

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 long-range 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.