

Shauna Marie Thomas
P.O. Box 1032
Craig, AK 99921

October 11, 2022

Craig City School District
P.O. Box 800
Craig, AK 9921

To whom it may concern,

Since Loni Lingley is unable to fulfill her School Board three-year term due to the fact that she is CCSD employee, I would like to express my interest on serving on the School Board.

I would like to build positive relationships with our community members, school staff and students. I feel like I would be a good fit for this Board seat.

Please let me know if there's any other information that you need.

Sincerely,

A handwritten signature in black ink that reads "Shauna Marie Thomas". The signature is written in a cursive style with a large initial 'S'.

Shauna Marie Thomas

Shauna Thomas

907-401-3378 | shaunamariethomas907@gmail.com | Craig, AK 99921

SUMMARY

With my previous work experience as a Behavioral Health Aide II and currently a Community Navigator, I have established a great rapport with many community members. I would love to represent our community and collaboratively work together with other Board members to ensure the Craig City School District are responsive to the values, beliefs and priorities of our community. I believe I am a perfect fit for the Craig School Board.

SKILLS

- * Excellent communication skills
- * Collaborates well with others
- * Strong problem-solving skills
- * Great interpersonal skills with locals

EXPERIENCE

Community Navigator, Tlingit And Haida, April 2022-Current
Craig, AK

- Serve as a liaison between Tribal Citizens and Tlingit & Haida.
- I am the local resource answering phone calls and email messages from Tribal Citizens that have questions or concerns, utilizing direct contacts with Tlingit & Haida to quickly resolve issues.
- Assist the Program Compliance department with Tribal Enrollment and/or Tribal ID affidavits.
- Assist Tribal Citizens communicating with the Rescue Relief department in applying for ARPA funds and/or help resolve issues in the application requirements.
- Communicate with other Tlingit & Haida departments to coordinate services as needed.

Private Nanny, Marion Salazar , August 2019-March 2022
San Diego, CA

- Followed routines to foster stability and structure in the child's life while parents were away.

Behavioral Health Aide II , SEARHC, March 2017-August 2019
Craig, AK

- Answered office phone calls and emails, answering questions and scheduling appointments with various physicians and counselors.
- Provided excellent service to patients through personable communication.
- Coordinated counseling efforts with mental health professionals, doctors, nurses and social workers.
- Assessed patient needs and recommended appropriate courses of treatment.
- Participated in assessments and visits with patients in various types of settings.

- Scheduled and coordinated patient follow-up appointments.
- Maintained consistent patient confidentiality in alignment with HIPPA protocols.
- Ability to defuse tense situations with patients with mental health issues.

Medical Office Administrator, Hanger Clinic, October 2013-June 2016

Everett, WA

- Scheduled appointments, oversaw check-ins and resolved patient concerns in high-volume medical practice.
- Provided exceptional patient experience through friendly and compassionate communications.
- Maintained consistent patient confidentiality in alignment with HIPAA protocols.
- Coordinated communications between patients, physicians and hospital personnel.
- Organized patient files and streamlined operations to improve efficiency.

EDUCATION AND TRAINING

Rural Human Services Certificate

Behavioral Health , University of Alaska Fairbanks, Fairbanks AK June 2019

Medical Insurance Billing And Coding Certificate

Medical Billing, Everest College - Everett, Everett WA August 2013

GED

Everett Community College, Everett WA September 2010