



## CONTACT

1600 HASKELL AVE  
APT 156  
LAWRENCE, KS 66044  
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## EDUCATION

### WASHBURN UNIVERSITY

#### MASTERS OF CRIMINAL JUSTICE

##### DATES OF ATTENDANCE

JANUARY 2021 – PRESENT  
ANTICIPATED GRADUATION  
FALL 2023

### HASKELL INDIAN NATIONS UNIVERSITY

##### DATES OF ATTENDANCE

JANUARY 2015 – DECEMBER 2015  
JANUARY 2017 – DECEMBER 2019  
DEGREES EARNED

#### BACHELORS OF SCIENCE

BUSINESS ADMINISTRATION  
EMPHASIS IN MANAGEMENT  
GRADUATED FALL 2019

#### ASSOCIATES OF ARTS

LIBERAL ARTS

GRADUATED FALL 2017

### FLANDREAU INDIAN SCHOOL

##### DATES OF ATTENDANCE

SEPTEMBER 2011 – MAY 2014  
DEGREE EARNED

#### HIGHSCHOOL DIPLOMA

GRADUATED A YEAR EARLY

## REFERENCES

#### MOST RECENT SUPERVISORS

### HASKELL INDIAN NATIONS UNIVERSITY

#### LIBRARIAN

CARRIE CORNELIUS  
(785)813-8808

### NORTHEAST KANSAS CONFLICT OFFICE

#### CHIEF PUBLIC DEFENDER

JONATHON NOBLE  
(785)296-4402

# FELICIA MINER

## PROFESSIONAL PROFILE

I am currently a Business Professional with a proven background of growth in business and have received Federal Certification in Records Management. Currently working on a Master of Criminal Justice Degree with the prospective professional goal of being able to work in the legal field as an Attorney.

## WORK EXPERIENCE

### MODELING AND SOCIAL MEDIA MARKETING

1600 HASKELL AVE APT 156

SELF EMPLOYMENT

LAWRENCE, KS 66044

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

07/2022 – PRESENT

VARIES

VARIES

#### DUTIES AND RESPONSIBILITIES

- Managed, Produced, and Promoted Online Content Utilizing Apple Software
- Obtain New Clients and Maintain Client Loyalty
- Maintained Being A Top 10% of All Creators by Means of Earnings

### GRADUATE ASSISTANT AND ACADEMIC ADVISOR

155 INDIAN AVENUE

SELF EMPLOYMENT

LAWRENCE, KS 66046

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

06/2023 – 08/2023

30

\$25.00/HR

REASON FOR LEAVING – FULFILLED THE SHORT TERM CONTRACT

#### DUTIES AND RESPONSIBILITIES

- Academically Advised Students to Ensure the Success of Student Retention Including Answering Questions From Students and Families Over FAFSA
- Haskell Seminar Instructor – Participated in Class Instruction and Grading
- Provided Tutoring Services to Haskell Indian Nations University Students via the Student Success Center – Including Hiring, Interview, and Managing Student Employment

### INVESTIGATIVE INTERN

700 SW JACKSON ST SUITE 1001

NORTHEAST KANSAS CONFLICT OFFICE

(785)296-4402

TOPEKA, KS 66603

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

09/2022 – 11/2022

25

\$16.00/HR

REASON FOR LEAVING – TEMPORARY EDUCATIONAL OPPORTUNITY

#### DUTIES AND RESPONSIBILITIES

- Navigated the Criminal Justice System Alongside State Attorneys
- Conducted Research and Formatted Findings through Microsoft OneNote
- Participated in Educational Seminars – Including an Entry Level Attorney Training Program at Washburn University

### INDEPENDENT CONTRACTOR

921 NEW YORK STREET

SELF EMPLOYMENT

LAWRENCE, KS 66044

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

11/2019 – 02/2021

VARIES

VARIES

REASON FOR LEAVING – TO PURSUE FULL-TIME GRADUATE STUDIES

#### DUTIES AND RESPONSIBILITIES

- Contracted with the Delivery Service DoorDash in Douglas County, KS
- Locally Retrieved and Delivered Customer Orders – Ensuring Customer Satisfaction via Order Accuracy, Communication, and Timely Deliverance.
- Created and Maintained Documentation Over the Operation of My Business – Including the hours worked, vehicle mileage, insurance, and car repairs.

