

Jennifer Falck  
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Oneida Nation Human Resources Department  
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**To whom it may concern:**

I am contacting you because I am interested in the Director- Legislative Reference Office Position. I have worked for the Oneida Nation for eighteen years. My current duties include staff training, strategic planning, program evaluation, report writing, and public outreach.

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**Education & Qualifications**

I received a Bachelor's of Science in Natural Resource Management in 1998 from the University of Wisconsin-Stevens Point.

In 2009, I received a Masters of Public Administration from the University of Wisconsin-Oshkosh.

I have worked on the drafting and adoption of the Oneida Food Service Code, the Oneida Tattoo & Body Piercing Code, and the Domestic Animal Ordinance.

**Knowledge, Skills, and Abilities**

I have experience in budgeting, program development, strategic planning, and evaluation, and supervising professional staff. In addition, I have facilitated and implemented several tribal community outreach efforts. I currently write all the quarterly and annual reports for the agency I work for, which are submitted to the Oneida Business Committee for review.

I also develop and provide skill building trainings for staff and colleagues. I am certified in two facilitation methods and can present to diverse audiences using a variety of methods. I have worked on operational plans, goals, and objective development for more than ten years. I have experience with performance reviews and employee goal setting.

To reiterate, my most current job responsibilities include program evaluation, report writing for tribal leadership and for the tribal community, strategic planning, and providing skill building for staff and colleagues. If you have any questions or would like to contact me, please email me at [jfalck@oneidanation.org](mailto:jfalck@oneidanation.org).

Thank You

*Jennifer A. Falck*