

Subject: RE: Public Records Request: FL-DOS-24-0487
Date: Friday, September 13, 2024 at 4:10:49 PM Eastern Daylight Time
From: Public Records
To: AO Records
CC: Public Records
Attachments: Resumes.pdf, LukacsC time worked_Redacted.pdf, LinaresL time worked_Redacted.pdf, GauldenC time worked_Redacted.pdf, JohnsonJ time worked_Redacted.pdf, JacksonN time worked_Redacted.pdf, BlaneyH time worked_Redacted.pdf, StaffordC time worked_Redacted.pdf, PayneW time worked_Redacted.pdf, MerrickJ time worked_Redacted.pdf, DarlingtonA time worked.pdf, CollinsL time worked.pdf

EXTERNAL SENDER

Dear requestor,

Please see the attached records, which are in fulfillment of the remainder of this request. Redactions have been applied pursuant to Section 119.071(4)(b) and 119.071(4)(d), Florida Statutes.

Regards,

Office of the General Counsel, Public Records
FLORIDA DEPARTMENT OF STATE
R. A. Gray Building, Suite 100
500 South Bronough Street
Tallahassee, Florida 32399
Phone: (850)245-6507
Fax: (850) 245-6127

From: Public Records <PublicRecords@Dos.myflorida.com>
Sent: Friday, May 31, 2024 4:02 PM
To: AO Records <records@americanoversight.org>
Cc: Public Records <PublicRecords@Dos.myflorida.com>
Subject: RE: Public Records Request: FL-DOS-24-0487

Dear requestor,

In response to the attached public records request the Department has the following response:

Item 1: The record the Department maintains that is most applicable to your inquiry is linked below:

<https://files.floridados.gov/media/707435/dos-oecs-report-cy2023-final.pdf>

If you seek additional records please specify with enough particularity for the Department of State to identify and, if applicable, a fee estimate will be provided for the processing of specified records.

Items 2 and 3: The Department has identified a record that is attached hereto which is responsive to a portion of your request. Additional records would require the use of extensive clerical and supervisory assistance to produce and, accordingly, a fee estimate is attached for your consideration.

Regards,

Office of the General Counsel, Public Records
FLORIDA DEPARTMENT OF STATE
R. A. Gray Building, Suite 100
500 South Bronough Street
Tallahassee, Florida 32399
Phone: (850)245-6507
Fax: (850) 245-6127

From: Public Records
Sent: Monday, May 13, 2024 12:41 PM
To: AO Records <records@americanoversight.org>
Subject: RE: Public Records Request: FL-DOS-24-0487

Dear Requestor:

The Florida Department of State has received your request. Your request will be processed accordingly. You will be advised regarding any possible estimate costs. Payment will be due in advance by cash, check, or money order made payable to the Florida Department of State.

Office of the General Counsel, Public Records
FLORIDA DEPARTMENT OF STATE
R. A. Gray Building, Suite 100
500 South Bronough Street
Tallahassee, Florida 32399
Phone: (850)245-6507

From: AO Records <records@americanoversight.org>
Sent: Tuesday, May 7, 2024 4:20 PM
To: Public Records <PublicRecords@Dos.myflorida.com>
Subject: Public Records Request: FL-DOS-24-0487

The attachments/links in this message have been scanned by Proofpoint.

Dear Public Records Officer,

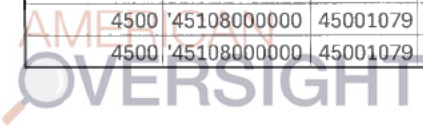
Please find attached a request for records under Florida's public records laws.

Sincerely,

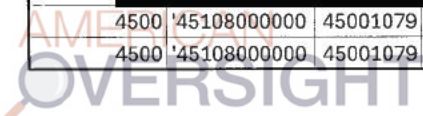
Mariuxi Pintado | (she/hers)
Senior Paralegal | American Oversight
records@americanoversight.org
www.americanoversight.org | @weareoversight

Public Records Request: FL-DOS-24-0487

Agency	FLAIR Org	Position	Project	Activity	Sub Activity	Hours Type	Date	Hours	Status	Status Text	User Name	Date	FMLA/FSWP
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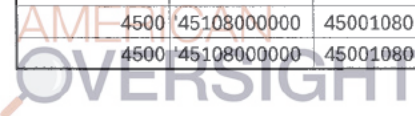


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THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS



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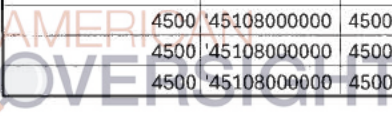


THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.

