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**Objective:** *To continue working in SCF Research in a management position that allows growth and uses my skills and abilities fully.*

### ***Highlights of Qualifications***

- Academic background in accounting, human resources and business operations
- Grant writing, management, development, expansion and reorganization
- Event organization/management and public relations
- Mentorship, leadership, staff and board development
- Tribal relations and government-to-government relations
- Highly valued and effective co-worker, supervisor and administrator
- Seek opportunities to assume responsibility
- Reliable, self-motivated, dependable and successful under pressure
- Proficient in Microsoft programs, Macromedia, Quatro Pro, Lotus, Dbase and QuickBooks

### ***Professional Experience***

#### ***Business Operations***

Administration, supervision, technical writing, budget management, facilitation and mediation experience, public speaking, working with government agencies, officials, public and private businesses

#### ***Accounting***

All factors of accounting including payables, receivables, payroll, general ledger, financial statement development and internal and external audits

#### ***Human Resources***

Personnel and payroll law, records management, development, implementation and management of employee programs and policies, employee benefits management, and workers compensation

### ***Employment Experience***

2021-Current	<b>Supervisor II</b>	Southcentral Foundation, Research
2019-2021	<b>Executive Coordinator II</b>	Southcentral Foundation, ETS Admn
2017-2019	<b>Accounts Payable Technician III</b>	Southcentral Foundation, Finance
2016-2017	<b>Child Care</b>	Granddaughter, Grandson, Nephew
2015-2015	<b>Care Provider</b>	Deceased Spouse & Family
2008-2015	<b>Executive Director</b>	Kuskokwim Native Association
1996-2008	<b>Board of Director</b>	The Kuskokwim Corporation
2007-2008	<b>Payroll Accountant</b>	Chugachmiut, Inc
2007	<b>Contractor</b>	Nana Management Services
2006	<b>Substitute Teacher</b>	Kuspuk School District
2004-2005	<b>Executive Director</b>	Association of Alaska Housing
1996-2003	<b>Executive Director</b>	Alaska Native Health Board
1993-1995	<b>Human Resource Manager</b>	Yute Air Alaska, Inc.
1988-1993	<b>Accounting Supervisor/Auditor</b>	Markair, Inc.