**PROFESSIONAL REFERENCES****THE UNIVERSITY OF KANSAS  
NATIVE AMERICAN STUDENT**

LORI HASSELMAN  
(785)864-0989

**DAN'S COMPLETE AUTOMOTIVE CARE****SENIOR AUTOMOTIVE SPECIALIST**

BRETT SMITH  
(612)327-5769

## VOLUNTEER EXPERIENCE

**THE UNIVERSITY OF KANSAS  
SPENCER MUSEUM OF ART**

INDIGENOUS ADVISOR

**DATES OF POSITION**

MARCH 2023 – PRESENT

**EASTERN CENTRAL KANSAS ECONOMIC  
OPPORTUNITY CORPORATION (ECKAN)****HEAD START POLICY COUNCIL  
CHAIRPERSON****DATES OF POSITION**

DECEMBER 2022 – PRESENT

**MULTI COUNTY BOARD**

POLICY COUNCIL CHAIRPERSON  
(LIASON/NON-VOTING MEMBER)

**DATES OF POSITION**

DECEMBER 2022 – PRESENT

**CHANGE OF SCOPE COMMITTEE**

POLICY COUNCIL CHAIRPERSON

**DATES OF POSITION**

DECEMBER 2022 – PRESENT

**ERSEA COMMITTEE**

POLICY COUNCIL CHAIRPERSON

**DATES OF POSITION**

DECEMBER 2022 – PRESENT

**EARLY HEADSTART/ HEADSTART****PARENT COMMITTEE – DOUGLAS CO.**

POLICY COUNCIL MEMBER

**DATES OF POSITION**

OCTOBER 2022 – PRESENT

**LAWRENCE DOUGLAS COUNTY  
HOUSING AUTHORITY (LDCHA)****RESIDENT SERVICES**

COMMUNITY CLEANUP VOLUNTEER

**DATES OF POSITION**

10/2022– PRESENT

**NATIVE AMERICAN STUDENT SERVICES  
(NASS) USD 497****INDIAN EDUCATION COMMITTEE  
MEMBER****DATES OF POSITION**

08/2021 – PRESENT

**INDIAN PARENT COMMITTEE**

MEMBER

**DATES OF POSITION**

08/2021 – PRESENT

**CUSTOMER SERVICE REPRESENTATIVE**

MAXIMUS

(785)838-2121

3833 GREENWAY DRIVE

LAWRENCE, KS 66046

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

04/2020 – 05/2020

40

\$13.00/HR

REASON FOR LEAVING – COVID-19 PANDEMIC

**DUTIES AND RESPONSIBILITIES**

- Became Knowledgeable of Kansas Health Care Insurance Benefits
- Maintained the Safety and Security of Consumers Health Care Insurance
- Navigated the Company's Designated Computer Software to Inform Policy Holders of Their Benefits – Including What Coverage Includes

**CREW MEMBER**

911 MASSACHUSETTS ST. STE. A

CHIPOTLE

(785)843-8800

LAWRENCE, KS 66044

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

10/2019 – 11/2019

40

\$9.50/HR

REASON FOR LEAVING – COVID-19 PANDEMIC AND EDUCATION PRIORITIZATION

**DUTIES AND RESPONSIBILITIES**

- Opening Restaurant Procedures – Including Food Preparation and Environment Sanitization by Means of Food Safety Protocol in Accordance with Regulations and Company Policy
- Maintained the Customer's First and Last Point of Contact – Including Greeting, Conducting Orders, Meal Preparation, and Food Check Out
- Foster and Sustained Meaningful Client Loyalty Which Increased Profits

**STUDENT RESIDENTIAL ADVISOR**

155 INDIAN AVENUE

HASKELL INDIAN NATIONS UNIVERSITY

(785)830-2721

LAWRENCE, KS 66046

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

05/2017 – 09/2019

20

\$10.00/HR

REASON FOR LEAVING – GRADUATED WITH MY UNDERGRADUATE DEGREE

**DUTIES AND RESPONSIBILITIES**

- Managed Administrative Duties – Including Filling Out Incident Reports/Other Paperwork, Daily Logging to Ensure Accuracy/Completeness
- Residential Tasked Duties for 150-300+ Undergraduate Students – Including Dormitory Check-in/Out Process, Unlocking Doors, Room Checks and Enforcing the Haskell's Student Code of Conduct.
- Attended Professional/Self Improvement Meetings - Including CPR Training

**CREW MEMBER**

4911 WEST 6<sup>TH</sup> STREET

MCDONALDS

(785)842-6900

LAWRENCE, KS 66049

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

08/2016 – 04/2017

30

\$9.25/HR

REASON FOR LEAVING – BETTER EDUCATION-BASED JOB OPPORTUNITY

**DUTIES AND RESPONSIBILITIES**

- Closing Restaurant – Including Locking the Lobby, Washing Dishes, Stocking Paper/Plastic Products for Morning Shift, Sweep, and Mopping.
- Multi-Tasked in Various Positions – Lobby Cashier, Drive-Thru Cashier, Product Output, Stocker, Cook, and McCafe Drink Specialist.
- Maintained High Customer Satisfaction Which Led to Bonuses/Pay Raises

**CREW MEMBER**

2309 HASKELL AVENUE

TACO JOHNS

(785)842-5533

LAWRENCE, KS 66046

EMPLOYMENT DATES:

WEEKLY HOURS:

