

Carla Voyageur



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Objective

Seeking a 'work at home' employment opportunity that utilizes my varied and current skillset, and gives me a chance to be part of a team.

Skills

Excellent written, & good verbal presentation skills • Advanced attention to detail with the capability to prioritize and meet deadlines • Demonstrated ability to multi-task • Computer skills include: word processing, databases, spreadsheets, desktop publishing, internet, and maintenance of operating systems • Experience with creation of various desktop publishing/graphic design items, i.e. forms, posters, business cards • Quick learner • Over ten (10) years experience in program and/or project management

Experience

Administrator, Lakehouse Learning Society (Cortes Island, BC).....August 2014 - Present

- Manage administrative functions of non-profit organization that provides democratic education program for homeschool families - including finance & human resources.
- Responsibilities include: processing (creating, collecting, filing, digitizing) student documents, i.e. registration, liability waivers, medical forms; communications with varied people (students, instructors, parents) and organizations; submitting final reports to funders; creating program budgets; keeping accurate records of expenditures.

Coordinator, Cortes Island Business & Tourism (Cortes Island, BC)July 2014 - Present

- Manage administrative functions of organization that provides support to on island businesses, in and out of tourism sector, promoting holistic community economic development - including finance, and event planning, fundraising.
- Responsibilities include: communications with varied people and organizations; submitting final reports to funders; creating budgets for projects; keeping accurate records of expenditures; event coordination.

Education Coordinator, Dzawada'enuxw First Nation (Kingscome Inlet, BC) 2008 - 2010

- Managed and administered the Boarding Home and Post Secondary Education Programs' funding allocation, remaining in compliance with AANDC (Aboriginal Affairs and Northern Development Canada) guidelines.
- Responsibilities included: ensuring students educational and/or employment needs were supported including providing guidance in regards to eligible programs as well as assisting them through application process; coordinating committee meetings to review student applications; creating budgets for above said programs; keeping accurate records of all expenditures; and, submitting nominal roll forms to AANDC.

Community Liaison, Eco Plan International (Vancouver, BC) 2008 - 2009

- Assisted the organization in early stages of development of the Dzawada'enuxw Comprehensive Community Plan.
- Responsibilities included: gathering research material, coordinating community meetings, and conducting surveys.

Special Education Assistant, Lelawagila School (Kingscome Inlet, BC)..... 2008



- Provided support to the instructional program, with the specific responsibility for assisting in the supervision and instruction of special needs students; observing and documenting student progress; implementing plans for instruction.

High School Tutor, Lelawagila School (Kingcome Inlet, BC)..... 2007

- Assisted students on a one-on-one or small group basis, providing them strategies and help to succeed in their distance education.

Administrator, Nun'wa'kola Cultural Society (Kingcome Inlet, BC) 2007

- Single handedly, managed overall daily office operations of the non-profit organization, including finance and human resources all the while creating and implementing organizational strategies, and planning use of human and financial resources.

Various Contracts (Kingcome Inlet, BC) 2002 - 2007

- Artists in the Classroom - Coordinated a community event that brought various artists into the school to share their art, experientially. (Lelawagila School, 2007)
- Community Needs Assessment - Conducted research and surveys surrounding childcare needs. Responsibilities included analyzing and preparing information and findings to community and administration verbally and in written form. (Tsawataineuk Band, 2004)
- First Nations School Assessment - Conducted research and surveys surrounding band-operated school's performance and expectations. Responsibilities included analyzing and preparing information and findings to community and administration verbally and in written form. (Lelawagila School, 2004)
- Kwakwala Immersion Camp - Coordination a tribal event held in a remote community to foster the discussion of the future of the Kwakwala language amongst the Musgamagw Tsawataineuk tribes. (Nun'wa'kola Cultural Society, 2002)

Economic Development Officer, Tsawataineuk Band (Kingcome Inlet, BC) 2000 - 2001

- Provided direction, guidance and support to Council, staff and community members in community based business projects.
- Responsibilities included researching and assisting in the preparation of funding proposals and terms of reference for various projects and/or programs.

Youth Work Experience Coordinator, Tsawataineuk Band (Kingcome Inlet, BC)..... 1999 - 2000

- Coordinated training, workshops and on the job work experience placements for a team of youth in remote community.

Administrator, Nun'wa'kola Cultural Society (Kingcome Inlet, BC) 1998

- Oversaw development of curriculum and hands-on materials to supplement the cultural/language curriculum at the band-operated school.
- Responsibilities including overseeing a team of employees, collaborating with existing educational staff, and conducting information gathering sessions with local elders.