

Eli Carey

📞 (916) 555-6382 ✉️ eli.carey@example.com 💼 linkedin.com/example/elicarey 📍 Sacramento, CA 95814

SUMMARY

Elections operations professional with four years of public sector experience supporting voter registration, candidate filing, early voting, ballot processing, canvass activities, **polling place logistics**, election materials, and voting technology. Researches and applies California Elections Code, government codes, legislation, regulations, and procedures during time sensitive projects. Coordinates workload analysis, operational reporting, **voter information guide** proofing, **poll worker recruitment** and training, equipment distribution, and seasonal staff guidance. Leads work groups through clear assignments, practical instruction, quality reviews, and customer service support. Provides accurate information to voters, candidates, poll workers, elected officials, campaign groups, and community stakeholders. Holds a **California Class C driver license** and supports regional travel, extended schedules, election night operations, and compliance focused public service.

EXPERIENCE

Senior Elections Operations Coordinator

January 2025 - Present

Capital Valley Election Operations

Sacramento, CA

Leads coordinated election workstreams covering registration, candidate filing, **early voting**, ballot materials, canvass preparation, reporting, seasonal staffing, and equipment distribution. Supports regulatory decisions and production deadlines through documented research, review controls, and practical guidance.

- Coordinated **voter registration** and **candidate filing** workstreams through statutory schedules and documented review checkpoints.
- Researched California **Elections Code** and related requirements, then recorded findings for timely operational decisions.
- Led seasonal teams through assignments, procedure explanations, quality reviews, and accuracy focused production routines.
- Prepared workload **reports** from registration, ballot, staffing, and service data for resource decisions.
- Proofread ballot and voter guide materials using correction logs, approvals, version control, and production checks.
- Distributed polling place supplies and **electronic equipment** by reconciling inventory, location needs, and delivery schedules

Elections Technician

March 2023 - December 2024

River City Municipal Elections Office

Sacramento, CA

Supported **election projects** from candidate filing through certification, with hands on responsibility for registration records, specialized software, early voting, poll worker coordination, ballot materials, equipment tracking, and **public service** communication.

- Supported **candidate filing** through certification with procedural checklists aligned to statutory deadlines.
- Processed **voter registration** records in **specialized election software**, researching exceptions under governing procedures.
- Coordinated **poll worker recruitment** and training logistics through rosters, materials, equipment, and instruction.
- Proofread ballot and voter guide content against approved records, catching discrepancies before production.
- Organized early voting and election day supplies, tracking equipment, forms, signage, and custody records.
- Served voters, candidates, and poll workers through clear phone, email, and in person guidance

Program Lead Worker

September 2022 - February 2023

North Coast Public Administration Department

Santa Rosa, CA

Directed daily public records operations under statutory requirements, service deadlines, and incoming workload demands. Guided temporary staff, interpreted government procedures, coordinated electronic records conversion, and used reporting to support compliant service delivery.

- Directed daily assignments for a public records team around statutory requirements and service deadlines.
- Researched state and local codes, then resolved routine processing questions through documented **procedures**.
- Coordinated records conversion across physical **materials**, electronic files, indexing standards, and quality reviews.
- Compiled workload reports showing backlogs, exceptions, staffing constraints, and statutory deadlines.
- Trained temporary staff on specialized records software, documentation standards, **customer service**, and escalation procedures.
- Reviewed completed records for required fields and procedural consistency before final acceptance

PROJECTS

Regional Polling Place Logistics 📅 2025

Improved election day readiness by coordinating location requirements, supply inventories, electronic equipment, delivery schedules, and documented reconciliation steps across regional polling sites.

Voter Guide Production Review 📅 2024

Supported accurate voter information guide production through source record comparison, proofing logs, correction tracking, approval control, and deadline based release planning.

LEADERSHIP & AWARDS

- Lead Facilitator, Election Operations Peer Training Group, 2025 to Present
- Election Administration Fundamentals Certificate, University Continuing Education, 2024
- Recognition for dependable seasonal team guidance during peak election operations, 2025

EDUCATION

Bachelor's Degree in Public Administration
California State University, Sacramento GPA: 0
Coursework: Public policy, government administration, election administration, regulatory compliance

2022
Sacramento, CA

CERTIFICATIONS

- Election Administration Fundamentals Certificate 📅 2024
- California Class C Driver License 📅 2026

TECHNICAL SKILLS

- **Election Processes:** Voter registration, candidate filing, early voting
- **Ballot Operations:** Ballot processing, ballot proofing, canvass activities
- **Voter Materials:** Voter information guides, source records, correction logs
- **Regulatory Research:** California Elections Code, government codes, legislation
- **Poll Worker Programs:** Recruitment, training, rosters
- **Polling Logistics:** Supply distribution, equipment delivery, location planning
- **Election Technology:** Specialized election software, voting systems, electronic equipment
- **Data Reporting:** Workload analysis, operational reports, service volume data
- **Staff Leadership:** Lead worker coordination, seasonal staff guidance, work direction
- **Public Service:** Voter services, candidate services, stakeholder communication

SKILLS

- | | | | |
|-------------------------------|----------------------|---------------------------|-----------------------|
| • Election Administration | • Voter Registration | • Canvass Activities | • Workload Analysis |
| • Elections Code | • Ballot Processing | • Poll Worker Training | • Operational Reports |
| • Government Codes | • Candidate Filing | • Polling Place Logistics | • Customer Service |
| • Legislation and Regulations | • Early Voting | • Voting Equipment | |

PROFESSIONAL AFFILIATIONS

- Election Operations Peer Training Group, Lead Facilitator
- Public administration professional network, election services participant
- Community election service activities supporting clear voter communication

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST