

Confederated Tribes of the Grand Ronde Community Skills Assessment



Please cut this page out, fill out the form and return to the Tribe's Human Resource department. Thank you.

Dear Tribal Members:

Human Resources is constructing a confidential Tribal Skills data base. Information about your skills, education and experience will be input and accessed sometime in the future for Tribal jobs. Even though you may be working, either for the Tribe or somewhere else, it may be beneficial that this employment information can be reviewed and considered for any future job openings that you may be qualified for. If you have any questions, please call Human Resources.

NAME _____
Please print or type clearly. (Last) (First) (Middle)

ADDRESS (Street) _____
(City, State, Zip) _____

TELEPHONE () _____ **MESSAGE** () _____ **CTGR Roll #** _____

EDUCATION
High School # of years completed _____ Graduated? (yes/no) _____
GED? (yes/no) _____ Institution where obtained? _____
College (yes/no) _____ Where? _____
of credit hours _____ Major _____ Type of degree _____ (e.g., BA, BS etc.)
Post Graduate credit hours _____ Degree and/or education beyond Bachelors _____
What kind of job(s) are you qualified for? _____
What field of work would you like to be in five years from now? _____

TRAINING — INCLUDING APPRENTICESHIPS List all your vocational training and skills. _____

List your computer skill level: (H=high, I=intermediate, B=basic)
MSWord _____ Excel _____ Access _____ PowerPoint _____ Data Entry _____ 10 key calc. _____ Typing _____ (wpm) _____

PROFESSIONAL CERTIFICATIONS _____

SPECIALIZED WORK EXPERIENCE _____

Please Circle Which Best Fits Yourself:

ADMINISTRATIVE/CLERICAL

Typing/Keyboarding (wpm) _____
10 Key *Touch Sight* _____
Strokes per minute _____
Reception/Phones _____
Number of Phone Lines _____
Office Equipment _____
Facsimile (FAX) _____
Copiers _____
Dictaphones _____

CUSTOMER SERVICE EXPERIENCE

Full Service Restaurant _____
Fast Food/Convenience _____
Retail _____
Grocery _____
Office Environment _____
Telemarketing/Sales _____
Banking/Financial _____
Casino _____

FOOD SERVICE/HOSPITALITY

Current Food Handler Card _____
Food Server (circle type) _____
Fine Dining Fast Food Family Dining _____
Table Cleaning/Busing _____
Dishwashing _____
Prep Cook _____
Cook _____
Short Order Cook _____
Sous Chef _____
Executive Chef _____
Pastry Chef _____
Host/Hostess _____
Bartending/Cocktail _____
Banquet _____
Food Inventory _____

COMPUTERS/SOFTWARE

Desktop (Dell, IBM, etc) _____
Laptop _____
Microsoft Windows _____
Word _____
Power Point _____
Excel _____
Access _____
Groupwise E-mail _____
Internet _____
Other: _____

CASH HANDLING

Cashier _____
Banking/Teller _____
Retail _____
Grocery _____

FINANCIAL/ACCOUNTING

Payables _____
Receivables _____
Payroll _____
Bookkeeping _____
Auditing _____
General Ledger _____
Full-cycle Bookkeeping _____
Tax/Statistical Reporting _____
Other: _____

RECEIVING/PURCHASING

Fork Lift _____
Hand Truck _____
Inventory _____
Freezer _____
Quality Control _____
Inventory _____
Contract Negotiation _____
Other: _____

INFORMATION SERVICES

System Design _____
Programming _____
Network Administration _____
Project Management _____
Novell Network _____
Web Development/Design _____
CAN CNE MCP MCSE A+ _____
Other: _____

FACILITY SERVICES

Janitorial/Custodial _____
Bio Hazard Knowledge _____
Windows _____
Use of Industrial Cleaners _____
Hard Floors _____
Carpet _____
Buffer _____
Vacuum _____
Other: _____

