

January 4th, 2024

Evergreen College

2700 Evergreen Parkway NW

Olympia, WA 98505

To whom it may concern,

I am writing to express my sincere interest in the Master of Public Administration Program Native Studies at Evergreen College. I have recently applied for the open position of Assistant Tribal Administrator for the Shoalwater Bay Indian Tribe. With a strong background in administrative roles and a passion for contributing to our tribal community, I am confident in my ability to make a positive impact. I am currently in a leadership position with the Tribe and while working directly with the Administrator, I believe that the role is a perfect fit for my capabilities, as well as offering growth and learning opportunities.

I have 17 years of experience in management and leadership, 8 years of tax experience, 8 years' experience in facilities management, and the most recent Community Development Coordination experience, which has provided me with valuable insight into Tribal affairs. The sum of this level of experience aligns well with the role and would be an asset to our Tribe.

I have advanced knowledge in developing policies and protocols, introducing new technology, managing project budgets and timelines, as well as managing vendors, contracts, and resources.

I have developed collaborations with all levels of leadership, government officials, associates, stakeholders, and employees. I have been an active participant in culture committees, celebrating diversity, addressing employee concerns, and proactively planning and practicing a positive and consistent company culture. I have also created and managed companywide safety committees.

I have also had the opportunity to attend Native Nations Leadership Forum West and the Tribal Supervision and Management Certification Program, and act as a Shoalwater Bay Tribal Representative for Climate Resilience in Washington DC at the Department of Transportation Climate Resilience Convening.

Applying for this program means that I have taken steps to continue my education journey which is valuable to not only me but to the future of my Tribe.

I would love the opportunity to speak with you more about the program.

Please do not hesitate to contact me if you have any questions about my experience or if I can provide more information. I look forward to hearing from you.

Thank you for your consideration.

Kind regards,

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