

**Rebecca L. Anderson**  
201 Cottage Circle, Kenai, Alaska 99611  
(907) 252-2245

Seeking position working with youth and children to understand safety, respect, and healthy relationships.

### **Education**

UNIVERSITY OF PHOENIX  
Master of Science, Psychology–2012  
Bachelor of Science, Psychology–2010  
Associate of Arts, Criminal Justice–2008

### **Related Experience**

THE LEESHORE CENTER Youth Outreach Coordinator  
Kenai, AK 2010 – 2017 and current

- Previously held position of Child Advocate, working with secondary victims of domestic violence.
- Previous Legal Advocate, assisting with protection orders and other hearings as requested by clients.
- Follows policies and procedures while working with clients toward safety plans.
- Crisis intervention and court advocacy for clients in civil matters including protection orders and custody.
- Continual education regarding domestic violence and sexual assault issues.
- Facilitated groups including life skills at correctional facility and parenting groups at shelter.

KENAITZE INDIAN TRIBE Family Services Technician  
Kenai, AK 2017

- Supported Family Services Department as team member, using legal confidentiality and mandatory reporting requirements as well as grant requirements.
- Took Reports of Harm and called Office of Children Services as needed
- Managed department charge card account and check requests
- Maintained records of ICWA tribal membership inquiries
- Supervised parent /child visits as directed by case managers, providing reports and maintaining client files.

ALREADY READ Store Manager  
Kenai, AK 2005 – 2010

- Assisted customers in selecting and purchasing books.
- Maintained store credit records, organization of stock, work schedules, and training.

LAST FRONTIER HOMESCHOOL Homeschool Educator  
Riverside, CA/Kenai, AK 1995-2007

- Maintained all records, including attendance, grades, health records, and courses of study.
- Facilitated K-12 lessons, utilizing computer, traditional, and unit-study curricula.

VALENTEC INTERNATIONAL CORPORATION Administrative Assistant  
Costa Mesa, CA 1994-1995

- Processed payroll, accounts payable, and accounts receivable for corporate office.
- Accomplished internal audits of payroll records for all divisions.

SYSTEMS INTEGRATED Payroll Clerk  
Orange, CA 1987-1993

- Processed payroll and employer tax returns for 250 employees in eight states.
- Handled payroll tax returns, 401(k) and Section 125 cafeteria plans, health and life insurance.