

TAHNEE MILLER

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OBJECTIVE

To obtain a position where I am able to further my job/life skills while utilizing my strengths as a leader within a team environment.

SKILLS & ABILITIES

**Reliable / Communication/ Resourceful/
Engagement/organization/Teamwork/Problem solving**

EXPERIENCE

2018-2021

Administrative Assistant, Skokomish Tribe

• Answer phone, copy, fax, mail, errands, plan parties, cook for events, and assist in events/trainings/parties. Teach Cultural Classes to Youth/Elders.

2017-2018

Family Services/Ersea, Skokomish Tribe/Head-start

• Track Attendance for Pre-School Children, Call home if they are not present/safety check. Enter Data into TS GOLD, Create Fliers, Fill in in areas I am needed.

2016-2017

Reservation specialist, SITE Skokomish Tribe

I Answered phones, made reservations for Skok Waterfront/Skok Park; I filled in in The Waterfront Office, as I was needed. I made sure rooms were clean and tidy.

2015-2016

Hostess/Server, Lucky Dog Casino

I Greeted and Seated People, Took to go orders over the phone/in person, served food, made drinks, bussed tables

EDUCATION

2015

HS Diploma, Bellingham WA, Alger Learning Center

CERTIFICATES

Combatting Human Trafficking and Substance abuse Training, Applied Suicide Intervention Skills Training, Youth Mental Health First Aid, Food Handlers Permit, First Aid and CPR Training, Conflict & Resolution in the Workplace, Adults working with Native Youth. Safe Streets-how to coordinate and keep your neighborhood clean and safe from harmful objects and danger.