

Kimarie Manabat

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EXPERIENCE

Bay Mills Indian Community — Assistant to Grants Manager

October 2013 - PRESENT

Assist Grants Manager with federal financial reporting, reimbursement requests, and budget oversight. Review grant program guidelines with departmental personnel and compliance requirements. Implement and facilitate financial training. Work with Accounting to reconcile program expenses.

Boys & Girls Club of Bay Mills — Program Coordinator

January 2007 - October 2013

Planned and supervised youth activities for ages 5 - 18 year olds. Mentored youth on goal setting and making healthy life choices. Helped organize community events and program fundraising. Assisted in grant writing and reporting, along with budget management for specific Club programs. Implemented mass youth survey and data analysis of information from said survey.

Child Development Center — Head Start/Early Head Start Teacher/Aide

1998 - January 2007 Interim break 1999

Created lesson plans specific to the needs of the child. Assessed infant - toddler development and provided heuristic learning environments to promote self discovery.

EDUCATION

Bay Mills Community College

General studies, Child Development courses and general business classes.

Brimley Area High School — Diploma

SKILLS

Knowledge of OMB's Uniform Guidance.

Familiar with P.L. 93-638 Indian Self Determination and Education Assistance Act.

Motivated to work as a team or contribute as an individual.

Able to critically think and work under a deadline.

Adaptable and solution driven.

Certificates

Falmouth Institute

Indian Self-Determination Act: Contracting and Compacting Under P.L. 93-638

OMB'S New Uniform Guidance: Administering Federal Funds and Contracts

U.S. Department of Justice

OJP and OCFO: Financial Management Training

Community Engagement

Pow Wow Committee

Assist in organizing BMIC's annual event. Recruit dancers, drummers, and vendors. Fundraise and manage budget, assist with marketing ideas and their execution.

Cultural/Museum Committee

Assess and catalog artifacts. Worked with team members to create a plan for the curation of historic cultural lifeways at the Iroquois Lighthouse museum.

Health Board Member

Assess patient data with team members and program budgets. Discuss successes and struggles. Review patient complaints and offer recommendations.

References

Audrey Breakie – Director Bay Mills Health Center

12455 W. Lakeshore Drive Brimley, MI 49715 (906) 248.8327

Candice LeBlanc – Director Iroquois Lighthouse Museum

12942 W. Lakeshore Drive Brimley, MI 49715 (906) 437.5272

Brianna Gunka – Land Office Coordinator

12140 W. Lakeshore Drive Brimley, MI 49751 (906) 248.8125