

CONFIRMA-
TION

HEARING:

UNIV BRD...



Alaska State Legislature

HOUSE OF REPRESENTATIVES

Official Business

State Capitol
Juneau, AK 99801-1182

Date: April 29, 1997

The Honorable Gail Phillips
Speaker of the House
State Capitol
Juneau, AK 99801

Dear Madam Speaker:

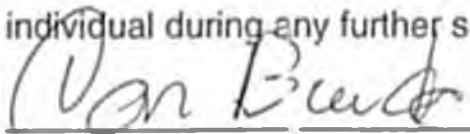
In accordance with AS 39.05.080, the Health, Education and Social Services Committee has reviewed the qualifications of the following and recommends that the appointment be forwarded to a joint session for consideration:

University of Alaska Board of Regents

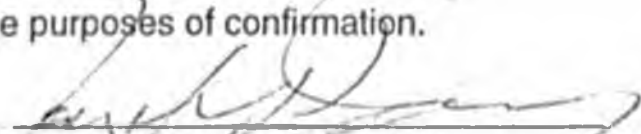
Annette Nelson-Wright - Juneau

Appointed: 04/21/97 Effective: 06/01/97 Expires: 06/01/99

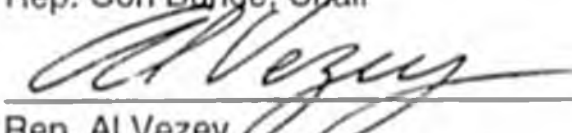
This does not reflect an intent by any of the members to vote for or against this individual during any further sessions for the purposes of confirmation.



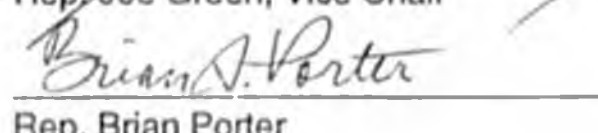
Rep. Con Bunde, Chair



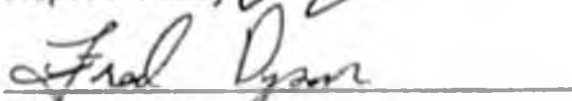
Rep. Joe Green, Vice Chair



Rep. Al Vezey



Rep. Brian Porter



Rep. Fred Dyson

Rep. J. Allen Kemplen

Rep. Tom Brice



Alaska State Legislature
House of Representatives
Office of the Chief Clerk

Official Business

State Capitol, Rm 214
Juneau, AK 99801-1182
(907) 465-3725

MEMORANDUM

DATE: April 24, 1997

TO: Health, Education and Social Services Committee

FROM: Suzi Lowell *SL*
Chief Clerk

SUBJECT: Governor's Appointments

Speaker Phillips referred the following Governor's appointment to the Health, Education and Social Services Committee:

University of Alaska Board of Regents

Annette Nelson-Wright - Juneau

Appointed: 04/21/97 Effective: 06/01/97 Expires: 06/01/99

Attached is her resume and a committee report for your use.

Attachments as noted.

*Annette M. Nelson-Wright
8539 Forest Lane
Juneau, Alaska 99801-9056
907-790-4456*

EDUCATION

West Anchorage High School - Diploma May 1986
The Travel Academy - Travel Specialist Certificate July 1988
University of Alaska Anchorage - Education Major
University of Alaska Southeast - 1995 to present, Liberal Arts Major

TECHNICAL SKILLS

IBM-PC - dbase III Plus, Quattro Pro, Lotus, Wordstar 2000 Plus, Wordperfect 5.1, Microsoft Word, Decisions, Procomm, OPhoto, PageMaker, Photoshop. 10-key by touch, facsimile, photocopier.

SPECIAL PROJECTS & AWARDS

Jerry Lewis Telethon-1986, Special Olympics-1986, Anchorage Center for Families-1993-1994, AWARE Shelter-1996
Honorable Mention-UAS Writing Contest, UAS Student Scholarship-Alaska Women's Conference

EMPLOYMENT

**University of Alaska Southeast, Whalesong
9/96-5/97**

Position: Editor. Duties included determining story content, design and layout of student newspaper, story assignment, and editorial page content. Establishment of production schedule and ensuring staff writers compliance with deadlines and policies. Review of stories for accuracy, content, and conformation to journalistic-style writing format. Supervision of Production Manger, Advertising Manager, On-Line Editor and Photo Editor.

Position: Production Manager (11/96-2/97). Duties included production, layout and design of paper using PageMaker, OPhoto and Photoshop to produce camera-ready pages incorporating copy, photos and graphics. Proofreading, correction and final paste up, also delivery to and pick-up from printer and distribution of paper to news stands on campus and in the community.

Position: Advertising Manager (10/96-1/97). Duties included generating advertising for student newspaper, establishing ad accounts and working with clients on design and creation of ads. Revision of ad rates to conform with paper layout, also assignment of ads to production pages, and minimal bookkeeping to reconcile and track income generated.

