

Lisa Lynch

Always ready to learn and adventure

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EXPERIENCE

Sitnasuak Native Corporation, Nome AK — Land Department Intern

June 2017 - August 2017

Moving to Nome from Anchorage in order to find work before leaving for college, I found work as the Land Department Intern. I learned how to work in an office as an intern, I did paperwork with supervision as well as reading and understanding zoning and property laws pertaining to Native Corporations and the Alaska Native Claims Settlement Act. Additionally I went with my boss to visit various camp and homesteads to check on shareholders

Sitnasuak Native Corporation, Nome, AK — Shareholder Department Intern

June 2018 - September 2018

The following summer I was promoted to the Shareholder department where I dealt directly with shareholders in issues from answering phones to filing out various paperwork and serving as a file clerk. A big project from this summer was working with my supervisor to plan the annual shareholder meeting in Anchorage. I dealt with food planning, decorations and answering questions at the event live

Sitnasuak Native Corporation, Anchorage AK — HR Assistant/ Project Manager

June 2019 - September 2019

I was able to move down to the Anchorage offices and I worked on my own project for the summer as well as filling in for the front desk receptionist. I worked on recognizing the original files and digitizing them for the first time. I created a system of naming and organizing in our database and worked with shareholders to fill in any missing documents or paperwork such birth certificates or wills. I reported to the head of HR weekly to show my progress. As well as writing a manual down to pass on to the next manager.

SKILLS

Can operate and troubleshoot Microsoft Office and most office equipment.

Can write and understand HTML/CSS

Very well read and detailed oriented

Skilled outdoorsmen due to childhood spent with reindeer

Quick study and memory recall

Work Oriented and focused on career

Can work with sensitive information

Can handle delicate situations with worrisome individuals

AWARDS

Miss Arctic Native Brotherhood 2018, I won a cultural pageant in Nome Alaska and from there I went on to compete in the Miss WEIO Competition of the same year and I learned many valuable skills pertaining to public speaking and being aware of the other Indigenous Cultures in Alaska.

The Law Offices of Richard Harren, Wasilla AK - Office Assistant

July 2020-September 2020

After finding an article in the Anchorage Daily News I received a phone call to come and work for this law firm. I was fast tracked into the world of criminal law where I learned and studied mostly cases of domestic abuse and assault. I worked directly with clients, both writing statements and taking notes for future cases but also serving as a medium between them and their attorney. I also filled in for the front desk receptionist as needed and I was also trusted to give some consulting on cases dealing with Alaska Native Clients

EDUCATION

South Anchorage High School, Anchorage Alaska

I graduated as part of the class of 2017 and I was very active in the sports community while in highschool. I received letters in multiple sports as well as making the state team for Flag Football. Here I found my love for languages and the classics.

John Cabot University, Rome, Italy

After highschool I wanted to see the world and I applied for a four year program in Rome studying both Art History and Classical Studies. I moved to another country without leaving the country before or knowing anyone. Quickly I found out I was truly alone in my culture so I joined multiple cultural clubs in order to fully connect with other students as well as joining student government for a year. My favorite memory was being president of the Multicultural Club and organizing an international potluck that had over 20 cultures represented

Refernce

Feel free to contact Sitnasuak Native Corporation, either the Nome or Anchorage Offices since I have worked in both.

I worked with HR and the Shareholder Department so either department can comment on my work. The numbers are 907-387-1200 for Nome or 907-929-7000 for Anchorage.

The Law Offices of Richard Harren can also be contacted at this (907) 376-2355 or visited since the Senator has an office in the same building.

Additionally for a character reference, please contact Kevin Fimon if needed. His preferred contact method is via email, ffskevin@gmail.com

LANGUAGES

English Is my native language but I am also conversational in both French and Italian as well as reading abilities in Spanish and Latin. I did for a while study Mandrian Chinese and I am a beginner in Inupiat. I am a quick study in languages and can teach myself.

Notes

I am open to frequent traveling as well as overtime due to my career focus at this point in my life. I also am very comfortable in Rural Alaska since I was raised in the country. I can also thrive well in large cities after living in Rome for four years alone.