

807-466-1056

Ashley Cederwall
228 First Street North
Kenora ON P9N 2K4

Sept 3rd

July 21, 2024

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

Re: Community Legal Worker

Dear Human Resources:

I was excited to learn of the position of Community Legal Worker with Nishnawbe-Aski Legal Services Corporation. I learned of the opportunity on the website of the Lake of the Woods Employment Action Project (LEAP).

I earned a Master's degree in Public Administration. During my undergraduate degree I studied the law in one law course and in a political science course on the constitution. I have a strong interest in justice and the law and I would value learning more about the various aspects of the legal system. I have knowledge and experience with Indigenous Peoples culture. I am Métis myself. During my undergraduate degree in political science I explored the subject of Indigenous issues in various research essays. I have continued my learning on this subject through personal reading. For example, I read former Crown Attorney Rupert Ross's books on Aboriginal justice. On the subject of interpersonal skills, I have experience dealing with the public and providing client service as a Front Desk Receptionist at Anicinabe Park. I understand the need for confidentiality. I have spent my career working with minimal supervision. My communication skills are strong, along with my computer skills. I am familiar with Microsoft Office. I am willing and eager to communicate with others about law-related and traditional issues. I would be happy to travel extensively. I hold a valid driver's license.

I am appreciative of the time you've spent reviewing this letter, and the accompanying resume. You can reach me at ashley.cederwall@gmail.com or via telephone at 807-467-8268. I hope to hear from you soon.

Sincerely,

Ashley Cederwall

Encl. (1)

Ashley Cederwall
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Kenora, ON P9N 2K4
ashley.cederwall@gmail.com
807-467-8268

EDUCATION

Postgraduate and masters courses: Public Ethics, Philosophy, Sociology, and Political Science
Carleton University, Ottawa, ON 2016 - 2017

Masters of Arts in Public Administration, with Concentration in Policy Analysis
Carleton University, Ottawa, ON 2011 - 2013

Bachelors of Arts (Honours) in Political Science, with Concentration in Political Theory
Carleton University, Ottawa, ON 2004 - 2008

French Immersion Secondary School Diploma & Secondary School Diploma
St. Thomas Aquinas High School & Beaver Brae Secondary School, Kenora, ON 2004

PROFESSIONAL EXPERIENCE

Substitute Teacher

Seven Generations Education Institute, Dalles First Nation, ON & Kenora, ON 2018 - 2020
Adult Education Partnership program
One-on-one teaching; marked lessons in English and math

Canadian Northern Economic Development Agency, Ottawa ON 2009 - 2015
Administrative Assistant, Deputy Minister's Office

Administrative Services Officer

- Analyzed business processes, consulted with stakeholders and subject matter experts, provided advice, and wrote reports, and procedural and process guidelines
- Organized Agency legacy records: created file classification structure and applied knowledge of information management
- Coordinated events, travel and information under challenging conditions, for Vice-President's Office

Cabinet and Parliamentary Officer

- Analyzed Government's upcoming cabinet agenda and cabinet documents of other federal department's for linkages and interactions with Agency's work and made recommendations
- Represented Agency at interdepartmental meetings on cabinet items
- Wrote parliamentary affairs weekly reports, briefing notes, parliamentary written question responses, and parliamentary committee recommendation response

- Conducted research in support of program renewal and Arctic Council
- Coordinated cabinet and parliamentary material

National Coordinator, Official Languages / Junior Policy Analyst

- Provided advice on official languages
- Wrote inaugural Official Languages Action Plan, Official Languages Report on Results, presentations, briefing notes, key messages, consultation proposal, accountability framework and committee terms of reference.
- Participated in interdepartmental team on delivery of national program, intergovernmental working group, conferences, and meetings with other government institutions and stakeholders

Corporate Secretariat Advisor

- Re-established and chaired Administrative Network
- Wrote working group terms of reference, working group plan, guidelines on administrative procedure and process, and records classification structure and information management proposals
- Participated on interdepartmental team to launch Intranet site and drafted Intranet sitemap
- Coordinated material for organizational leaders and ensured quality control
- Responsible for clerical tracking system of organization's documents