LANDSCAPE

General Lawn Maintenance _____
Plant & Horticulture Maintenance _____
Landscaping _____
Plant I.D. _____
Interior Plant Maintenance _____
Trees/Shrubs _____
Bedding Plants _____
Pesticide Applicator License _____
Equipment Maintenance _____
Mowers, Weed Eaters etc. _____

MAINTENANCE

Carpentry _____
Masonry _____
Mechanical _____
Painting _____
Electrical _____
Wastewater Treatment _____
MP2 Main Prog. _____
Licenses: _____
Other: _____

☐ I would like someone from Human Resources to call me.

For more information please call CTGR Human Resources at 1-800-422-0232, ext. 2109 or 503-879-2109.

TO ALL TRIBAL MEMBERS:

Please fill out this form, even if you are already employed. You may attach a resume or application to this form. (Call us if you would like an application mailed to you.)

Return to:

Human Resources — TRIBAL SKILLS PROFILE
9615 Grand Ronde Rd.
Grand Ronde, OR 97347-9712

EMPLOYEES RECOGNIZED

Confederated Tribes of Grand Ronde staff members that have been employed with the Tribe for five years or more were honored by the Human Resource department. The 2nd annual Service Award Ceremony took place on January 24 at the Governance Center.



Margo Mercier
15 years

Bonnie Tom	16 years
Tresa Mercier	16 years
Margo Mercier	15 years
Jacquelyn Whisler	14 years
Russell Leno	13 years
Linda Jirek	13 years
Clifford Adams	13 years
Gregg Leno	12 years
Dakota Whitecloud	11 years
Kathleen Tom	11 years
Jeffrey Nepstad	11 years
Jeanne Larsen	11 years
Jeff Kuust	11 years
Vernon Kennedy	11 years
Connie Holmes	11 years
Janell Haller	11 years
Darlene Aaron	11 years
Patsy Ward	10 years
Barbara Steere	10 years
Karen Scharf	10 years
Marcellus Norwest	10 years
Marion Mercier	10 years
John Mercier	10 years
Lonnie Leno	10 years
Kelly Herber	10 years
Melanie Ebensteiner	10 years
Michael Larsen	9 years
Bryan Langley	9 years
Barbara Lake	9 years
Vivian DeMary	9 years
Tracy Biery	9 years
Violet Zimbrick	8 years
Michael Wilson	8 years
Cindy Watkins	8 years
Elaine Moore	8 years
Elizabeth Leno	8 years
Ronald Kuhlman	8 years
Susan Klein	8 years
April Howren	8 years
Christopher Holliday	8 years
Robert Schmid	7 years
Linda Mann	7 years
Shonn Leno	7 years
Karen Larsen	7 years
Jill Brandon	7 years
Jerry Brandon	7 years
Pamela Warren	6 years
Jacqueline Provost	6 years
Wendell Olson	6 years
Sharmon Neria	6 years
Allen Nelson	6 years
Linda Layden	6 years
Nancy Holmes	6 years
Jonny George	6 years
Andrew Garcia	6 years
Sheila Elliott-McDonald	6 years
Penny Deloe	6 years
Douglas Colton	6 years
Mary Alice Bowen	6 years
Eric Webster	5 years
Peter Wakeland	5 years
Cathy Steere	5 years
Valorie Sheker	5 years
Curtis Rentsch	5 years
Kimberly Mueller	5 years
Lorraine Mooney	5 years
Jeff Mercier	5 years
Dolores McKenzie	5 years
Patricia Martin	5 years
Julie Little	5 years
Dana Leno	5 years
Christopher Leno	5 years
Hollie Larsen	5 years
Ronald Hudson	5 years
Sharon Grout	5 years
Robie Greene	5 years
Renea Garin	5 years
Kathleen Feehan	5 years
Kelly Doerksen	5 years
Edward Crane	5 years
Kerrie Bowman	5 years

The cut off date was 12/31/2000