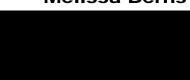
Melissa Berns



Employment History

Chef and Owner

December 2018 to Present

The Den Catering, Kodiak, AK

- Menu Planning for Client events
- Execution and delivery for catering for meetings, banquets, weddings and multi day functions.

Regional Education Coordinator

March 2018 to December 2019

Koniag Education Foundation, Kodiak, AK

- Plans and executes student, family, and community outreach activities
- Assists with data collection and compilation on behalf of grant evaluator
- Manages and facilitates program activities in coordination with KEF staff in Anchorage and grant consultant, to include classes, trainings, workshops, conferences, seminars, and/or other special projects as assigned
- Develops and executes annual regional Native Education Summit in Kodiak
- Works with Rural Community Liaisons to understand community needs and plan activities and strategies for meeting these needs.

Office/Project Manager

January 2013 to December 2017 and August 2003 to September 2010 Old Harbor Native Corporation, Old Harbor, AK

- Contract management, implementation and reporting for debris assessment and clean up.
- Construction manager of shareholder safety and hunting cabins in remote locations.
- Supervision of project employees, office staffing and internship program.
- Support to airport expansion project, SWIPP lead, IRT community point of contact.
- Shareholder relations services to include publications, death benefits, stock will transfer, etc.
- Community quota entity administrative agent program coordination, NPFMC annual reporting, IFQ lease and permit transfers.
- Old Harbor Alliance Development of 501(c)3, grant writing & reporting, implementation of cultural programs. Management of bison herd and longrange planning.
- Old Harbor Scholarship Foundation scholarship program management, distribution of awards, coordination of board meetings, student outreach and support.

Deck-Boss & Chef

June 1995 to August 2017 F/V Melissa Rae, Old Harbor, AK

- Oversee deck operations in commercial salmon, herring and halibut fisheries.
- Supply ordering.
- Navigation and general mechanics.

Tribal Administrator

January 2008 to November 2012 Woody Island Tribal Council, Kodiak, AK

- Grants Management
- Supervision of tribal staff
- Regional coordination with fellow tribes and organizations for program development.

In-House Manager and Chef

May 2003 to September 2005 Kodiak Sportsman's Lodge, Old Harbor, AK

- Guest services manager
- Staff scheduling and supervision
- Management of all kitchen operations

Community Health Program Manager

November 2000 to May 2003 Aleutian Pribilof Islands Assn., Anchorage, AK

- Behavioral health department management
- Health and wellness outreach and education within region.

Education

May 2016 to Present UAF Kuskokwim Campus, Bethel Alaska

■ AA Ethnobotany – May 2018

Certification

AK- Certified Erosion and Sediment Control Lead 100T Master USCG License Nutritional Therapy Practitioner Certification Culinary Arts Certification

Other Experience & Service

Kodiak and Aleutians Federal Subsistence Management Council

Alaska Department of Fish & Game Kodiak Advisory Council

Alutiiq Tribe of Old Harbor Council Member

Prince William Sound Regional Criticizes Advisory Council

Cape Barnabas Inc. Board

Kodiak Island Borough School District Technology Committee

Kodiak Island Borough School District Budgetary Committee

Old Harbor Advisory School Board

Kodiak Island Regional Energy Committee

Old Harbor Alliance Board Member

Alaska Federation of Natives – Alt. Rep for Koniag Region
Alaska Federation of Natives Subsistence Committee
Kodiak Regional Aquaculture Association Board
Kodiak Migratory Bird Council
OHNC Fisheries Committee
OHNC Lands Committee
Old Harbor Native Corporation Board of Directors
InterTribal Buffalo Council Board & Region 3 Director

References

References are available on request.