**University of Alaska Anchorage, Environment and Natural Resources Institute, Alaska Natural
Heritage Program
5/93-8/95**

Position: Administrative Assistant. Duties included A/P, A/R, petty cash, reconciliation of financial reports, assisting principal investigators with monitoring budgets, preparation and processing of personnel paperwork, processing of contractual paperwork, payroll, maintenance of staff awareness of office policy, processing of all travel and expense reports and reconciliation of reimbursements, answering and routing of phone calls, processing and distribution of mail, word processing, creation and maintenance of filing and library system, purchasing of office supplies and maintenance of office equipment at functional level, coordination of meetings and special events, assisted data management in compilation and editing of reports, responded to public inquiries for information, supervision of volunteers and special projects as assigned.

Annette M. Nelson-Wright
(2)

Alaska Natural Heritage Program (cont.)

Special project: Assistant Project Leader, APEX, (Alaska Ecosystem Predator Experiment). APEX was/is designed to test the role of food in limiting the recovery of seabird species following the Exxon Valdez oil spill in Prince William Sound and Lower Cook Inlet, Alaska. The project attempts to measure the degree of variability of food resources, their effects on birds, and the reason for such variability. Duties included: assisting the Project Leader in coordination and communications within a \$1.8 million ecosystem project. Tracking of budget and procurement of scientific and field equipment for principal investigators and design of an informational brochure about the project. Working interdepartmentally with federal, state and private agencies to ensure efficient transfer of funds, and coordination of field seasons and shared use of limited scientific and field equipment among many researchers.

ERA Professional Real Estate
9/92 - 3/93

Position: Administrative Assistant. Duties included reconciliation of checking accounts, (general, property management, & trust) all A/P, A/R using G/L, payroll, commission disbursements, posting and reconciliation of independent agent accounts, quarterly taxes and preparation of W-2 and 1099 forms. Maintaining property inventory, tracking all sales, preparation of reports for weekly sales meetings, month-end statistics, data-entry into Multiple Listing Service computer and maintenance of personal, property management, listing and transaction files. Also writing and submission of ads to the appropriate publications, miscellaneous correspondence, and back-up receptionist.

Trans World Moving Systems
5/91 - 9/92

Position: Office Manager. Duties included all deposits, A/R, A/P, using G/L, payroll, collection of delinquent accounts, set-up of all move files and completion of appropriate paperwork, as well as organization and maintenance of all personnel files. Also all correspondence, answering of phones, preparation of weekly labor ratio reports, month-end reports, ordering and maintenance of office inventory, writing of instructional manual for accounting software and office procedures, working up rates using outside offices and tariffs, and regulation of drug testing in accordance with DOT standards. Also extensive work with military personnel property office and knowledge of required form and procedures. Preparation and assembly of bids and proposals under a deadline, distribution of mail, tracking of all shipments, scheduling of deliveries in dispatchers absence, and balancing of petty cash checkbook.

Zack's Famous Frozen Yogurt
1/90 - 5/91

Position: Manager. Duties included extensive customer service, opening and closing of store, preparation of daily deposits and weekly schedules. Additionally responsible for disassembling, servicing and reassembling of yogurt machines, ordering and receiving of supplies, preparation of monthly ledgers which included labor and sales estimates, as well as reconciliation of same with actual sales and labor expenditures.

Annette M. Nelson-Wright
(3)

Rent-a-Mom
4/89 - 1/90

Position: Caretaker. Duties included dressing, changing, preparing meals for and administering medication to a 94 year old female. Also general housekeeping, grocery shopping and planning recreational activities.

Position: Home Manager. Duties included care and upkeep of 8,500 square foot home, coordination of lawn, home and automobile maintenance with accountability of expenditures and records for same.

Wilbur's Inc.
8/88 - 2/89

Position: Customer Service Agent. Duties included boarding and deplaning flights, checking in passengers and baggage, resolution of passengers complaints, tracing lost baggage, writing tickets, taking reservations and reconciling cash with ticket sales, excess baggage charges and freight charges at end of day. Also arranging charters, scheduling students with flight instructors, scheduling planes for private renters, receiving freight, re-checking pilots weight and balance off flight manifests and assisting in rewriting training manual to FAA specifications.

Unwin, Scheben, Korynta and Huettl, Inc.
11/85 - 4/88

Position: Courier and Office Assistant. Duties included filing, creating new files as needed, logging and distributing in and out submittals, responsible for data entry as well as setting up the appropriate database files, assisted the marketing coordinator with correlating and assembling proposals under a deadline. As back-up receptionist responsible for distributing incoming mail, answering phones, receiving guests, typing forms, metering and stamping outgoing mail.

Annette M. Nelson-Wright
8539 Forest Lane
Juneau, Alaska 99801-9056
907-790-4456

REFERENCES

Dr. David Cameron Duffy
Program Manager/Professor of Biology
Environment and Natural Resources Institute
Alaska Natural Heritage Program
University of Alaska Anchorage
707 A Street, Suite 208
Anchorage, Alaska 99501
(907)257-2703

Mr. Kirk McAllister
University of Alaska Southeast
Whalesong Advisor
1108 F Street, Room 208
Juneau, Alaska 99801
(907)465-6263

Dr. Virginia S. Mulle
Assistant Professor of Sociology
University of Alaska Southeast
11120 Glacier Highway
Juneau, Alaska 99801
(907)465-6405