
ROBERT OSTAMAS

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October 01, 2021

Nishnawbe-Aski Legal Services Corporation
ATTN: Human Resources
hr@nanlegal.on.ca
1805 Arthur Street East
Thunder Bay, Ontario
P7E 2R6

Human Resources:

RE: Application Submission for the Community Legal Worker Position

I hope this application submission reaches you in good health and in high spirits.

Enclosed is my resume for the Community Legal Worker advertised on your organizations website. My work experience has been mostly in business administration and management and more recently in food security. I'm always open to learning new things – that is how we grow! I'm a mature, experienced, traditional Anishinaabe person. I'm a quick learner, a team player, a “big picture” thinker and I have strong leadership skills. I'm proficient in the use of computer software applications such as MS Word, Excel, Access, PowerPoint, and other database software programs such as Adagio Accounting. I am a lateral, proactive thinker, a diligent, detailed worker and I have strong communication skills in both the English and Ojibwe/Oji-Cree languages. I'm able to speak and read both Ojibwe/Oji-Cree languages and I can be an asset in this area. I'm able to produce written communications and reports such as memorandums, meeting minutes, briefings, correspondence, reports and related documents. I have strong file and information management experience for source and electronic documentation. I'm flexible and adaptable to any environment. I have conflict resolution experience and training that can be of utility in the position. I'm an Indian Day School Survivor. I understand the impacts and issues surrounding Indian Residential School Intergenerational trauma, as I have experienced and witnessed it firsthand all my life. I understand the barriers and challenges urban Indigenous Peoples face on housing, employment, educational and economic opportunities. I'm willing to learn more on restorative justice alternatives and approaches in an Indigenous context. I come to NAN Legal with a wealth of life experience, a unique perspective and outlook on what we face in Canadian society as Indigenous Peoples. I feel this can be a great asset to the organization and especially to the Community Legal Worker Position.

I'd welcome an interview to discuss the possibility of working for Nishnawbe-Aski Legal Services Corporation as your Community Legal Worker.

Thank you for your time and serious consideration.

Your Sincerely,

ROstamas

Robert Ostamas

ROBERT OSTAMAS

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PROFESSIONAL PROFILE

I have over 20 years of management, administrative, executive, and leadership, office experience.

Financial, Budgeting & Mathematical Skills	Flexible, Adaptable and Resilient
Lateral Mindset, Open-Minded & Understanding	Communication, Listening & Interpersonal Skills
Reliable, Dependable & Ethical	Management and Decision-Making Skills
Problem-Solver and Team Player	Organizational, Planning & Time-Management
Analytical, Detailed-Oriented & Accuracy	Computer Skills (MS Word, PP, & Excel)

PROFESSIONAL EXPERIENCE

PROJECT FOOD DEVELOPER (Project Completed – Shortage of Work)

Nishnawbe-Aski Nation, Thunder Bay, Ontario (March 2018 – February 2021)

- Assisted and supported member first nation communities in assessing and developing food self-determination opportunities and priorities pursuant to the Nishnawbe-Aski Nation Food Strategy Pillars and specifically in the areas of imported (market) foods, traditional foods, local food production, and nutritional practices.

FINANCE OFFICER (Term – Covering Maternity Leave)

Tikinagan Child & Family Services, Sioux Lookout, Ontario (April 2017 – December 2017)

- Provided financial services offering bookkeeping and clerical supports that included: preparation of cheque requisitions, purchase orders, travel advances, travel expense claims, payroll administration, bank reconciliations, personnel file management, minute-taking and other related tasks.

FRONT DESK AGENT & NIGHT AUDITOR (Part-Time/Casual/Temporary)

Days Inn, Sioux Lookout, Ontario (April 2017 – December 2017)

- Reconciled daily accounting to ensure an accurate assessment of both room use and revenue collection. Tasks included: customer service, booked guest reservations, guest check-in & check-outs, reconcile accounts, petty cash, log receipts, and respond to guest complaints and requests.

HUMAN RESOURCES OFFICER ASSISTANT (Term – Organizational Transition Completed)

Beendigen, Thunder Bay, Ontario (October 2013 – February 2014)

Assisted the Human Resources Manager in delivery of human resources services. Tasks included: candidate interviews, exit interviews, job performance reviews & appraisals, job postings, review of HR policies & procedures, professional development & training plans, disciplinary actions, succession planning, ongoing review of legislation affecting employment, health and safety and related.

LOGISTICS OFFICER – CONTRACT ADMINISTRATION (Program Discontinued)

Matawa First Nations Management, Thunder Bay, Ontario (October 2011 – May 2013)

- Assisted in the cohesive management of contracts. Managed contribution & fund transfer agreements with added support to member first nations. Tasks include: proposal development support, reporting to funding agencies, ensured compliance with financial policies & procedures, ensured signing, storage & monitoring of agreements. Liaised with first nations, funding agencies, & consultants.
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FINANCE OFFICER (Term – Covering Maternity Leave)

Nishnawbe-Aski Development Fund, Thunder Bay, Ontario (April 2011 – September 2011)

- Provided financial services offering bookkeeping and clerical support functions which included: processed of cheque requisitions, purchase orders, travel advances, travel expense claims, payroll, bank reconciliations, and personnel file management, minute-taking and other related duties.

