

Kealoha Kalama

OFFICE ASSISTANT

kalama1425@gmail.com

(360) 280-8892

EXPERIENCE

January 2023 - Current

Office Assistant – Nisqually Indian Tribe

Performs a variety of clerical duties, files correspondence, data entry, reviews contract invoices, routes contracts, participates in RFP bid openings, and all other duties as assigned.

April 2024 – Current

Lushootseed Language – Beginner Basics Lushootseed Language class

June 2011 – June 2021

Administrative Assistant, *Puyallup Tribe of Indians*

Processed paperwork for the Elders Home Repair applicants and Rental Assistance program. Completed all filing for the department. All other duties as assigned.

2008 - 2010

Receptionist, *Nisqually Indian Tribe*

Main switchboard for the Housing department. Greeted all incoming customers. Provided information and resources for incoming public. Directed visitors to the appropriate persons.

EDUCATION

Sep 2006 – Jun 2011

Associate degree, General Direct Transfer

Sep 2018 – Jun 2024

Bachelor's degree, Tribal Governance and Business Management

SKILLS

Maintain confidentiality
Organization
Filing

Proficient MS office
Multi line phone
Data entry

Communication
Computer
Research