
Election Officer Resume

Job Objective

To further improve my skills as an Election Officer by working for a challenging organization with high goals.

Highlights of Qualifications:

- Solid knowledge of election duties and procedures
 - Excellent knowledge of election area
 - Outstanding communication skill
 - Ability to work comfortably with computer
 - Ability to work without supervision as well as in a team setting
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Professional Experience:

Election Officer
Davidson County Election Commission, Columbus, OH
August 2005 – Present

- Attended training classes to get updated on election process.
- Opened polling station for voting and closed upon finishing the voting process
- Arranged voting booths, tables, electronic voting machines, and other supplies.
- Tallied voter names with names on the roster to ensure voters genuineness
- Verified voters' identity before providing them with access code for voting machines.
- Provided assistance to voters throughout the voting process.

Election Officer
IFES, Columbus, OH
May 2000 – July 2005

- Managed and maintained computer files of all Election Officers and appointees.
 - Ensured election officers' presence in polling stations through proper coordination
 - Filled vacancies on the election boards by following proper procedures.
 - Announced and filled vacancies on the election board as per existing procedures.
 - Communicated to all election boards regarding training and supply of suitcase pick-up.
 - Ensured that constables and election officers are paid appropriately for their services on the Election Day.
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Education:

Bachelor's Degree in Law Enforcement
Northern Arizona University, Flagstaff, AZ

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