

## RESUME

Samuel Sage



### Skills Possessed:

- Have wide experience in community management.
- Thorough with all the rules, policies and regulations of the Tribal, County, State and Federal Governments.
- Proficient with the operations of fax machines, photo copiers, computer applications and other technically operated equipment.
- Possesses knowledge of budget preparations, Accounting principles, proposal development, and research funding resources.
- Have the capacity to develop correspondence and written recommendations with community members, Tribal, County, State and Federal Agencies.
- Have excellent management skills and can supervise the employers and subordinates and ensure extraction of effective work for them.
- Have good knowledge of Internet message boards and their usages in the business.
- Familiar at working with all types of social media effectively.

### Experience:

Counselor Chapter Community Services Coordinator

From: April 2013 to present

- Maintain positive working relationship with elected officials, supervisors and community membership.
- Seek training to cultivate teamwork.
- Establish and practice internal controls to ensure assets and resources are protected against waste, fraud and inefficiency as outlined in FMS policies.
- Develop and maintain the highest level of performance and good employee working relationship and conduct.
- Develop and maintain the highest level of performance and good employee working relationship and conduct.
- Oversee all aspects of Human Resources for the Chapter.
- Monitor and ensure compliance with local policies for procuring goods and services at competitive prices.
- Monitor and safeguard all chapter records in compliance with the Navajo Nation Access to information and Navajo Nation Privacy Act and the FMS Manual.
- Plans and develops grant proposals for community infrastructure development. Monitor Chapter projects to ensure proper requirements are met.
- Attends meetings to improve staff development and improve job performances.

- Safeguard and account for all assets including, but not limited to funds and property for which there is a custodial responsibility.
- Complies with Navajo Nation, Federal and State laws and Policies.

**Chapter President-Counselor Chapter**

From: January 2000 to January 2012

- Responsible for consulting with the Chapter Officials, Staff and council Delegate in preparation of the Agenda for each chapter meeting.
- Presided and maintained order over chapter meeting and committee meetings.
- Recommended the establishment of and appointment to the standing and special committees of the chapter to the membership for approval.
- Coordinated, planned and organized to improve chapter functions and activities to include budget and infrastructure proposals.
- Worked closely with chapter officials and Council Delegate to ensure that the chapter administration is adequately meeting the chapter's directives and expending funds according to conditions of the Navajo Nation Council and/or the chapter's annual budgetary objectives; and reported to chapter membership.
- Followed up with Tribal, County, State and Federal governments or their agencies on resolutions, recommendations, proposals and projects of the chapter.
- Protected the lives and properties of the members of the chapter in case of non-emergency or other crisis, carried out the decisions of the chapter.
- Represented chapter at meeting which the chapter has interest and have the authority to sign all contracts, leases and all other official documents of the chapter, unless otherwise stated.
- Encouraged and promoted community participation in planning and development, and mediated disputes.
- Have developed and maintained cordial relationship with the community membership and resources.

**Education Qualifications;**

I have Associates of Arts degrees in Education and Navajo Language from Navajo Community College, Tsaile, AZ.

I am still pursuing a Associates of Arts degree in Business Management from San Juan College, Farmington, NM.

**References:**

Will be made available on request.