

# Inukshuk Aksalnik

## PROFILE

- Nunavut Inuit under article 23 of the Nunavut Agreement
- Familiar with database systems in accounting and payroll (Freebalance and ePersonality)
- Advanced skillset in Microsoft Word, Excel and Outlook
- Excellent Oral and Written Communication Skills in English, functional Inuktitut
- Dedicated, offering significant experience in conflict resolution, effective support and administrative procedures
- Adaptable team player
- Willingness to take on new challenges
- Proven exceptional interpersonal, communications and multi-tasking abilities
- Commissioner for Oaths, in and for Nunavut – expiry May 3, 2019

## PROFESSIONAL EXPERIENCE

**Qikiqtani Truth Commission Implementation Coordinator**  
**September 2017 – present**  
Qikiqtani Inuit Association, Iqaluit, NU

- Respond to historical, cultural, and reconciliation inquiries
- Responsible for understanding, engaging and implementing the Qikiqtani Truth Commission's (QTC) 25 final recommendations
- Taking the lead role, in coordinating and supporting the multi-stakeholder Saimaqatigiingniq Working Group
- Participates in the Nanilavut Working Group headed by CIRNAC
- Preparing reports and presentations to the Director of Social Policy, QIA Executive and Board of Directors
- Working with the territorial and federal governments
- Maintaining the Qikiqtani Truth Commission website
- QTC presentations to staff and post-secondary students within the Government of Nunavut, and other stakeholders

**Staffing & Human Resources Consultant, Baffin**  
**February 8, 2016 – August 2017**  
Government of Nunavut, Nunavut Arctic College, Iqaluit, NU

- Provide staffing for all term and indeterminate positions for Nunavut Arctic College, Piqqusilirivvik and Nunavut Research Institute
- Preparation of Job Action Requests and forwarding to Job Evaluation in order to post a job competition
- Lead senior managers, program managers and other staff to create hiring panels for open job competitions, confirm screening criteria and interviewing questions for potential candidates
- Conduct interviews as staffing consultant of the hiring panel
- Completing reference checks, preparing job offers, preparing orientation to new staff
- Daily communication with other GN departments as well non-Government organizations
- Acting Human Resources Manager as required

**Executive Secretary to Minister Glen Abernethy**  
**October 6, 2014 – January 15, 2016**

**Government of the Northwest Territories - Legislative Assembly, Yellowknife, NT**

- Worked in conjunction with the Executive Assistant and the Department of Health & Social Services directorate to format correspondence from various outside parties, including Aboriginal governments and Federal governments
- Assisted the Standing Committees and the Clerk's office of the Legislative Assembly preparing correspondence, information and feedback
- Acted as a liaison with Legislative Coordinators office during sitting of the Legislative Assembly with speaking notes and statements
- Worked with media liaison on news releases, ministerial activities and media interviews

**Legal Assistant, July 22, 2013 – October 3, 2014**  
Dragon Toner Law Office, Yellowknife, NT

- Coordinated with lawyers in the firm with prospective client phone calls, walk ins and emails
- Created and maintained new client files and closing/archiving files once a matter has been completed using the PC Law system
- Responsible and accountable for all financial activity

**Office Administrator, March 2010 – October 2012**  
& **Temporary Placement as Staffing Consultant, August 2011- January 2012**  
Department of Human Resources, Government of Nunavut, Rankin Inlet, NU

- Provided relocation information to new hires and ensured that collective agreement and policies on relocation were adhered to
- Arranged travel, accommodation, and complete move for new hires and ensured that the relocation arrangement has been made through the most economical manner for the employee and the requesting department
- Prepared and verified expense vouchers, journal vouchers, obligations and other types of transactions in processing payments
- Worked with panel (selection) committees throughout the territory to conduct interviews, checked references for candidates and fill vacant GN positions in the Kivalliq region.

**Payroll / Benefits Officer, November 2004 – March 2010**  
Department of Finance, Government of Nunavut, Rankin Inlet, NU

- Responsible for approximately 300 files, both casual and indeterminate employees.
- Audited leave & attendance files, data entry, filing, pension information and counseling, documenting new employees, handing out detailed information with regards to the Government of Nunavut's (GN) benefit programs.
- Worked closely with others on our team, offering to help with data entry, filing, current pay cycles and verifications of income.

**EDUCATION AND ON GOING TRAINING**

- Advanced Project Management, Centre for Continuing Education, Ottawa University, (February 2018)
- Return to work program, Department of Finance, Government of Nunavut (May 2016)
- Respectful Workplace Training, Department of Finance, Government of Nunavut (June 2016)
- Building Confidence through Assertiveness, Executive and Intergovernmental Affairs Training & Development (March 2016)
- WHIMIS for Workers (February 2016)

- Mental Health First Aid Training, Mental Health Commission of Canada, Yellowknife, NWT (2015)
- Administrative Professionals Training Workshop, GNWT, Yellowknife, NWT (2014)
- The Human Resources Development Program, Think PBBA Training, Rankin Inlet, Nunavut (2012)
- Records Management Workshop, Iqaluit, Nunavut (2011 & 2016)
- The Administrative Leader, Think PBBA Training, Rankin Inlet, Nunavut (2011)
- Pension & Benefits Training, Yellowknife, NT (2006)
- Preparing for my retirement, Rankin Inlet, Nunavut (2006)
- Nunavut Sivuniksavut, Ottawa, Ontario (1999)
- Grade 12 diploma, Rankin Inlet, Nunavut (1998)

References are available upon request

<b>Exhibit: National Inquiry into Missing and Murdered Indigenous Women and Girls</b>		
Location/Phase: <u>Part II/III - Iqaluit</u>		
Witness: <u>Inukshuk Aksalnik</u>		
Submitted by: <u>Violet Ford</u>		
Add'l info: <u>R02-03P01P0101</u>		
Date: <u>SEP 10 2018</u>		
<b>Initials</b>	<b>I/D</b>	<b>Entered</b>
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