

**Marilyn Nuttle-** 210 E. Beck Drive-Pawnee, OK 74058  
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**OBJECTIVES:** Currently seeking proposal-writing contracts with various tribes, using 20 years of experience acquired through working in tribal offices. I would like to share my knowledge and desire to benefit Native American tribes and/or organizations.

**EDUCATION:** Current Student Northern Oklahoma College/Pawnee Nation College  
Native American Leadership and Management  
Meridian Technology Center – Business Training Center – Certificate program  
Healds Business College-San Jose, CA – Clerical Certificates

**Educational/Work Profile:**

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| 2005-2008 | Pawnee Nation College Financial Aid Services (2 years) and Contractor (2 semesters). Assisted students needing guidance with their federal aid applications as well as made calls to the financial aid offices regarding their grants and/or loan programs for their education. Dealt with those students on the Voc-Rehab programs, including applications for assistance, acquiring their medical records and other documents needed for funding.  |
| 1998-2008 | Pawnee Nation of Oklahoma:<br>Education & Training Library Program,<br>Executive Office Receptionist, and<br>Education & Training Administrative Assistant 477 “Te Tu Koo”<br>Resources Department.<br>Performed all clerical duties as needed – Contact Person for our Higher Education Program, included working with 50-70 students per semester Assisted with Adult Education clients, work experience clients, scholarship search and fairs, job fairs and HIED and GED recruitment. Assisted in grant writing, maintenance and reporting to tribal council and federal funding agencies. |
| 1996-1998 | Meridian Technology Business Training Center Student<br>Courses included, Microsoft Word, PowerPoint, Excel, 10 Key,<br>Professional Development   |
| 1988-1996 | Pawnee City Hospital Ward Clerk, Aid, Dietary departments<br>Transferred doctor’s notes to patient charts for the nurses, assisted with recordkeeping in emergency room, ensured all patients were taken care of, other duties as assigned. As Dietary Aid, I transferred doctor’s meal recommendations to our log and assisted in preparing and ensuring all meals were as doctor ordered   |
| 1974-1975 | Healds Business College, San Jose, California – Certificate Program for Secretarial training. Typing, filing, 10-key, business English, business math and professional development.  |
| 1975-1983 | United Indian Development Association – Los Angeles, California<br>Performed office duties for this business development center for Native Americans. Tasks included compiling client loan packages for various funding agencies. Assisted at conferences and trainings.   |

1980-1981      20<sup>th</sup> Century Fox Film Corporation – Temporary job while permanent job through United Indian Development Association reorganized. I was assigned to the clerical pool and duties included working in the Payroll department, purchasing department and telecommunications

Volunteer Work:      Elders - includes assisting elders with various business matters, included helping them find r resources for utility bills, making doctors appointments, writing letters, making phone calls regarding various issues, including dealing with lawyers and other agencies that they were not sure in how to go about. Assisted with filing taxes for the recent stimulus payments.

Pawnee Tribal Language Program Volunteer:

Worked with 4 and 5 year olds in learning the Pawnee language, assisted in workshops, prepared learning material, assisted with snacks and meals.

Toys for Tots:      Assisted during Christmas time by wrapping presents and preparing snacks and dinners for Christmas party

Fundraisers:      Assisted with various fundraisers for organizations or individuals needing help with medical expenses, school activities, elder trips, church camps, substance abuse activities and clothing and food drives.

Community Volunteer:      Cook for various events, including downtown parades, Pawnee Homecoming, Folk Dance Festival, Shriners, *Gravy U* Reunion, (Former Pawnee Tribal Boarding School Reunion), Chili Cook off, chaperone for children ages, K-5

Other:      Tribal Employment Rights Office Commissioner  
Pawnee Nation of Oklahoma Grievance Committee  
Bureau of Indian Affairs Teen Work Experience Program