

**PROFESSIONAL EXPERIENCE**

AMERIKANUAK, INC.

Juneau, Alaska

February 2000 – Present

Vice President/Business Manager

Family-owned corporation was initially created for a 3-year contract to perform the reclamation of the Mineral Hill gold mine near Gardiner, Montana. Continue to perform accounting and administrative functions for the corporation on an as-needed basis. Amerikanuak, Inc. is the parent company for environmental consulting, Needle Leaf Nursery, and The Dance Loft.

Mineral Hill Mine Reclamation

Gardiner, MT

February 00 – January 03

Served as Vice President and Business Manager. Performed all administrative functions for the contract period, including all personnel functions, procurement, accounts receivable and payable, budget creation and tracking, corporate safety functions, and files disposition – including the voluminous historical mine documents, along with payroll and corporate tax submissions. Thirteen field employees worked at the mine site.

Taught ballroom dance at several venues to the Gardiner area – including an ‘at-risk’ youth group.

The Dance Loft

Juneau, AK

January 06 – Present

Certified ballroom dance instructor, teaching private lessons / evening classes at the home studio. Taught students in every level (elementary through college) at the schools.

JRC – THE ALASKA CLUB

Juneau, Alaska

1985 – 2000, 2006 – Present

Ballroom Dance Instructor

Part-time instructor for ballroom dance classes.

STATE OF ALASKA

Juneau, Alaska

April 1984 – Present

University of Alaska Southeast

Adjunct Faculty

Fall 2009 – Present

Teach social dance courses at the University – including Ballroom Dance I & II, Argentine Tango I & II, Latin Dance, and Club Dance.

Alaska Permanent Fund Corporation

Director of Administration (*most recent position*)

May 93 – January 00

Served as the senior member of the Administration department; reported to the Executive Director. That responsibility included: (1) manage and direct the operations of the Administration department including supervision of six administrative staff; (2) participate as part of the APFC's senior management team; (3) ensure corporate mission and values are incorporated into the daily operations of administrative areas; (4) serve as one of the two APFC corporate disclosure compliance officers and reviews ethics-related issues; (5) responsible for corporate budget preparation and coordination, presentations of corporate budget to the Board, ongoing analysis of corporate program needs, and recommendations for reallocations; (6) oversee corporate codification and periodic update process; and (7) serve as the APFC's tenant spokesperson in office space issues.

*The Administration department provided the full range of business infrastructure (core functions) to allow other departments to focus on their primary responsibilities in support of the effective functioning of the specialized goals of the Corporation. Core functions are those that equally affect all departments; e.g., ethics/disclosure, budget, personnel, procurement, travel, records, property, reception, central support, and the general office safety/support.*

Division of Legislative Audit

Administrative Assistant (*most recent position*)

July 84 – May 93

Served as the senior administrative position reporting directly to the Legislative Auditor. Responsibilities included payroll officer, personnel officer, supply and property officer, records officer, and immediate supervision to two executive secretaries.

Office of the Governor

Executive Social Secretary

April 84 – July 84

Responsible for writing replies and tracking invitations to, and requests of, Governor Sheffield.

ROBERTSON, MONAGLE, EASTAUGH & BRADLEY

Juneau, Alaska

January 1984 – April 1984

Legal Secretary

Heavy typing load from Dictaphone, proofread of pleadings and briefs, track case loads and court deadlines for two attorneys, follow through on lobbying reports, and answer phones.

WINGUTH, SCHWEICHLER ASSOCIATES, INC.

San Francisco, California

July 1982 – January 1984

Administrative Assistant

One of two administrative assistants for an executive search firm of ten professionals. Heavy word-processing load from Dictaphone; invoicing, posting, and tracking business percentages; light bookkeeping; general office administrative duties.

**PATRICIA J. BELEC**  
**Resume**

**P.O. Box 22909**  
**Juneau, AK 99802**

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WALTER DRAKE & SONS, INC. (Jeffrey Advertising, in-house agency)

Colorado Springs, CO

September 1980 – June 1982

Advertising Secretary

Focus on computer scheduling and posting, typing and proofreading layouts for periodical publications, bookkeeping. Worked as a customer service representative and assisted with the initial computerization of the department's change from paper records to computers; trained 18 representatives on the use of the system.

ANITA'S DANCE ALLEY

Colorado Springs, CO

September 1978 – June 1982

Ballroom Dance Instructor/Office Manager

Taught ballroom/country/disco dances. Set up dance schedules for seven instructors; maintained receipt books.

**EDUCATION**

State University of New York at Brockport, Brockport, NY

Bachelor of Science, Music/Mathematics Certification, 1980

Aspen School of Music, Aspen, Colorado

Conducting Scholarship, Summer 1978

US Independent Dance Council (through Academie de Danse, Anchorage, AK)

Ballroom Dance Certification Bronze Level, 2004

**REFERENCES**

Lorrie Heagy

Glacier Valley School

907-780-1400

Frank Bergstrom

Dance Instructor

907-321-3637

Alison Browne

Former Director of Administration

Alaska Permanent Fund Corporation

907-463-3126