Agency	FLAIR Org	Position	Project	Activity	Sub Activity	Hours Type	Date	Hours	Status	Status Text	User Name	Date	FMLA/FSWP
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THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.

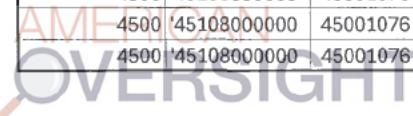
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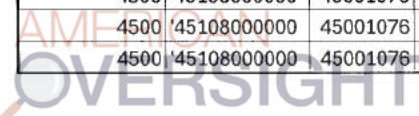
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THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.

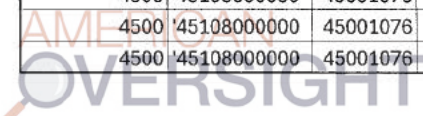
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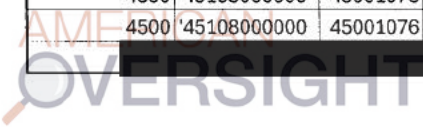
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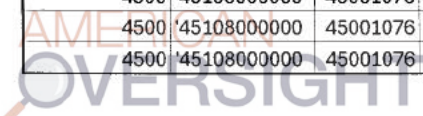
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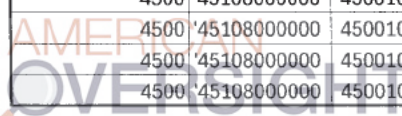


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OVERSIGHT

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12/08/2023 15:36:15 ASHLEY N HALL Unapproved timesheet to change 7/3 to 0040 Discretionary Day off.													
THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.													

Agency	FLAIR Org	Position	Project	Activity	Sub Activity	Hours Type	Date	Hours	Status	Status Text	User Name	Date	FMLA/FSWP
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THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.

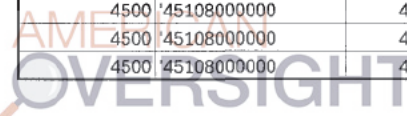
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Agency	FLAIR Org	Position	Project	Activity	Sub Activity	Hours Type	Date	Hours	Status	Status Text	User Name	Date	FMLA/FSWP
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01/31/2024 10:08:29 JASON I MERRICK Worked 14 hours of overtime the weekend of 1/12/24-1/14/24 for our yearly report used to offset some time off. Also had 2 days for the passing of my father.												
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Agency	FLAIR Org	Position	Project	Activity	Sub Activity	Hours Type	Date	Hours	Status	Status Text	User Name	Date	FMLA/FSWP
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4500	'45108000000	45001084				51	3/14/2024	8	30	Approved	LINARES LEONOR	3/21/2024	
4500	'45108000000	45001084				51	3/15/2024	8	30	Approved	LINARES LEONOR	3/25/2024	
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4500	'45108000000	45001084				1000	3/21/2024	8	30	Approved	LINARES LEONOR	3/25/2024	
4500	'45108000000	45001084				1000	3/22/2024	8	30	Approved	LINARES LEONOR	3/29/2024	
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4500	'45108000000	45001084				51	3/27/2024	8	30	Approved	LINARES LEONOR	3/29/2024	
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4500	'45108000000	45001084				1000	4/1/2024	8	30	Approved	LINARES LEONOR	4/8/2024	
4500	'45108000000	45001084				1000	4/2/2024	8	30	Approved	LINARES LEONOR	4/8/2024	
4500	'45108000000	45001084				1000	4/3/2024	8	30	Approved	LINARES LEONOR	4/8/2024	
4500	'45108000000	45001084				1000	4/4/2024	8	30	Approved	LINARES LEONOR	4/8/2024	
4500	'45108000000	45001084				51	4/5/2024	2.5	30	Approved	LINARES LEONOR	4/12/2024	
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4500	'45108000000	45001084			1000	5/2/2024	8	30	Approved	LINARES LEONOR	5/3/2024	
4500	'45108000000	45001084			51	5/3/2024	3.5	30	Approved	LINARES LEONOR	5/14/2024	
4500	'45108000000	45001084			1000	5/3/2024	4.5	30	Approved	LINARES LEONOR	5/14/2024	
4500	'45108000000	45001084			1000	5/6/2024	8	30	Approved	LINARES LEONOR	5/14/2024	
4500	'45108000000	45001084			1000	5/7/2024	8	30	Approved	LINARES LEONOR	5/14/2024	
4500	'45108000000	45001084			51	5/8/2024	0.5	30	Approved	LINARES LEONOR	5/14/2024	
4500	'45108000000	45001084			1000	5/8/2024	7.5	30	Approved	LINARES LEONOR	5/14/2024	
[REDACTED]												
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4500	'45108000000	45001084			45	5/10/2024	8	10	In Progress	PAYNE WILLIAM R	5/13/2024	
4500	'45108000000	45001084			1000	5/13/2024	8	10	In Progress	PAYNE WILLIAM R	3/8/2024	
4500	'45108000000	45001084			51	5/14/2024	8	10	In Progress	PAYNE WILLIAM R	5/15/2024	
4500	'45108000000	45001084			1000	5/15/2024	8	10	In Progress	PAYNE WILLIAM R	3/8/2024	
4500	'45108000000	45001084			1000	5/16/2024	8	10	In Progress	PAYNE WILLIAM R	3/8/2024	

THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.



CIARA BRADLEY

850-294-1271

ciaradesgett@gmail.com

Hardworking and versatile with proven organizational skills and thorough knowledge of office policies and procedures. Excellent communication and people skills with extensive strategic and analytical capabilities.

EXPERIENCE

09/2022 – PRESENT

REVENUE SPECIALIST III, FLORIDA DEPARTMENT OF REVENUE

Performs customer support using a variety of methods including telephone, chat or email for child support cases. Duties include initiating and responding to requests, coordinating with internal/external partners, gathering information and analyzing case data to determine next steps, interviewing customers over the telephone, interacting with other states, employers and other business partners, and making decisions based on case information and provided documentation.

05/2022 – 09/2022

OFFICE MANAGER, ABILITY HEALTHCARE

Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored. Responsible for hiring and staffing, payroll and invoicing via QuickBooks, allocating payments received, writing contracts for employees and other facilities, and on call for employees and family after hours.

11/2021 – 05/2022

ACCOUNTS RECEIVABLE PAYMENT REPRESENTATIVE, GRAY TV

Responsible for deposit preparation such as reconciling of log sheets to funds reported. Experienced in handling a variety of payments including credit cards & checks, allocate payments to proper invoices, updating multiple spreadsheets daily.

01/2020 – 06/2021

OFFICE MANAGER/DISASTER COORDINATOR, TALLAHASSEE LENDERS' CONSORTIUM

Responsible for generating billing reports and deposit preparation such as reconciling of log sheets to funds reported for a variety of home lending agencies. In addition, I analyzed, and corrected the deposit records. Experienced in handling a variety of payments including credit cards, checks, cash, or online with PayPal, Clover, as well as Stripe. My position included a wide variety of office management duties that varied from completion of billing logs, maintaining accurate files, website management, maintaining social media pages, and prepared technical,

NeighborWorks Certifications

ML008WT Introduction to Disaster Preparedness & Business Continuity Planning

ML009WT Introduction to the First 30 Days of Response & Recovery

Delivering Group Education on Emergency Disaster Preparedness Reporting Time & Attendance

Carla M. Gaulden

Carla.gaulden@gmail.com • [REDACTED] 850-491-5267

Education

Wakulla County High School	High School Diploma	2003
Wakulla County Education Center	Certified Nurse Assistant	2012

Experience

Florida Department of Corrections	4070 Esplanade Way, Tallahassee FL, 32399
Department of Highway Safety and Motor Vehicles	2900 Apalachee Parkway, Tallahassee FL, 32399

Government Operations Consultant II 05/23 - Present

Creating, collecting, and reviewing case information as reported by individuals, Supervisor of Elections offices and other States. These case files will be processed according to F.S. 97.012(15) authorizing the Department of State to conduct preliminary investigations into any allegations of irregularities or fraud involving voter registration or voting, or candidate or issue petition activities as well as citizenship issues and Third-Party Voter Registration Organizations (3PVRO). The Department uses access to secure sites such as DAVID, CCIS, etc. as well as public sites as the Department of Corrections Offender Network, the Clerk of Courts websites for each of the 67 counties. The website for the Office of Executive Clemency to search for any possible clemency returns. Also contacting local Supervisor of Elections Offices and out-of-state elections office for pertinent documentation regarding voter registration, voting history and photocopies of petitions for investigation purposes.

Accountant II 10/2019 – 05/23

Process weekly inmate release list email for all Florida Department of Correction institutions, including all annexes, and work camps. Create excel documents for each institution. Upload inmate information into the automated overnight process. Create word documents for each institution as it relates to an inmate release. Upload inmates advance funding and gratuity in to Jpay system for inmates End of Sentence. Email weekly release list to each Correctional institution for distribution through each facility. Sort and file each weekly release list into a backup database for proper retention period as per State of Florida retention guidelines. Review, audit and process released inmate signature sheets for completion in accordance with State of Florida guidelines. Sort and file signature sheets into a backup database for proper retention period as per State of Florida retention guidelines. Review, audit and process IR's (incident reports) for competitions in accordance with State of Florida guidelines. Sort and file IR's into

Carla M. Gaulden

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back up database for proper retention period as per State of Florida guidelines. Provide customer service to both internal and external customers via phone and email correspondence as it relates to laws, statutes, and policy and procedures as it relates to inmate releases with the Florida Department of Corrections. Serve as back-up for multiple positions within the Inmate Bank section in order to ensure productivity should the need arise. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate level. Forward cases to internal departments.

Home Maker 06/2018 – 10/2019

REGULATORY SPECIALIST I 11/2015 – 6/2018

Responsible for reviewing, analyzing, composing, filing, coding, and mailing responses to customers who are required to submit reports of eye examinations (HSMV 72101) to the department, ensuring compliance with Florida Statutes, Florida Administrative Code, and Department policy and procedures. Coordinate vision correspondence and telephone inquiries from field offices and the public. Determine restrictions, revocations and cancellations based on vision reports. Sort and distribute incoming reports and correspondence from customers regarding vision related matters. Also processes requests from customers including vision reports, status requests, and requests for driver license applications. Submit correspondence to the Medical Advisory Board for individual cases annual review of field of vision charts. Analyze new field charts to determine should they be sent to the Medical Review Board. Assist the Section Supervisor with daily distribution of tasks, keeping monthly stats for department, and training of current and new employees. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate level. Forward cases to internal departments.

Senior Consumer Service Analyst 04/2012-11/2015

Provide customer service to both internal and external customers by explaining laws, statutes, or programs. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate. Forward cases to internal departments. Assist judges, attorneys, court officials, field offices, and customers with statutes. Use customer service expert system and customer service tools to determine if sanctions can be closed. Use multiple programs (e.g., CCIS, FIDLIS, FRIVIS, IRIS, DAVID, OASIS, Customer Service Expert, DL Maintenance, Driver License Procedures Manuel, DMV Procedure Manuel). Close and or resolve sanctions on driver records (e.g., HTO, DUI, FR cases, and point suspensions). Assist with training on new employees when requested. Maintain a call affinity of 82 % or higher throughout the day. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate level. Forward cases to internal departments.

Carla M. Gaulden

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OPS Medical Clerk 9/2011- 04/2012

Process incoming and outgoing mail. Distribute mail to appropriate sections. Print crash reports using IRIS and screen for medical processing. Sort and file medical reports and medical reporting forms to the appropriate Medical Specialist for review by the Medical Advisory Board. Prepare new cases for review by Medical Specialist. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate level. Forward cases to internal departments.

