

EXPERIENCE

City of Milwaukee Election Commission, Milwaukee, WI

Business Systems Administrator, February 2020 – present

- Ensure the City's preparedness for elections with regard to voter registration and absentee voting data management and provide oversight of all staff positions (permanent and temporary) that access WisVote, Wisconsin's statewide voter registration/absentee database
- Provide training to ensure staff have a complete and functioning familiarity with WisVote and are maintaining quality control standards with regard to data accuracy and statutory compliance requirements
- Work with reporting staff to regularly analyze voter registration, absentee and voting data as it relates to the City's residents to help identify anomalies, disparities and other issues warranting investigation and response
- Assess and help shape the Department's response to emerging issues that impact the status of registered voters and voting in the City

City of Cedarburg, Cedarburg, WI

City Clerk, June 2019 – present

- Plans, organizes, directs, and administers all activities of the office of the City Clerk
- Oversees all aspects of election administration for the City, including recruitment and training of poll workers, candidate filings, campaign finance, pre- and post-election testing and auditing, and election reporting
- Serves as the official custodian of City records and responds to all public records requests
- Supervises administration of various license and permit applications and oversees license and permit issuance process upon approval for the Common Council
- In collaboration with City Administrator and Mayor, create and publish agendas for Common Council meetings, write ordinances and resolutions, research proposed legislation or policies, and ensure that the City is adhering to all public meeting laws

City of Milwaukee Election Commission, Milwaukee, WI

Election Services Administrator, February 2013 – May 2019

- Oversaw all aspects of voter services for the City of Milwaukee, including voter registration, absentee voting, photo identification requirements, community education and outreach, data analysis and reports, and voter customer service
- Served as data and records administrator, including oversight of data entry, address/GIS management, quality control, report production and data analytics
- Built and maintained partnerships with community organizations, other City departments, and community leaders to increase voter registration and voter education across the City of Milwaukee
- Provided ongoing supervision and training of the absentee ballot coordinator, as well as a temporary staff of up to 45 temporary office assistants
- Trained and supervised election workers (up to 90 workers per shift) to process absentee ballots at Central Count Processing on Election Day
- Served as department's liaison to State Election Board's WisVote technical staff

Safe & Sound, Inc., Milwaukee, WI

Drug Free Communities Manager, February 2012 – February 2013

- Responsible for the overall monitoring and coordination of all Coalition activities to reduce youth alcohol and marijuana use, including training, Coalition retail initiatives, communications, information dissemination, data collection, and committee work
- Created and maintained a Youth Council with 20 active youth members who embarked on a year-long prevention project to increase peer knowledge and alter retail store practices
- After a thorough evaluation of best practices, successfully increased collaboration among existing nonprofit organizations, law enforcement, and government officials within the target neighborhood to ensure successful partnership around community organizing to increase community safety and reduce the visible presence of drug and alcohol use
- Established and maintained data tracking procedures in order to monitor coalition activity and strategy effectiveness

Shelby Humane Society, Columbiana, AL

Adoption & Outreach Coordinator, August 2011 – February 2012

- Conducted community outreach via schools and businesses in the Shelby County area
- Increased adoptions by over 30% during first three months (compared to same months in 2010) through seasonal adoption promotions, increased use of social media, utilization of off-site adoption locations, and increased use of email correspondence with potential adopters
- Managed, scheduled and trained a pool of over 300 volunteers; created volunteer job descriptions, edited volunteer manual, and established monthly volunteer orientations

Safe & Sound, Inc., Milwaukee, WI

Executive Assistant, August 2010 – August 2011

- Served as organization liaison with board members, government officials, community leaders, and donors
- Wrote and edited correspondence, grants, website articles, and other agency documents
- Participated in the recruitment, development and planning of the Drug Free Communities Coalition, as well as the application for funding
- Assisted in the production of the annual report, community events and agency materials
- Managed office operations, including but not limited to updating the agency grant calendar and donor database, purchasing and ordering supplies, maintaining office equipment, processing incoming and outgoing mail, managing the cash receipts journal, and issuing checks in accordance with financial policies and procedures

EDUCATION

University of Wisconsin – Madison, Madison, WI

Certified Public Manager Accreditation, March 2018 – November 2019

- Completed over 200 classroom hours of management and organizational development training

University of Wisconsin - Milwaukee, Milwaukee, WI

B.A. History, summa cum laude, GPA: 3.94, December 2008

- Mortar Board Honor Society, Director of Communications
- Undergraduate Academic Committee Reflector – History Department, Student Representative

COMMUNITY SERVICE

League of Women Voters of Milwaukee County, Milwaukee, WI 2014 – 2018

- Active volunteer, providing election administration expertise and guidance to organization