

Alona Twelvetimes

Helena, MT 10928
alonal2trees@email.com
(584) 394-3029

PROFILE

Experienced administrator with 12 years of professional work in Montana state government. Passionate about working for better conditions for Native Americans in the state and upholding their legal rights.

PROFESSIONAL EXPERIENCE

Assistant to the Director

Governor's Office of Indian Affairs, Montana State Capitol,
Helena, MT | September 2015 - Present

- Working with director, serve as liaison between state and tribal governments, attending and speaking at meetings for both
- Research and write white papers, reports, memoranda and more on issues of Native American sovereignty and legal rights to be presented to governor and other state officials
- Troubleshoot issues facing Indian population, working with director and other state officials to resolve individual complaints and legal issues faced by the tribes
- Seek consensus among tribes on shared goals and work toward including these in state initiatives

Office Manager

Governor's Office of Indian Affairs, Montana State Capitol,
Helena, MT | October 2009 - September 2015

- Present the public face of the office to all in-person visitors, ensuring that their questions were answered and needs met
- Handle phone queries as well as written materials, including letters from constituents
- Implemented improved filing system in first year that improved the amount of time spent filing paper materials by 50%
- Assisted director in troubleshooting issues, attending meetings as needed and ensuring that fair resolutions were reached
- Position of Assistant to the Director was created in 2009 based on the quality of my work

EDUCATION

Associate Degree in Criminal Justice, Legal Studies

Blackfeet Community College
Browning, MT
September 2007 - May 2009

- GPA:3.6/4.0
- Coursework included Introduction to Sociology, Federal Indian Policy and Government, Tribal Criminal Law and Procedure, and Legal Research and Writing
- Internship: performed office management duties at Blackfeet Tribal Government Headquarters, Browning, MT
- Graduated cum laude

KEY SKILLS

- Leadership
- In-depth knowledge of Indian Affairs
- Basic legal knowledge
- Oral and written communication
- Organization
- Troubleshooting
- Office management
- Effective liaising
- Meeting attendance and advocacy