

June 16, 2024

Elisa Sutherland
136 Cedar Street North
Timmins, ON P4N 6J3
Email: elisasutherland@gmail.com

Human Resources
Nishnawbe Aski Legal Services Corporation
101 Syndicate Ave N, Suite 101
Thunder Bay, ON P7C 3V4

Submitted via Email to: hr@nanlegal.on.ca

To Whom It May Concern,

Re: Application for the position of Community Justice Navigator/Legal Education Officer

Please consider this letter as a formal application with your organization. I've enclosed my resume for your perusal.

My name is Elisa Sutherland but everyone knows me as Bunny. I am a member of Moose Cree First Nation and currently live in Timmins. I am a single mother of two and a grandmother to one who is in my custody. I have been vaccinated against covid, have a G license and my own vehicle.

I have been working in the administrative field for 26 years. I do believe that my many years of experience would be a great addition to your organization. I am a positive person and a team player. I excel in customer service I am also excellent in all office programs as well as office routines. I am also a certified Joint Health & Safety Committee member. I believe this certification would help your organization.

I do have training and education in legal. I went to the Toronto School of Business for Legal Administrative Assistant. I also worked as a guard with Nishnawbe Aski Police Service after my cooperative education placement ended. I also was the youth representative with the Policing Committee of Moose Cree First Nation until I relocated to Timmins in 2001. I am familiar with the Justice system as well as I was trained in charging people (creating files for court) during my time with Nishnawbe Aski Police Service.

Please do not hesitate to contact me should you have any questions or if you require more information. I can be reached at (705) 274-9713. For immediate response, you can email me at elisasutherland@gmail.com. I am looking forward to hearing from you at your earliest convenience.

Sincerely,



Elisa Sutherland

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Objective: To obtain the position of Community Justice Navigator/Legal Education Officer with your organization.

Summary

- Administrative Financial support professional with 20+ years experienced working in fast-paced environment
- Excellent organizational, technical, research, communication, interpersonal and time management skills
- Proficient with computer software /hardware and database programs
- Excellent customer services skills (answering phones and greeting public)
- Trustworthy, ethical, discreet and willing to submit a CPIC
- Committed to helping people and working with the general public
- Able to communicate openly and freely in certain situations
- Confident and poised in interactions with individuals at all levels
- Detailed orientated and takes pride in work
- Able to multitask effectively and able to commit to overtime hours
- Ability to work individually and as a team
- Ability to maintain confidentiality
- Can work with limited or no supervision and within a timeframe
- Fully Vaccinated with Moderna Vaccine (3 doses)

Skills

- Data Entry & Registration
- Creation & maintenance of ledgers
- Knowledge of office equipment
- Switchboard Phones (100+)
- Typing Speed of 60+ GWAM
- Budgeting, Invoices, Memoranda
- Clerical duties (filing, sorting & distributing mail)
- Minutes & preparation for meetings
- Personal Development
- Personal Financial Planning
- Interoffice Email
- Requisitions, Purchase Orders
- Bank Reconciliation
- First Aid/C.P.R.
- Informations Management
- Project Management
- Customer Service/First Host Training
- Joint Health & Safety Certifications Pts 1&2

Education

- Attended Early Childhood Education Pre-Apprenticeship, Northern College, 2009
- Completed Ontario Secondary School Diploma, Delores D. Echum Composite School, 2000
- Completed Legal Administrative Assistant, Toronto School of Business, 1999

Employment

Office Manager – Moose Cree First Nation, March, 27, 2023 – October 27, 2024

Maintain office files projects
Coordinate committee meetings and honorariums
Liaise with other satellite offices for community and site visits

Program Assistant – Six Seasons Youth Program, October 4, 2022 – April, 20, 2023

Provide Administrative Support to Six Seasons and Nation Rebuilding
Coordinate conferences and gatherings
Provide support to Six Seasons staff for programming

Administrative Assistant – St. Mary's Gardens, April 13, 2022 – July 4, 2022

Provide administrative support as part of the Senior Leadership Team
Complete Payroll and vacation requests
Complete monthly inventory