

JENNIFER ANAVIAPIK SOUCIE

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LANGUAGES

Fluent English and
conversational Inuktitut

OBJECTIVE

STATUS

NTI Beneficiary

WORK EXPERIENCE

Max Films

Supporting Actress

Timmins, Ontario (March 25, 2015)

- Chosen and directed by Academy Award-nominated Kim Nguyen for his film *Two Lovers and a Bear*
- Played the role of "Johanna" – the best friend of the main actress "Lucy" played by Tatiana Maslany
- Johanna is a sweet looking young female in her twenties celebrating her birthday with her best friends
- Three lines, Three scenes
- Wore a costume with hair and makeup
- Travelled 3 planes to get to Timmins from Iqaluit, 3 planes from Timmins to Ialuit
- Strictly adhered to the director's wishes
- Known by the director as being "a natural actor"

Legislative Assembly of Nunavut

Administrative Assistant to the Clerk

Iqaluit, Nunavut (April 2014 – Present)

- Assisting the legislative committee clerks in administrative duties,
- Setting up committee rooms and Legislative Assembly chamber with supplies and audio/visual/transcription services,
- Purchasing supplies for committee meetings and session,
- Preparing and filing all official records and House documents,
- Filing documents in the Clerk's Office records management system,
- Ensuring that the security of the Assembly records are safeguarded,
- Creating sessional statistical data for the Clerk and members,
- Co-ordinating and organizing highly confidential documents for delivery to the House,
- Frequent use of standard computer programs and equipment

Government of Nunavut

Leave & Employment Coordinator

Iqaluit, Nunavut (September 2013 - Present)

- Advising employees on correct manner to complete Request for Leave application forms,
- Verifying and entering leave credits for employees,
- Maintaining an accurate and update record of employee leave credits,
- Reconciling monthly Departmental Attendance Register to employee Request for Leave forms,
- Providing technical support and advice to employees regarding leave and attendance / payroll processing matters,
- Ensuring timely and accurate payroll submissions for casual staff,
- Preparing Clearance Forms for employees who have terminated their employment,
- Preparing Acting Pay authorizations,

- *Processes overtime for pay or for lieu,*
- *Liaises between departmental staff and Payroll Offices, answers pay related question and trouble shoots pay issues*

Nasittuq Corporation

Maintenance Clerk and Work Reception Clerk

Alert, Nunavut (August 2012-August 2013)

- *Ordering requested parts for Construction Engineers and Vehicle Technicians in Alert and Eureka, Tracking parts received and distributing,*
- *Creating, closing, submitting and modifying work orders in CWorks and PlannExpert, PlannDown*
- *Carefully maintaining a vast parts inventory, shipping parts out from Alert,*
- *Writing and distributing minutes for Nasittuq Alert Occupation Health and Safety Committee,*
- *Coordinating volunteers for the Alert Polar Video Club,*
- *Distributing paystubs, Receiving and sending timesheets, Creating and paying out per diems,*
- *Receiving floats from incoming persons, Maintaining the safe ledger*

Accounts Payable Clerk - Development

Ottawa, Ontario (April 2011-August 2012)

- *Data entry for Accounts Payable and Accounts Receivable departments*
- *Mailing out cheques, Contacting vendors for invoices*
- *Providing electronic access to financial reports, Printing financial reports*
- *Learning the basics of accounting in Accounting Level I and II at Algonquin College*

Legislative Assembly of Nunavut

Sessional Administrative Assistant

Iqaluit, Nunavut (October 2007 – April 2011)

- *Assisting the legislative committee clerks in administrative duties,*
- *Setting up committee rooms and Legislative Assembly chamber with supplies and audio/visual/transcription services,*
- *Purchasing supplies for committee meetings and session,*
- *Preparing and filing all official records and House documents,*
- *Filing documents in the Clerk's Office records management system,*
- *Ensuring that the security of the Assembly records are safeguarded,*
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Casual Member Services Officer

Iqaluit, Nunavut (May 7, 2007 – June 29, 2007) and (October 19 2005-August 15 2006)

- *Receptionist duties: faxing, mailing-out using post meter, filing, creating labels, data entry, editing, programming fax machines, updating constituency addresses*
- *Emergency travel arrangements for Members of the Legislative Assembly*

National Aboriginal Health Organization

Summer Student Receptionist

Ottawa, Ontario (Summer 2002)

EDUCATION

Algonquin College of Applied Arts and Technology

Financial Accounting II, Ottawa, ON (January 2012-March 2012)
Financial Accounting I, Ottawa, ON (August-December 2011)
Food Demonstration II, Ottawa, ON (July/August 2007)
Culinary Management, Ottawa, ON (September 2006 – May 2007)
Culinary Management, Ottawa, ON (January 2005-August 15, 2005)
Career and College Preparation, Ottawa, ON (May 2003 – November 2004) *ACE Certificate*

Nunavut Sivuniksavut Training Program

Ottawa, ON (1 year, 2002-2003)
Study of Inuktitut, Inuit History, Contemporary Issues, Nunavut Land Claims Agreement

Grade 12, Inuksuk High School

Iqaluit, Nunavut

Grade 11, Great Lakes Christian College

Beamsville, Ontario

VOLUNTEER EXPERIENCE

Program Coordinator, Arts Café Committee, Iqaluit, Nunavut (October 2013 – December 2013)
Nasittuq Occupational Health & Safety Committee, Ottawa & Alert (January 2013 - August 2013)
Mess Committee Housing Representative, Alert, Nunavut (March 2013-May 2013)
Hip Hop Spot, Iqaluit, Nunavut (April 2009-October 2009)
Humane Society, Iqaluit, Nunavut (1 month 2009)
Lumière Gala at Brookstreet Hotel, Kanata, Ontario (1 day, July 19, 2007)
Restaurant International, Ottawa, Ontario (September 2006 -May 2007)
Stars of the City Banquet, Ottawa, Ontario (2 days, October 2006)
Restaurant International, Ottawa, Ontario (May-July 2005)
Capital Hospitality Exhibition, Ottawa, Ontario (1 day, 2005)

CERTIFICATES

Certificate of Appreciation from Mayor and Council for the City of Iqaluit for Outstanding Volunteer Service

Nunavut Secondary School Diploma

Ontario College Certificate of Academic and Career Entrance

Class 5 Ontario Driver's License

Apprentice Actor with the Alliance of Canadian Cinema, Television and Radio Artists (ACTRA)