



OBJECTIVE

Alaska Police Standards Council

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.

PROFESSIONAL EXPERIENCE

1/2/01-present	State of Alaska, Department of Corrections Adult Probation/Parole Officer I/II/III/V <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 2nd Ave Fairbanks, AK 452-2875 Bartender/Manager of the Trophy Room <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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.

EDUCATION

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

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