Executive Assistant, Director General's Office

Administrative Assistant

Royal College of Physicians and Surgeons of Canada, Ottawa ON 2009

- Coordinated development of website: delegated tasks to IT contractor, monitored progress, and advised on means to streamline online business processes
- Wrote monthly e-newsletters, minutes, reports, presentation, and correspondence
- Coordinated production of newsletters: set timelines, liaised with contributors, edited articles, created layout, and coordinated print production; and coordinated events

Licensing Coordinator and Administrative Assistant

Office of the Superintendent of Bankruptcy, Industry Canada, Ottawa, ON 2008-2009

- Provided administrative support services, including tracking project budget

Bilingual Administrative Assistant

Export Development Canada, Ottawa, ON 2008

- Collaborated with internal stakeholders regarding survey project; wrote briefing notes; researched using the Internet and literary sources on focus groups and survey design
- Coordinated meetings and teleconferences; prepared travel expense claims; verified claims; processed incoming mail and write-offs; re-allocated faxes

Junior Research Assistant

Kenora Association for Community Living, Kenora ON 2008

- Researched and analyzed means improve the Association's public relations
- Delivered presentations to senior management committee

- Wrote reports based on research containing recommendations, which were adopted by the Board of Directors and implemented recommendations

Administrative Assistant

Kenora Association for Community Living, Kenora, ON 2007 - 2008

- Provided reception services; composed correspondence and memos; ordered office supplies; handled incoming and outgoing mail; responded to and re-directed information requests
- Maintained and updated filing systems, inventories, mailing lists, and database systems (such as Access and webCIMS) ensuring that information was current and accurate
- Collaborated over the phone and through email, with IT consultant to resolve problems with webCIMS database; met tight deadline
- Processed accounts payable and accounts receivable using ACCPAC software; reconciled bank statements and Visa statements
- Experience working on Quarterly Budget Reports using Excel, and proofreading budgets for the Director of Finance and Administration

Administrative Assistant

Statistics Canada, Kenora, ON 2006

- Proofread several hundred completed Census questionnaires, with careful attention to detail, to find mistakes and inaccuracies
- Initiated project to write reports regarding quality of completed questionnaires using statistics; made note of common errors; questionnaire quality subsequently improved when reports were presented to Census field managers
- Completed pay claim and travel claim forms for traveling field staff

Enumerator

Statistics Canada, Kenora, ON 2006

- Interviewed approximately 300 citizens to obtain the information required on the Census questionnaire, providing clarification on questionnaire when necessary
- Persuaded citizens opposed to participating in the Census, to complete their Census questionnaire, with a success rate of approximately 100%

Front Desk Receptionist

Anicinabe Park, Kenora, ON 2005

- Welcomed visitors in both official languages; answered telephone and email inquiries; educated park visitors on Kenora attractions; completed administrative reports; operated cash register; cleaned store

Park Resource Education and Information Assistant

Friends of Rushing River Park, Rushing River Provincial Park, ON 2004

- Performed store clerk duties; coordinated kayak rentals; educated park visitors on the environment; collected litter

Camp Counsellor

Saint-Césaire, QC 2003

- Participation in Summer Student Work Exchange

- Supervised grade 3 girls at City of Saint-Césaire day camp

Swimming Instructor, Lifeguarding Instructor, Lifeguard, and Attendant

City of Kenora, Kenora ON 2002 - 2003 & 2005
 Indoor Swim Program, Lifeguarding Program, Outdoor Swim Program

Special Event Assistant

Kenora Métis Council 2002

- Operated summer day-care facility; helped co-ordinate recreational activities
- Completed office administration; dealt with complaints

VOLUNTEER EXPERIENCE

Kenora Cat Shelter 2024 - Present

Kenora Fellowship Centre 2024 - Present

Board Member

Reconciliation Kenora / Ahze-mino-gahbewewin, Kenora, ON 2019 - Present

Member-at-Large, National Capital Region Council Executive Committee

Public Service Alliance of Canada, Ottawa, ON 2016 - 2017

Education Committee Member

Public Service Alliance of Canada, Ottawa, ON 2013 - 2017

- Planned, coordinated, and delivered adult education initiatives: speaker's series & book club

Executive Member – Recording Secretary & Treasurer

Fair Vote Canada, National Capital Region Chapter, Ottawa, ON 2010 - 2016

Tutor

St. Thomas Aquinas High School, Kenora, ON 2003

- Tutored a grade eight student and a grade nine student one-on-one in Science and English

Soccer Coach

Kenora Minor Soccer League, Kenora, ON 2001