to be charged to clients, ordering supplies, sorted and distributed incoming mail. Backup courier consisted of delivering documents to clients and other attorneys of record. Lobbyist Secretarial Backup/ Reed Stoops – and Brian Dunphy – Daily administrative and secretarial responsibilities during the legislative session.

REFERENCES

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