

Executive Profile

Professional election administrator in the State of California with 15 years of experience with consistent promotions and increasing levels of responsibility. Active participant in state election committees, including chair position of the recount subcommittee. Executive leader with a history of engaging personnel within and across departments and through significant change.

Highlights

- ✓ Principles of Policy, County and Election Administration
- ✓ Grant Preparation and Administration
- ✓ Accessibility Compliance
- ✓ Principles of Leadership, Engagement and Team Building
- ✓ Change Management
- ✓ Community Outreach and Public Relations

Professional Summary

Registrar of Voters

Monterey County Elections
July 2021 - Present

Direct the planning, development, and administration of programs mandated by federal, state and county laws and regulations.

Assistant Registrar of Voters

Monterey County Elections
September 2014-2021 (Permanent)
August 2013-September 2014 (Interim)

Direct the development of departmental strategic planning scenarios based upon changes in election law and trends in technology. Major areas of responsibility include managing personnel, administration of operations, and community relations. Relevant highlights include:

- Oversee personnel matters including recruitment, hiring, training, and evaluation of elections personnel.
- Direct the outreach plan for equity in civic engagement.

Elections Program Manager

Monterey County Elections
March 2007 – August 2013
The position was classified as an Elections Services Specialist between March 2007 to October 2010. The position was subsequently reclassified in 2010 to Elections Program Manager.

Managed precinct services program area, interim program manager in multiple divisions.

- Recruited, training and coordinated placement of 1000+ volunteer and temporary employees per election
- Co-authored competitive grant for accessibility.

Adjunct Faculty

Hartnell College
2009 and 2011

- Instructor of record for Public Speaking, Intercultural Communication, and Introduction to Communication.
- Engaged, motivated, and challenged diverse student body.

Student Affairs Officer

University of California, Davis
2006-2007

- Advised multicultural and socioeconomically diverse group of students on matters related to course planning, career exploration, and goal setting/achievement.

Education and Certifications

Master of Arts, Communication *University of Washington, Seattle.*

Bachelor of Arts, Communication *University of California, Davis.*

California Professional Election Administrator *California Association of Clerks and Election Officials.* Registered Election Official number 138. 2015.

Credentialed California Senior Executive *The CSAC Institute for Excellence in County Government.* 2019.