

KASSIDY WHITENER

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Hał Sləxil (Good day)

Personal Summary

I am a friendly, loyal, and dedicated enrolled Squaxin Island Tribal Member with a drive to continue my education. I have a wide range of experience working directly with my tribe and tribes across the United States. I have professional experience in strategic planning, youth engagement, events planning, administrative support in non-profit and small business', and commercial diving.

My personal and professional experience along with my continued commitment to the tribal communities has provided me with the excellent foundation to pursue a graduate level degree in related studies.

Highlights of Experience

Bachelor of Arts: Criminal Justice and Business Administration

University of Washington Class of 2016.

Shelton High School Diploma: Class of 2012

13 + years exercising Treaty rights as an enrolled Squaxin Island Tribal Member.

7 + years working directly with Tribal communities nationwide.

5 + years working on Tribal Court Assessments with federally funded programs.

Work Experience

The Whitener Group

Associate Consultant/Administrative Support

2017- Current

- Project management of tribal court assessments in Alaska State and the Northwest Region (Washington, Idaho, Oregon)
- Management of multiple calendars for tribal court assessments and other contracts
- Experience with scheduling for multiple people
- Preparing travel arrangements and itinerary
- Agenda management for assessments and other contracts
- Work closely with a variety of tribal communities (federally recognized tribes)
- Create budgets for the Federal BIA (Bureau of Indian Affairs) for tribal courts
- Administrative support function, facilities maintenance, accounts payable, accounts receivable, review of contractor expense reports

- Contractor and vendor management
- Preparing oral and written communication with the clients on behalf of our team
- Organizing and researching background information on tribes
- Event coordination and tech support
- Assistance on Comprehensive Economic Development Strategy (CEDS) assessments, facilitation of strategic planning and drafting reports
- Assistance on researching for court manuals, code development and creating surveys

Squaxin Island Tribe

Self- Employment

2010- Current

Commercial Geoduck Diver

2017- Current

- Underwater harvesting shellfish
- Pack & prepare for sale of shellfish
- Prepare invoices and receipts for sale of shellfish
- Exercise this as a treaty right

Shellfish Harvesting (Clams & Oysters)

2010- Current

- Harvest clams and oysters for sale
- Pack & prepare for sale of shellfish
- Exercise this as a treaty right

Fishing

2010- Current

- Pack & prepare for sale of fish
- Exercise this as a treaty right

Squaxin Island Tribe

Summer Recreation Program Coordinator

2016

- Facilitated employees and children in the youth program
- Coordinated events, such as arts and crafts and field trips
- Develop education programs for ages 6-13
- Purchasing and supply tracking
- Management of up to 20 people and department performance oversight
- Meal planning and packaging for events up to 200 people
- Responsible for maintaining a healthy and safe environment for all participants

Summer Recreation Program Assistant

2010- 2014

- Coordinated arts and crafts activities for youth 8-9 years old
- Provide health and safe environment for the youth throughout the day
- Organized and scheduled activities within the youth program

Stepping Stones Participant

2009- 2010

- Performed basic maintenance on the Squaxin Island Reservation including painting, debris cleaning, light construction
- Coordinate with other programs and scheduling events
- Prepare and present cultural crafts with youth in the program

Volunteer Experience

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| - Cultural volunteer at The Squaxin Island Museum | 2010- Current |
| - Canoe Journey Volunteer/Participant | 2009- Current |
| - Volunteer at The Squaxin Island Education Department | 2012- Current |
| - Student Activities Board Event Coordinator at UWT | 2012-2015 |
| - Rally Point 6 (RP/6) | 2015-2016 |
| o Non Profit Admin & Experience | |
| - Volunteer Sports Coach for ages 9-11 | 2016-2018 |
| - Volunteered during community Basketball Tournaments | 2009-2016 |

Additional Skills

- CPR Certified
- Food Handlers Permit
- Budget Planning and Drafting
- Preparation and Scheduling Travel itinerary's
- Agenda Creation
- Transcription
- Project management software (Asana and Todoist)
- Microsoft Office Products
- Survey management (Survey Monkey)

References

COO of The Whitener Group, Supervisor: Jennifer Whitener Ulrich 360-688-1004 EXT 100

Co-Owner of The Whitener Group: Justice Director, Ronald Whitener 360-688-1004 EXT 300

Longtime Friend, Coworker: Zachery Clark 360-490-0626

State Board of Education, Chair Position 3: Bill Kallappa: (360) 463-6361

Education Director of Squaxin Island: Julie Youngs: (360) 470-1493