SALARY:

07/2016 – 08/2016

30

\$7.25/HR

REASON FOR LEAVING – UNCOMFORTABLE WORK ENVIRONMENT

**DUTIES AND RESPONSIBILITIES**

- Operate the Front Cash Register and the Drive-Thru – Including Money and Product Handling and Management Between the Restaurant and Consumer
- Maintained Sanitary Work Conditions – Including Dish Washing, Wiping Down Surfaces, Sweeping, and Mopping.
- Carried Out All Tasks in a Timely and Efficient Manner

<b>FRONT DESK CLERK/TRAINER</b>		202 FRONTAGE ROAD
4 BEARS CASINO & LODGE	(701)627-4018	NEW TOWN, ND 58763
EMPLOYMENT DATES:	WEEKLY HOURS:	SALARY:
01/2016 – 07/2016	30	\$14.00/HR
REASON FOR LEAVING – BETTER EDUCATION-BASED JOB OPPORTUNITY		
DUTIES AND RESPONSIBILITIES		
<ul style="list-style-type: none"><li>Utilize the Opera System to Carry Out Job Functions – Including Managing Reservations via Phone or In-Person and Generated the Nightly Audits</li><li>Providing Excellent Customer Service to Ensure Customer Satisfaction – Including Room Amenity Requests</li><li>Trained New Hires On Policy and Procedures For Front Desk Clerks</li></ul>		
<b>GIFT SHOP RETAIL ATTENDANT</b>		12305 150 <sup>TH</sup> ROAD
PRAIRIE BAND CASINO	(785)966-7777	MAYETTA, KS 66509
EMPLOYMENT DATES:	WEEKLY HOURS:	SALARY:
05/2015 – 10/2015	25	\$9.50/HR
REASON FOR LEAVING – LACK OF RELIABLE CHILDCARE AND LONG COMMUTE		
DUTIES AND RESPONSIBILITIES		
<ul style="list-style-type: none"><li>Independently Operated the Gift Shops Closing Shift – Including the Gift Shop Being Restocked and Nightly Till Close Out and Bank Transference</li><li>Maintained A Sanitary and Friendly Welcoming Environment</li><li>Became Knowledgeable About The Gift Shop Products and Upsold Products to Generate More Profit for Company</li></ul>		
<b>SALES FLOOR TEAM MEMBER</b>		810 COUNTY ROAD 42 WEST
TARGET	(952)236-3003	BURNSVILLE, MN 55337
EMPLOYMENT DATES:	WEEKLY HOURS:	SALARY:
09/2014 – 01/2015	20	\$9.00/HR
REASON FOR LEAVING – LEFT TO PURSUE COLLEGE IN KANSAS		
DUTIES AND RESPONSIBILITIES		
<ul style="list-style-type: none"><li>Retrieved and Reshelfed the Daily Accumulated Items From Customers</li><li>Multi-Tasked in Various Positions – Team Lead, Cashier, and Cart Person</li><li>Assisted Customers With Issues, Inquiries, and Needs, Upon Request via the Store’s Red Phones or In-Person</li><li>Attended Daily Meetings to Go Over the Company’s Outcomes and Goals</li></ul>		
<b>CREW MEMBER</b>		2901 HIGHWAY 13 WEST
MCDONALDS	(952)890-4994	BURNSVILLE, MN 55337
EMPLOYMENT DATES:	WEEKLY HOURS:	SALARY:
08/2014 – 12/2014	20	\$9.00/HR
REASON FOR LEAVING – LEFT TO PURSUE COLLEGE IN KANSAS		
DUTIES AND RESPONSIBILITIES		
<ul style="list-style-type: none"><li>Graveyard Shift - Multi-Tasked in Various Positions Daily – Lobby Cashier, Drive-Thru Cashier, Product Output, Stocker, Cook, and McCafe Drink Specialist.</li><li>Assisted With The Daily Audits and Operated At Night During This Period Via Cash Only Basis</li></ul>		
<b>BUS PERSON</b>		2400 MYSTIC LAKE BOULEVARD NORTHWEST
MYSTIC LAKE CASINO & HOTEL	(952)445-9000	PRIOR LAKE, MN 55372
EMPLOYMENT DATES:	WEEKLY HOURS:	SALARY:
06/2013 – 09/2013	25	\$9.00/HR
REASON FOR LEAVING – LEFT TO PURSUE HIGH SCHOOL IN SOUTH DAKOTA		
DUTIES AND RESPONSIBILITIES		
<ul style="list-style-type: none"><li>Maintained a Clean Environment For Guests – Including Food Disposition, Wiping Off Tables and Chairs, Sweeping, and Mopping.</li><li>Assisted Servers and Restaurant as Needed – Including Food Handling and Hosting Tables</li><li>Restocked Areas as Needed – Such as Silverware, Cups, and Condiments</li></ul>		