

Bar Association, Board of Governors		Michele Denise Christiansen
General Information		
<i>Board/Commission and seat you are seeking:</i> Bar Association, Board of Governors, Public Seat		
<i>Additional Boards/Commissions of interest:</i> 1) Alcoholic Beverage Control 2) Regulatory Commission (RCA) 3) Workers' Compensation Board		
<i>State Boards/Commissions on which you have served</i> NA		
<i>First</i> Michele	<i>Middlename</i> Denise	<i>Last Name</i> Christiansen
<i>Mailing Address</i> [REDACTED]	<i>City</i> Anchorage	<i>State & ZIP</i> [REDACTED]
<i>Home/Message Phone</i> [REDACTED]	<i>Business Phone</i> [REDACTED]	<i>Cell Phone</i> [REDACTED]
<i>Email Address</i> [REDACTED]	<i>Are you a registered voter?</i> Yes	
<i>Date of Birth</i> [REDACTED]	<i>Ethnicity</i> [REDACTED]	
<i>Gender</i> Female		
<i>Military Service</i>		
Conflict of Interest		
<i>Certain boards and commissions require full disclosure of personal financial data under AS 39.50.010. If required for the board or commission for which you are applying, are you willing to do so?</i> No		
<i>Could you or any member of your family be affected financially by decisions to be made by the board or commission for which you are applying?</i> No		
<i>Please explain the potential financial benefit</i>		
Employment History		
<i>Employment work history including paid, unpaid or voluntary.</i> General Manager, Asst. FSO 10/2013 –present MTNT IT & Communications, LLC Anchorage, Alaska		
<ul style="list-style-type: none"> • Assess Ethics and Compliance Program • Provide assistance and support in the government contracting industry 		

- Provide facility security support and direction in accordance with NISPOM

Manager, Legal Compliance 1999 – 2013
Cook Inlet Region, Inc. Anchorage, Alaska

- Designed, developed and implemented a the company's first corporate compliance program to mitigate operational risks
- Coordinated and conducted compliance training on policies, procedures, programs, rules, regulations, and the company's code of conduct
- Researched, drafted and implemented company policies and procedures to ensure compliance with applicable state and federal laws
- Monitored and analyzed legislative activities and reporting requirements on issues effecting the company and its subsidiaries
- Provided directives to management, personnel, departments and subsidiaries on legal, compliance and corporate governance issues
- Ensured company programs were in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the company meets or exceeds the standards outlined in the Code of Business Ethics and Compliance.
- Conducted compliance investigations and made disciplinary and corrective action recommendations
- Represented company at business, agency and public meetings

Office Manager 1996 – 1999
Alaska Native Justice Center, Inc. Anchorage, Alaska

- Set-up and managed Anchorage area office
- Prepared annual budgets and strategic planning
- Managed employee relations and personnel matters
- Organized and coordinated annual fund-raiser
- Provided training and support to village personnel for implementation of youth courts
- Represented organization at meetings on issues affecting Alaska Natives
- Planned and developed statewide conference on Alaska Natives and the Justice System
- Managed grant programs and reporting requirements

Office Manager/Paralegal 1995-1996
Hopper & Holt, LLC Anchorage, Alaska

- Set-up and oversaw newly formed law firm
- Conducted general paralegal tasks
- Drafted court pleadings, case analysis and correspondences
- Interviewed and interacted with clients
- Coordinating court hearings and deadlines

Senior Paralegal 1992-1995
Edgar Paul Boyko & Associates Anchorage, Alaska

- Conducted civil and criminal investigations
- Drafted briefs, pleadings, legal memorandums and case analysis
- Conducted legal research and analyzed case law
- Assisted attorneys and clients at hearings and trial

Education, Training, Experience & Qualifications

List both formal and informal education and training experiences:

I have a diversified background with training and education in legal, corporate governance, investigations, security, regulatory and records management.

List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

Certified Compliance & Ethics Professional 2006 - present

List any community service, municipal government, and state positions held, and any awards received.

Christiansen was a member of the Anchorage United for Youth as well as the Society of Ethics and Compliance. She chaired the Pro Se Litigant's Subcommittee and co-chaired the Anchorage Native Concerns Committee. Other affiliations include serving as a member of the Alaska Civil Justice Steering Committee, Alaska Criminal Justice Commission, Department of Health and Human Services, Anti-Gang & Youth Violence Policy Committee and the Chugach Electric Association Election Committee.

Conviction Record

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years?

No

Conviction Circumstances

Certification of Accuracy & Completeness

By submitting this online application, I swear the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.

Type "I certify"

"I certify"

Resumé Addendum

Summary of Qualifications

Highly qualified compliance professional with over ten years experience in advising management, personnel and departments on legal, regulatory compliance and corporate governance related matters with extensive knowledge and experience leading the design, development and implementation of programs. One of the first 116 compliance professional in the United States to become a Certified Compliance and Ethics Professional ("CCEP")

Professional Experience

General Manager, Asst. FSO 10/2013 –present

MTNT IT & Communications, LLC Anchorage, Alaska

- Assess Ethics and Compliance Program
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- Drafted briefs, pleadings, legal memorandums and case analysis
- Conducted legal research and analyzed case law
- Assisted attorneys and clients at hearings and trial

Education

Bachelors Degree, Organizational Management and Administration 2005
Alaska Pacific University Anchorage, Alaska

Paralegal Certificate 1993
University of Alaska Anchorage Anchorage, Alaska

Certified Ethics and Compliance Professional (“CCEP”) 2006- present
Society of Corporate Compliance and Ethics

References

Gregory Razo, Vice President, Government Contracting
Cook Inlet Region, Inc.
Phone: [REDACTED]

Vicki Otte, President
MTNT, Ltd.
Phone: [REDACTED]

Press Release Wording

Michele Christiansen currently serves as the Assistant Facility Clearance Officer for MTNT, Ltd. Previously, Ms. Christiansen served as the legal compliance manager for Cook Inlet Region, Inc. (CIRI) for 14 years. Christiansen was responsible for designing, implementing and overseeing the company-wide corporate compliance program including corporate subsidiaries and related employee training programs. She was responsible for ensuring compliance with industry regulations, Corporate Governance Policy, and applicable state and federal laws and reporting requirements.

Prior to joining CIRI, Christiansen served as the office manager for the Alaska Native Justice Center with responsibilities including presenting Youth Court Models to remote villages and organizing agency and public meetings on issues affecting Alaska Natives. She began her career as a deputy clerk for the Alaska Court System and later worked as the paralegal for Boyko & Associates prior to serving as a paralegal with Hopper & Holt, LLC.

Christiansen earned a bachelor’s degree in Organizational Management from the Alaska Pacific University and a Paralegal Certificate from the University of Alaska Anchorage.

Christiansen was a member of the Anchorage United for Youth as well as the Society of Ethics and Compliance. She chaired the Pro Se Litigant’s Subcommittee and co-chaired the Anchorage Native Concerns Committee. Other affiliations include serving as a member of the Alaska Civil Justice Steering Committee, Alaska Criminal Justice Commission, Department of Health and Human Services, Anti-Gang & Youth Violence Policy Committee and the Chugach Electric Association Election Committee.

{Your Name}, {age} of {hometown}, is {job title/place of employment} holds {education level, school, or relevant experiences}.

Submitted: 12/24/13 at 11:34 am from [REDACTED]