

DENISE WILLIAMS

208-2190 West 7th Avenue
Vancouver, BC
V6K 4K7

Phone: 604-313-0375
Email: denise.williams@fntc.info

HIGHLIGHTS OF QUALIFICATIONS

- First Nations woman from Coast Salish ancestry.
- Experienced and innovative project, program and process manager specializing in technology integration.
- Over eight years of experience working directly with First Nations communities and organizations.
- Professional orientation: Leading organizations, organizing teams, strategic planning, implementing process, resolving conflict and managing operational change.

PROFESSIONAL HISTORY

First Nations Technology Council Capacity Development Coordinator

West Vancouver, BC
2011-Current

Responsibilities include the completion of framework documents including the Strategic Plan, Communications Plan and Capacity Development Business Plan. The Implementation of numerous plans, processes and review models around each of the frameworks has been initiated in coordination and under the supervision of the Executive Director and Board of Directors.

The First Nations Technology Council is an organization that is in a state of metamorphosis. An aggressive approach to revitalizing program and services to better serve First Nations is currently underway and will be in effect within the fiscal year. There are numerous tasks and responsibilities included in aligning business objectives and the operational capacity to deliver the high level services that are expected. The desired outcomes of the process have required an intensive over-haul of all current management practices and concepts.

Department of Aboriginal Affairs and Northern Development Canada Program Analyst – BC Region Program Review Team

Vancouver, BC
2010-2011

Responsibilities included the development and management of a pilot internal review process for the Income Assistance program. Project management tasks included consultation and collaboration with internal staff, development of a communications strategy, data collection and management, in-depth analysis and development of a report detailing findings and recommendations to senior management and the National Compliance Committee.

Compliance reviews in First Nations schools and communities for both the Income Assistance program and Nominal Roll count were also completed. Compliance reviews were done independently and with small working groups. Responsibilities included the application of federal policies and interpreting and

managing their interaction with Provincial policies when related to social and education programs, the recommendation of potential policy revisions required by First Nations and ongoing development of process innovation to complete reviews efficiently and cost effectively.

First Nations Education Steering Committee
Youth Employment Strategy Officer and Technical Program Coordinator
West Vancouver, BC
2007-2010

Youth Employment Strategy Officer

Responsibilities included the administration of all seven First Nations and Inuit Youth Employment Strategy programs. The work description included development of annual selection criteria and review committee each year, residing chairing the FNIYES proposal review committee, ensuring fair and accurate distribution of FNIYES funds throughout BC, agreement and contract management, financial management and overall reporting to funders and leadership.

Technical Program Coordinator

Responsibilities included the development, facilitation and implementation of strategic planning processes and outcomes related to distance education, First Nations school connectivity, ICT infrastructure development and the British Columbia electronic Student Information System. The work description included financial management, proposal development, implementation planning, effective project execution and overall reporting to funders and leadership.

Department of Aboriginal Affairs and Northern Development Canada
Executive Assistant
Vancouver, BC
2004-2007

All responsibilities fell under the overall provision of high level support to multiple directors and managers. Directorates included: Funding Services, Strategic Planning and Communications and Treaty Related Measures.

Mentorship from managers and directors allowed for this position to be a launching point for goals in project and program management. This experience allowed for skill development in facilitation, conflict resolution, process development, financial management and team-work.

Tamwood International English College
Moderate and Advanced English Teacher
Victoria and Whistler, BC
2001-2004

Responsibilities included the development of daily lesson plans targeted for the needs of each specific class. Lesson plans were structured and were required to be in compliance with the school prescribed learning outcomes for each level of study.

Classes were held throughout the fall, winter and spring in Victoria, BC and an intensive immersion program was held each summer in Whistler, BC. The summer program consisted of each teacher leading a group of 15-20 students through English classes, adventure-based learning and conversational skill development.

EDUCATION

Douglas College
Bachelor of Arts – Sociology
Incomplete

Vancouver Island University
Bachelor of Arts
Incomplete

PanPacific International English College
ESL Teacher Certificate
Complete

VOLUNTEER

The Vancouver Aboriginal Community Policing Center Society
President – Board of Directors
2010-Present