

Giles Jordon Akiwenzie
1260 Park Ave,
Timmins Ontario,
P4R 1L8

Human Resources
Nishnawbe Aski Legal Services
100 – 1805 Arthur Street East
Thunder Bay, Ontario
P7E 2R6

Re: Restorative Justice By-Law Worker

Wachay,

Please accept this covering letter as my application for the position of Restorative Justice By-Law Worker.

I have always had an interest in law and justice. Both my parents are actively involved in the justice field. My mother, Patricia Faries, is a lawyer and my father was a Probation and Parole Officer, now working as a Gladue Case Worker. They have instilled in me a general knowledge of both law, justice, and the commitment to improve life in the Nishnawbe Aski territory.

I have a general understanding of By-Laws and how they are developed and implemented on First Nations. I have participated in researching Restorative Justice when I was employed by Patricia Faries and feel I could help others through this process, as well as, help communities implement this approach. I have a valid class G license. I have worked independently in the past and believe myself to be self-motivated. I know how to use Microsoft Word applications. I completely understand the importance of confidentiality and attention to detail. I have both worked and have a house in Moose Factory. Although limited in my ability to speak the Cree language, I have heard it spoken many times. I know basic words, and believe I could learn to communicate in a short period of time. I look forward to any training that will be provided.

If considered for an interview, I can be reached by cell phone at 705 221 3480, or by email, at jordon.akiwenzie@live.com. Thank you for taking the time to read this covering letter and I look forward to having an interview for the position of Restorative Justice and By-Law Worker. Meegwetch.

With commitment and dedication,



Giles Jordon Akiwenzie

Giles Jordon Akiwenzie

1260 Park Avenue, Timmins, Ontario P4R 1L8 | 705 221-3480, Jordon.akiwenzie@live.com

OBJECTIVE

Full-time employment

EDUCATION

Laurentian University, Sudbury, ON

Bachelor of Arts - Indigenous Studies -2021

Northern College, Timmins, ON

Business Administration – 2013 – 2015 / Graduated 2015 (2 Year General)

Thornhill Secondary School, Thornhill, ON

Ontario Secondary High School Diploma - 2009

WORK EXPERIENCE

Office Receptionist, Dr. Sohail Safi, Timmins, Ontario, Summer 2019

Office Assistant, Patricia Faries Law Office, Timmins ON, Fall 2014 – Summer 2015 & 2016

- Data Input, Record Keeping, Prepared Legal Documents, Creating files, Filing, Creating Accounts, Couriered Mail, delivered documents to various law offices in Timmins

Sales Clerk, Canadian Tire, Timmins ON, Summer 2013

- Worked in the sports section of Canadian Tire stocking shelves and maintaining sports and outdoors department. Assisted customers with their shopping needs and answered questions about the products

Commercial Fisherman, Keep The Change Fisheries, Warton ON, Summer 2012

- Fished with a crew of four on a tug boat, early mornings late nights, helped deliver and sell fish after hours

Assistant Office Manager, Northern Stores, Chisasibi, QC, Winter 2011 – Fall 2012

- Counted the tills in the morning and ensuring cash accounts were balanced at end of day. Assisted customers with their shopping and updating credit accounts. Did general labour and made home deliveries

Recreation Team Leader, Moose Cree First Nation, Moose Factory, ON, Summer 2009

- Supervised children, ensured safety and developed program activities for a small group of children in the community

Qualifications and Highlights

- ✓ Effective Public Speaking Skills
- ✓ Excellent Reading and Writing Skills
- ✓ Proficient Using Microsoft Word, Excel And Powerpoint
- ✓ Class G License, Reliable vehicle
- ✓ Experience with Report Writing
- ✓ Positive win-win attitude
- ✓ Ability to work alone

REFERENCES

Pauline Sackaney
17 Hutchison Rd.
Moosonee, Ontario
P0L 1Y0
Work: 705-336-2981
Cell: 705-288-9286

Paul Lantz
Unit 17-179 Herchimer Ave.
Belleville, Ontario
K8N 4G7
Cell: 613-922-3681

Dr. Sohail Safi
121 Dumndas St. East
Belleville, Ontario
K8N 1C3
Work: 613-961-1600