



Professional Profile

Objective

Undergraduate with a Bachelor of Science in Accounting seeking admission into Evergreen State College Master of Public Administration in Tribal Governance.

Personal Profile

Strong analytical thinker, constructive problem solver, and life-long learner. I bring many years of customer service experience and leadership including 10 years in a tribal government office environment with extensive experience in state and federal grants and contracts management and accounting.

Professional Experience

Grants Director [January 2018-Current]

- Responsible for grant and contract oversight and compliance, including supervision of grants department staff. Serves as a liaison between CFO, department directors, grant writers, and finance department regarding long-range decision-making, grant/contract fiscal accountability and reporting.
- Works with CFO, Planning and Department Directors, and governing boards and: identifies grant needs and priorities utilizing strategic planning; conducts research to match funding needs with potential funding opportunities; participates in proposal review to ensure criteria is in-line with the Tribe's strategic plan and Tribal Council goals, makes recommendations regarding readiness of department and capacity to perform duties outlined in proposals, and assesses proposal viability
- Assists department directors with development of grant/contract budgets and budget revisions ensuring consistency with mission, objectives and scope of work. Reviews and approves all grant/contract budget modifications. Responsible for tracking match obligations, assess program compliance, reviews expenditures, and revenue cash flows.
- Legislative analysis and input/advocacy involve any federal or state legislation, being proposed or already approved, that directly or indirectly affects the Tribe's access to grant or cooperative agreement funding.
- Develops procedures and policies to ensure compliance with all grant/contract provisions.
- Prepares grant status reports for distribution to Tribal Council, Executive Director, CFO and Administrative Directors.
- Responsible for annual budget creation, management, optimizing, monitoring and maintaining a balanced Grants Department budget.

CFO Executive Assistant [November 2015-January 2018]

- Provide direct support to the Port Gamble S'Klallam Tribe's CFO. Performing executive and clerical functions that are financial and confidential in nature.
- Collecting and reporting relevant data; receiving and directing general inquiries/reports to tribal staff and assisting with Tribal Council reporting.
- Meeting preparation, tracks and intake of various Tribal-wide financial reports and requests, assists with other special projects.
- Assist directors with annual budget planning using BI360, complete necessary paperwork for capital asset projects, and policy writing.

Accounts Receivable and Grants & Contracts Specialist [July 2013-November 2015]

- Responsible for handling the Port Gamble S'Klallam Tribe's billing and collection process.
- Process cash receipts, weekly deposits, invoice, collect, and reconcile receivables.
- Ensure the Tribe's grant financial requirements are met.
- Prepare expenditure reports and submit financial reports to State and Federal agencies on a monthly, quarterly, and/or annual basis as required by the grant agency.

Customer Service Representative [August 2011-July 2013; January 2006-August 2009]

- Provide excellent customer service for a major telecommunications company.
- Answer billing questions, take payments, place orders, activate equipment



- Troubleshoot with customers encountering equipment/network issues
 - Subject Matter Expert
- Teach and reinforce customer service skills including soft skills to new representatives
- Assist new representatives with learning and utilizing necessary tools to complete their job
 - Team Coach
- Provide support, leadership, and coaching to a team of approximately 20 representatives
- Reinforce customer service skills including soft skills to all representatives

Leadership Experience

Grant Evaluator, Local Parks Maintenance - WA State Recreation and Conservation Office – September, 2023

Fundraiser Coordinator – Kingston Youth Sports Association – August, 2023

Grant Writer – Coast Salish Wool Weaving Center, 501c3 – August, 2022

Chairperson, Utility Board – Port Gamble S’Klallam Tribe – March, 2021

Commissioner, Tribal Gaming Agency – Port Gamble S’Klallam Tribe – July, 2021

Instructor, PNW Beadwork – Northwest Indian College – 2018-2023

2020 Census Liaison – Port Gamble S’Klallam Tribe – 2018-Current

Certifications

DOJ Grants Financial Management Training Certificate – June 9, 2023

Leadership Kitsap Program – Class of 2022-2023 – June 7, 2023

Tribal Financial Managers Certificate Program – NAFOA/ASU – December 12, 2019

Leadership Challenge Workshop – July 1-2, 2019

OMB Grant Compliance - January 23-25, 2018

Leadership Training – March 8-9, 2018

The Conference for Administrative Assistants – October 26, 2017

BI360 Training – Focus 2017 Conference/Training – August 21-24, 2017

Conflict Skills Workshop – Dispute Resolution Center of Kitsap County – May 16, 2017

Grants Management Body of Knowledge – April 21, 2015

NGMA’s Annual Grants Training Program – Grants Management Moving Forward – April 2015 & May 2020

Federal Grants and Contracts Accounting – June 24, 2014

Education

EVEREST UNIVERSITY – Orlando, Florida	
Bachelors of Science, Graduated April 2017	MAJOR: Accounting
Associates of Science, Graduated July 2013	MAJOR: Accounting
COURSEWORK: Accounting Principles I, II, & III, Federal Taxation, Computer Applications	
SOUTH KITSAP HIGH SCHOOL – Port Orchard, Washington	
High School Diploma, June 2002	MAJOR: Accounting