BAND MANAGER (Completed One-Year Contract)

Eabametoong First Nation, Eabamet Lake, Ontario (June 2009 – June 2010)

- Oversaw successful delivery of programs, services & projects to the membership. Provided managerial, supervisory, administrative & leadership functions for the Chief & Council with a budget of approximately \$8 million & 100+ staff. Initiated full delivery of the Ontario Works (Employment Component), the 9-unit CMHC housing project, prepared various reports to funding agencies, lead team of program managers for effective delivery of programs, services & projects.

STUDENT RECRUITMENT & COMMUNITY LIAISON OFFICER

Oshki-Pimache-O-Win Education & Training, Thunder Bay, Ontario (April 2008 – January 2009)

- Successfully recruited potential students to various programs offered, liaised with community representatives with regard to offered programs and collected data on education and training needs. Prepared promotional material for newspaper, radio and internet formats. Presentations to communities, career fairs and related gatherings.

HUMAN RESOURCES OFFICER

Eabametoong First Nation, Eabamet Lake, Ontario (June 2006 – April 2008)

- Provided human resources services for the organization. Revised current employee policies and procedures, prepared job descriptions, coordinated training of staff, job recruitment and selection, assisted in employee evaluations, disciplinary actions, and advised program managers on human resource matters. Prepared Ontario Works service plan for a full program delivery. Also performed as an acting Economic Development Officer due to vacancy.

PUBLIC WORKS OFFICER

Eabametoong First Nation, Eabamet Lake, Ontario (August 2001 – June 2006)

- Provided management services on the community's infrastructure. Ensures operations and maintenance of the communities' physical assets including roads & bridges, buildings, electrical systems, water & sanitation, landfill site and equipment. Ensured effective fire protection services. Prepared Asset Conditioning Reporting System (ACRS), Capital Asset Inventory System (CAIS) required for funding purposes and provided reports to the community's leadership. Initiated dust control program and street signs project for health and safety purposes.

ASSISTANT HOUSING MANAGER

Eabametoong First Nation, Eabamet Lake, Ontario (August 1998 – August 2001)

- Assisted the Housing Manager in providing managerial, administrative and clerical services for effective delivery of community housing regime. Tasks included rent collection, tenant relations, arrears collection, housing maintenance & repairs, housing policy & procedures development, budget preparation and monitoring, prepared reports to funding agencies, community leadership, prepared communications and bookkeeping tasks.

CABLE OPERATIONS MANAGER

Eabametoong First Nation, Eabamet Lake, Ontario (August 1996 – June 1997)

- Provided managerial and administrative services to the cable operations. Tasks included: signed and monitored subscription agreements, developed & monitored operational budget, bookkeeping functions, disconnection & reconnection of subscribers. Prepared reports to the Board of Directors.
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REMOTE AIRPORT FOREMAN ASSISTANT

Ministry of Transportation of Ontario (Site: Lansdowne House, ON) (June 1989 – October 1993)

- Assisted the Remote Airport Foreman with maintenance & repairs and servicing projects on the airport runway, access roads and its' physical assets such as garage and accommodation facilities, heavy equipment & light equipment, machinery and tools, heating & air-conditioning systems. Operated various heavy equipment to plow snow, grade road, haul gravel. Certified and proficient in welding, electrical systems, furnace systems, heavy equipment & automotive machines & carpentry.

EDUCATION

ONTARIO SECONDARY SCHOOL DIPLOMA

Lakehead Adult Education Centre, Thunder Bay, Ontario (2015)

FINANCIAL MANAGEMENT & ECONOMIC PLANNING PROGRAM

Confederation College & Oshki-Pimache-O-Win, Thunder Bay, Ontario (2008)

BUSINESS ADMINISTRATION PROGRAM

Cambrian College & Oshki-Pimache-O-Win, Thunder Bay, Ontario (2007)

ABORIGINAL COMMUNITY ADVOCACY PROGRAM

Confederation College & Oshki-Pimache-O-Win, Thunder Bay, Ontario (1996)

OTHER EXPERIENCES

- 1) Board Member – Eabametoong First Nation Education Authority – 1999 – 2008
- 2) Board Member – Eabamet Lake Construction – 2006-2007
- 3) Board Member – Eabametoong First Nation Natamaagewin Committee 2007-2008
- 4) Thunder Bay Public Library Indigenous Advisory Council Member – June 2017 (Current)
- 5) Summer Student Work Experience with M.T.O. - 1987 & 1988

REFERENCES

- 1) Mary Ferguson (519) 599-2410 marynausferguson@gmail.com
- 2) Janet M Murry (647) 233-7711 janetm.resources4results@gmail.com
- 3) Robyn Medicine (807) 355-4594 robynmedicine@gmail.com