

JESSI ROMERO

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OBJECTIVE

Seeking a challenging position that will allow me to demonstrate my ability to multi-task and ensure the completion of projects through planning, organization, and implementation.

EMPLOYMENT HISTORY

Adams County Elections Office - Brighton, Colorado

5/2008 — 8/2013

Operations Manager

9/2011 — 8/16/2013

- Coordinated and implemented numerous projects under strict legal deadlines in a stressful and highly visible environment.
- Consistently maintained the confidentiality of sensitive information.
- Performed oversight of all the various technical and people management functions of the election process, including the direct supervision of 12 full time employees, up to 100 temporary staff, and site judges in a troubleshooter capacity when needed.
- Evaluated job applications/resumes. Scheduled and conducted interviews with prospective employees and made recommendations based off my understanding of office needs.
- Coordinated with management team members and full time staff in the delegation of projects and the creation of alternative approaches to achieve department goals.
- Communicated directly with vendors, other counties, and the Secretary of State's office to coordinate the implementation of various tasks.
- Developed and enacted new procedures and processes to increase efficiency or avoid potential future obstructions.
- Analyzed sites and developed layouts with an emphasis on ADA guidelines and efficient structural systems use.
- Assisted in the creation and evaluation of RFP and vendor quotes while following firm county government purchasing guidelines.
- Conducted cost and need analyses for the purchasing of property and annual services.
- Participated in working groups with other entities to develop best practices guidelines
- Verified and approved employee time submission for payroll.
- Collaborated with a team and worked individually to execute special projects.
- Attained certification from the state and attended national certification classes for election management.
- Carried out the responsibilities of the Operations Manager and Warehouse Operations Coordinator position after September 2011 through June 2012. Mentored and split the responsibilities of the newly hired Warehouse Operations Coordinator while still completing all of the obligations of the Operations Manager during one of the largest logistical elections in history.

Warehouse Operations Coordinator

8/2009 — 9/2011

- Planned and directly supervised all aspects of the Elections Warehouse.
- Oversaw numerous simultaneous projects under aggressive completion deadlines using full time and up to 20 temporary employees.
- Managed the diagnostic testing of all voting equipment.
- Created and sustained employee schedules based on the current projects.
- Corresponded with vendors and shipping companies to coordinate the deliveries of property and materials.
- Main contact for sites when technical issues arose.

- Coordinated with Elections Office management and staff to assist one another on numerous projects.
- Methodically planned the move of the Elections Office and Warehouse to a new facility. Coordinated with the moving vendors, prepared and organized all materials to be moved from both facilities, and developed lay outs as to where everything will be situated in the new building.
- Assisted the Elections Administrator and Operations Manager in management projects not directly related to the Elections Warehouse.
- All tasks listed under the Warehouse Coordinator section.

Warehouse Coordinator

6/2008 — 8/2009

- Supervised temporary employees who I assigned to concurrent projects while also completing my assignments.
- Planned and organized the allotment of materials allocated to each site during an election.
- Co-managed the diagnostic testing of all voting equipment.
- Audited for and maintained the asset management database for over 700 pieces of equipment.
- Sustained storage of equipment under law mandated tolerances.
- Provided site analysis and layout development with an emphasis on ADA guidelines and efficient structural systems use.
- Inventoried Election Office property and replenished materials when necessary.
- Used a forklift and pallet jacks for the loading and unloading of deliveries and to keep working areas organized.
- Delivered materials to sites when needed.

Elections Temp

5/2008 — 6/2008

- Data entry using the statewide voter registration system to update and maintain voter records.
- Special project assignments such as assisting in the creation of mailers or research tasks.

Hanisch and Son Construction – Greeley, Colorado

3/2005 — 1/2008

Framer

3/2005 — 1/2008

- Day to day physical labor of commercial and residential construction (framing, demolition, painting, siding, etc...) and other assigned tasks.
- Assisted in the reading of plans, laying out and provided opinions as to how projects could be completed efficiently.

EDUCATION

- Bachelor Degree in Environmental Design (Architecture) - University of Colorado, Boulder, CO
- High School Diploma - John Mall High School, Walsenburg, CO

SKILLS PROFILE

- Word
- Excel
- Access
- Outlook
- Visio
- ArcMap
- GEMS database (Global Election Management System)