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## **OBJECTIVE**

Alaska Police Standards Council

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## **SUMMARY OF QUALIFICATIONS**

- Enthusiastic and motivated; highly praised for being successful at multi-tasking, meeting stringent deadlines and challenges; being independent, reliable, organized, and always a team player.
- Praised for mentoring and coaching peers in various capacities.
- Resourceful and innovative; proven talent to adapt quickly to both challenge and change.
- Commended for superior verbal and written communicational skills.
- Outstanding interpersonal relationships with co-workers, supervisors, and other agencies.

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## **PROFESSIONAL EXPERIENCE**

1/2/01-present

**State of Alaska, Department of Corrections  
Adult Probation/Parole Officer I/II/III/V**

- Extensive case management and field experience for the Department in various capacities.
- Expertise with the Electronic Monitoring program to provide a less-restrictive alternative for recidivistic probationer/parolees.
- Uncanny ability to think "outside the box" in working with those under the supervision of DOC and in strengthening relationships with other agencies who are working with the same individuals.
- Passionate for staff development. Developed an office climate that facilitates motivation, participation, and opportunities for employee initiative. Responsible for hiring, mentoring and training staff.
- Reliable and dependable with regard to testifying before the Superior Court as well as the Alaska Board of Parole.

11/89- 12/12

**Portraits- 246 Illinois St. Fairbanks, AK 451-0633  
Assistant**

- Coordinate school/sporting event portrait time and date. Relay a written or verbal contract between photographer and group needing service.
- Responsible for all financial transactions, sorting portraits, and verifying orders.
- Proficient in database entry of pertinent information.

12/98-4/04

**Fairbanks Curling Club- 1962 2<sup>nd</sup> Ave Fairbanks, AK 452-2875  
Bartender/Manager of the Trophy Room**

- Hire, train, and supervise a staff. Coordinate staff schedules with functions held within the facility.
- Maintain Alaska Laws and Regulations in a licensed establishment.
- Prepare and display promotional material; which also includes maintaining inventory, balancing the till, and making large deposits.

11/89-11/00

**Fairbanks Tanning Salon- 748 Gaffney Rd. Fairbanks, AK 452-6669  
Business Manager**

- 11 years professional management experience for four small businesses. Uphold Alaska Labor Laws.
- Hired, trained, evaluated, and supervised staff with an emphasis on customer service and open communication.
- Responsible for all basic bookkeeping, including payroll, taxes, and banking.

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## **EDUCATION**

B.A., Justice, May 7, 2000  
University of Alaska Fairbanks

A.A.S., Paralegal Studies, May 7, 2000  
University of Alaska Fairbanks