

LOYOLA EMERALD JACK

Native American Law and Sovereignty Program Administrator

CONTACT

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612-209-5804 

Shakopee, MN 

EDUCATION

BA American Indian Studies and
Graphic Design
History, culture, language,
literature, design

University of Wisconsin Eau Claire
June 2003
Eau Claire, WI

Awards

Outstanding Leadership
Academic Excellence

MLS Indigenous Peoples Law
Law and History
University of Oklahoma Norman
Campus
December 2017
Norman, OK

SKILLS

Electronic Environment

Microsoft Office Suite
Canvas
Database
Adobe Suite
Skype
Office management

CAREER OBJECTIVE

American Indian public service professional with extensive knowledge in the field of American Indian Studies and supervisory experience in a fast paced, highly regulated and diverse environment. Program assistant in a collegiate setting, dedicated to helping reach department goals and objectives. Committed to improving the lives of American Indian people and communities.

WORK EXPERIENCE

American Indian Advocate

Division of Indian Work/Hennepin County Attorneys Office

December 2019 - December 2020 / Hennepin County, Minneapolis, MN

- Screen clientele to ensure eligibility for orders for protection
- Navigate databases to research client files to assist in case management while maintaining confidentiality of sensitive information and ensuring safety protocol
- Assist in the redesign of routing procedures for client intake and implementing transition to virtual/remote services
- Other administrative duties: assist outside agencies with petition filing to district court, transcribing affidavits, affidavits of mailings, assist clientele in understanding the law and court process, petitions, notice to respondents, ensure confidentiality of all clientele sensitive information ensuring safety protocols and continued client support

Table Games Supervisor

Shakopee Mdewakaton Sioux Community Gaming Enterprise - Little Six Casino

November 2012 - December 2019 / Prior Lake, MN

- Facilitate daily staff briefings
- Manage direct reports and conduct evaluations and annual reviews
- Conflict resolution
- Ensure adherence to policy and procedure
- Compile daily shift reports for upper management
- Ensure confidentiality of staff and clientele sensitive information
- Navigate several data bases to ensure up to date staff and clientele private information and adherence to Tribal, Federal and State policy

Soft Skills

Goal oriented
Cultural sensitivity
Self starter
Organized
Problem solver
Composed
Articulate

CULTURAL ACTIVITIES

Volunteer for Hennepin County
Corrections, American Indian women
population

Facilitate a talking circle , Hennepin
County Corrections American Indian
womens population

Jingle dress dancer, firekeeper,
inipi, lowampi, crafts, cultural
medicines and other cultural
practices

Program Assistant

American Indian Studies Department- University of Wisconsin Eau
 Claire

September 2000 - June 2003 / Eau Claire, WI

- Assist American Indian students with questions concerning registration, schedules, financial aid and other resources
- Provide a welcoming and relaxed environment for American Indian Students, staff and visitors
- Event planning: Annual Pow Wow, Native American Awareness Week, International Folk Fair, Exhibition dancing and other social event for American Indian Students
- Fund raising: procure funds from various University departments, food sales, craft sales, raffles
- Design posters, fliers, pamphlets, buttons and design contest to help promote American Indian educational events
- Secure the assistance of the American Indian Student Organization and other volunteers to carry out the planning of educational events and fundraising for the Department of American Indian Studies.

PROJECTS

Secure funding to build an Inipi (Sweat Lodge) for
Hennepin County Corrections- American Indian
population

Coordinator

- Lend expert knowledge
- Recruit key players
- Compile and submit budget proposal