



Skills and Training - Masters of Arts in Leadership and Training, Program Coordination and Management, Certified Group Facilitator and Life Skills Coach, Career Counselor, Personal Growth and Development Facilitator; *Information Technology* - MCP, Website Development and Graphic Design, MS Access Jr. Developer

~ Summary

Experienced Program Coordinator and Manager, Workshop Facilitator and Career Counselor in government, technical institutes, colleges and non-profit society positions. (1979 – 2001) Skilled organizer, team-leader and team-member. Key strengths are in providing positive, constructive leadership to project delivery in a timely manner with a strong sense of excellence and service to people.

Information Technology training received in an intensive project-based and team-focused program, to include:

- ~ Microsoft 2000 Professional, PowerPoint, MS Project, Network Security, Computer Fundamentals;
- ~ Website Design: HTML, DHTML, Dreamweaver UltraDev, Flash 5, FireWorks, PhotoShop 6, CSS, ASP;
- ~ Database Development: Oracle, PL/SQL, SQL, Visual Basic, Java, MS Access, Web-based ASP; and
- ~ Project Management and Systems Analysis and Design methods.

~ Professional Experience

May 2003 - June 2004

Researcher

Victoria BC

First Peoples' Cultural Foundation

Six-week contract providing research through contact with First Nations communities for the FirstVoices™ project, an online program designed to archive, preserve, and teach declining First Nations languages.

September 1998 - March 2000

Career Counselor and Group Facilitator

Courtenay, BC

Opportunities Career Services

Provided career and personal planning to clients with multiple barriers to employment in both group and individual counseling sessions.

May 1998 - August 1998

Acting Tutor Coordinator

Courtenay, BC

Community Adult Literacy and Learning Society

Coordination of the volunteer tutorial program, including conducting interviews with prospective tutors and learners while maintaining program activities and integrity.

September 1996 - November 1997

Executive Director & Program Coordinator

Courtenay, BC

Upper Island Women of Native Ancestry

Managed all aspects of the organization and administration of the community-based programs such as the Aboriginal Head Start Program, Community Action Project for Children, housing, education and community initiatives for primarily (but not limited to) First Nations peoples. Managed seven staff in a diverse program setting.

February 1996 - April 1996

Life Skills Coach and Group Facilitator

Courtenay, BC

Community Adult Learning Centre

Delivered a sixteen-week pre-employment re-entry program to EI recipients.

November 1996

Life Skills Coach and Group Facilitator

Yorkton, BC

Yorkton Tribal Council

Delivered an intensive pre-employment program for First Nations participants for a locally managed casino.

August 1990 - June 1993

Program Counselor and Coordinator

Non-Status Indian and Metis Program

Worked independently and collaboratively within SIAST to coordinate entrance into programs, deliver programs and counseling services to Métis and Non-Status Indian ancestry students in Adult Basic Education (upgrading) programs and post-secondary technology programs.

Regina, SK

Sask. Institute of Applied Science and Technology

SIAST Wascana Campus

July 1993

Life Skills Coach Trainer

Co-facilitated a three-week Life Skills Coach training module and provided evaluative feedback, course design, and facilitation on subjects such as conflict-resolution and crisis intervention.

Regina, SK

University of Regina

August 1989 - June 1990

Life Skills Coach and Group Facilitator

Delivered and designed twelve-week life skills programs to include pre-employment skills, resume writing, career planning, job search and interview, personal development, and conflict resolution.

Regina, SK

Sask. Institute of Applied Science and Technology

May 1984 - July 1989

Vocation Counselor/Job Search Facilitator

Provided assessment and placement of Social assistance recipients in vocational and support services. Delivered three-week intensive job readiness programs.

Regina, SK

Department of Social Services

May 1983

Project Director – Aboriginal Daycare Training

Human Resources Development Corporation

Regina, SK

~ Home-Support and Aide positions

Primary examples:

- Throughout the years, I have been called upon to support many members of my family and community for their personal needs in hospice, respite, and other recovery situations.
- Variety of home-support and household services for a variety of clients for a community organization and private households in Regina, SK for 9 months (1980 -1981).
- Full-time private home-care attendant for two advanced Multiple Sclerosis wheelchair-confined patients to include all personal hygienic care (bathing, catheter-care), exercise, household and cooking duties (1980-1981) in Regina, SK for 9 months. These patients were known for their highly demanding and sometimes difficult natures, yet my services remained in their demand.
- Group home setting for people with mental challenges and behavioural issues in Calgary for 1 year (1979 -1980).
- St. Paul's Hospital (long-term care) in The Pas, Manitoba for 6 months (1977) for long-term bed-ridden patients.

~ Formal Training

May 2006-Current

Buteyko Breathing Practitioner Training

Studied the Buteyko Breathing method, to facilitate groups in the natural and drug-free approach to relieving asthma, emphysema, bronchial problems, eczema, snoring, sleep apnoea and other conditions.

Waterloo, ON

June 2003 until April 2005

Masters of Arts in Leadership and Training – Royal Roads University

Studying the fundamentals in organizational leadership with a multi-disciplined approach. Thesis: Indigenous Leadership, Challenges, and Leadership Training

Victoria, BC

September 2001 - May 2002

Victoria, BC

Application and Management of Information Technologies Program (AMIT) - University of Victoria

Training in Microsoft (MS) 2000, Computer Fundamentals, MS PowerPoint, MS Access, Systems Analysis and Design, Oracle Database Fundamentals, Visual Basic, and Web Design (Macromedia Suite, Usability, Development, ASP Server).

June 1990

Emma Lake, SK

Certified Life Skills Coach

SIAS Prince Albert Kenderdine Campus

Certified group counseling and facilitation. This program focused on team building, cooperation, and conflict-management.

1973-1999

Saskatchewan, Manitoba, and British Columbia

Counselor/Coordinator

I have acquired my counseling and coordination knowledge in the field through professional development opportunities, extensive involvement in organizations and community service work. I completed the HRDC problem-solving and career direction technique (2000). Counseling skills include: Career, Employment, addictions and substance abuse, conflict resolution, mediation, leadership training, communications, cooperative learning, bodywork, cross-cultural training and personal-empowerment.

~ **References**

Available upon request