

**CONGRATULATIONS
KRISTY**
Willamina's Class of 2001
Co-Valedictorian



"You've worked so hard, set your goals high, and reached them. We're sure you'll continue to reach your goals you have set for the future. We're all very proud of you."

Love ~ Dad, Mom, Billy, Sarah, Grandma Val (Grout), Grandpa Bill and Grandma Betty (DeLoe), and the rest of the family.



Congratulations to **ANGELINA M. AHEDO**, granddaughter of Lorene Smith, will be graduating from high school on June 9. Angelina has been accepted into the University of Berkeley in California and will begin this fall. Congratulations Angel. We are all so very proud of you. Love, all your family.



CONGRATULATIONS TRICIA LYNN GRAY graduating June 8 at Lewis & Clark High School in Spokane, WA. Your family is proud of you. She will be going to Cornish College of Art in Seattle in the fall in Fine Arts. Keep ahold of your dream and you can do it. Love from all of your family.

TO ALL TRIBAL MEMBERS:

Please fill out this form even if you are already employed. You never know when your career will undergo changes and having this form on file with the Tribe's Human Resources department will give you a head start when it comes time to find a new job. Also, if the Tribe begins a new business or enterprise in your field of employment, the Human Resources department will already know about you. Take a minute and fill out this form — it could change your life.

Return to:
Human Resources
TRIBAL SKILLS PROFILE
9615 Grand Ronde Rd.
Grand Ronde, OR 97347-9712

Confederated Tribes of the Grand Ronde Community
Skills Assessment

RETURN COMPLETED FORM BY JULY 15 TO BE INCLUDED IN THE RANDOM DRAWING FOR A CHANCE TO WIN \$100, \$75 AND \$50.



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.

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

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

FINANCIAL/ACCOUNTING

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

FACILITY SERVICES

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

CUSTOMER SERVICE EXPERIENCE

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

CASH HANDLING

- Cashier _____
- Banking/Teller _____
- Retail _____
- Grocery _____

RECEIVING/PURCHASING

- Fork Lift _____
- Hand Truck _____
- Inventory _____
- Freezer _____
- Quality Control _____
- Inventory _____
- Contract Negotiation _____
- 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. _____

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 _____

INFORMATION SERVICES

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

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.