

Paula Cadiente

1322 SE 84th Ave.
Portland, OR 97216
907-723-9292

- Education** Continuing Education, Ohio State University, Dept. of Photography, 1975 - 76
Associates Degree, Medical Assisting, Cuyahoga Community College, June 1970
High School Diploma, Cleveland Heights High School, June 1966
Proficient in MS Office, including Word, Outlook, Excel and PowerPoint as well as Photoshop and Pagemaker
- Work experience** August 2002 – December 2008 **Alaska State Legislature**
Legislative Aide/Chief of Staff
- Aide to Alaska State Senator Kim Elton, keep appointment schedule
 - Constituent relations, meet with lobbyists and representatives of various groups
 - Write letters for Senator's signature to state agencies, business leaders and constituents
 - Assist with writing, finalization, format and distribution of weekly newsletter via internet
 - Track current legislation; testify in committee meetings
 - Represent Senator at public functions
- November 2001 – August 2002 **Legislative Affairs Agency**
Legislative Secretary (Division of Legal Services)
- Receive and write up requests for new legislation from House and Senate members or staff
 - Proofread and finalize correspondence from staff of 12 attorneys
 - Track pending legislation
- January 1994 – October 2001 **Goldbelt, Incorporated**
Executive Secretary
- Executive Secretary to CEO and nine-member Board of Directors
 - Finalize all correspondence from office
 - Take minutes at monthly board meetings
 - File paperwork for business licensing and setting up corporations
 - Track all historical materials related to minutes, resolutions, licensing and legal documents
 - Travel arrangements for senior management and board members
- August 1981 – December 1993 **Alaska Office of the Ombudsman**
Administrative Secretary/Administrative Officer
- Administrative secretary to Alaska State Ombudsman
 - Set standards for secretaries in Anchorage and Fairbanks offices
 - Final editor of correspondence for local office and reports sent from all offices
 - Answer telephone and transfer calls/take messages
 - Help complainants with issues by directing them to appropriate state, federal or private agencies
 - Enter employee information in computerized payroll and leave system; track and pay office bills
 - Keep office organized and supplies stocked
- References** Kim Elton, Director of Alaska Affairs
Department of the Interior
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Washington, DC 20240
202 208-4177
kim_elton@ios.doi.gov
- Goldbelt, Incorporated
Human Resources
3075 Vintage Blvd., Suite 200
Juneau, AK 99801
907-790-4990
mail.hr@goldbelt.com
- Alaska State Legislature
Division of Legal and Research Services
State Capitol, 120 Fourth St.
Juneau, AK 99801
907-465-3867
- Duncan Fowler, Former Alaska Ombudsman
110 Mills Woods Trail
Buffalo, MN 55313
763-684-4838
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