Home Maker 12/2007 – 9/2011

Customer Service Rep 07/2005-11/2007

Provide customer service to both internal and external customers by explaining laws, statutes, or programs. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate. Forward cases to internal departments. Assist judges, attorneys, court officials, field offices, and customers with statutes. Use customer service expert system and customer service tools to determine if sanctions can be closed. Use multiple programs (e.g., CCIS, FIDLIS, FRIVIS, IRIS, DAVID, OASIS, Customer Service Expert, DL Maintenance, Driver License Procedures Manuel, DMV Procedure Manuel). Close and or resolve sanctions on driver records (e.g., HTO, DUI, FR cases, and point suspensions). Assist with training on new employees when requested. Maintain a call affinity of 82 % or higher throughout the day. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate level. Forward cases to internal departments

Senior Clerk 4/2004- 6/2005

Process incoming and outgoing mail. Distribute mail to appropriate sections. Print driving records. Provide customer service to both internal and external customers by explaining laws, statutes, or programs. Refer customers to other state agencies or jurisdiction to handle issues at the appropriate level. Forward cases to internal departments.

Skills

CDC System, Inmate Banking System, JPay System, Motorist Maintenance, FIDLIS, FRIVIS, DAVID, IRIS, Customer Service Expert, Medical Expert, OASIS Program, Microsoft Word, Microsoft Excel, Microsoft Teams, Microsoft Outlook, Power Point. Ability to answer multi line phone system, take messages, type correspondences, file, sort and store data. Ability to operate fax machine, calculator, copier printer scanner, and biz hub. Process incoming and outgoing mail. Current knowledge of Driver license records and Motor Vehicle records. Ability to understand and interpret Florida Statutes, and Florida Administrative Codes. Ability to understand and interpret policy and procedures.

LINDSEY COLLINS

334.559.5220

lindseycollins56@hotmail.com

EXPERIENCE

MAY 2023 – JANUARY 2024

LEGISLATIVE CLERK, ALABAMA HOUSE OF REPRESENTATIVES

Office of the Clerk of the House

AUGUST 2019 – MAY 2023

ADMINISTRATIVE ASSISTANT, FLORIDA HOUSE OF REPRESENTATIVES

Judiciary Committee

MAY 2019 – JUNE 2019

CAMPAIGN WORKER, DANIEL SPARKMAN FOR ALABAMA HOUSE OF REPRESENTATIVES, DISTRICT 74

Door-knocking

AUGUST 2018 – NOVEMBER 2018

COORDINATOR, LEE COUNTY REPUBLICAN PARTY HEADQUARTERS

2018 General Election

AUGUST 2017 – NOVEMBER 2018

CAMPAIGN STAFF, RANDY PRICE FOR ALABAMA STATE SENATE, DISTRICT 13

2018 General Election

MAY 2018 – JULY 2018

INTERNSHIP, TENNESSEE REPUBLICAN PARTY

Summer Internship

JANUARY 2016 – MAY 2016

ALABAMA LEGISLATIVE INTERNSHIP PROGRAM, ALABAMA LAW INSTITUTE, STATE HOUSE

Health, Insurance and Education Policy Committees

AUGUST 2014 – DECEMBER 2018

SALES ASSOCIATE, SHOE STATION INC.

EDUCATION

NOVEMBER 2023

PARALEGAL CERTIFICATION, AUBURN UNIVERSITY

MAY 2019

BACHELOR'S DEGREE IN HISTORY, UNIVERSITY OF MONTEVALLO

Took courses in Political Science

MAY 2012

HIGH SCHOOL DIPLOMA, OPELIKA HIGH SCHOOL

REFERENCES

Heather Wilson
Politically Correct Consulting
256.682.5782
heatherpcconsulting@gmail.com

Representative Chuck Brannan
Florida House of Representatives
District 10
904.509.5399
Chuck.Brannan@myfloridahouse.gov

Jason Carter
Attorney and Legislative Aide
Florida House of Representatives
229.269.3738
Jason.Carter@myfloridahouse.gov

Leonor Linares

Tallahassee, FL 32301 • llinares86@yahoo.com • (850) 825-0571

A versatile, goal-oriented professional with hands-on experience. Highly dynamic in the areas of customer service and client satisfaction. Team player with excellent communication skills. Exceptional attention to detail. Strengths include: Relationship building, strong computer aptitude, personable and persuasive communicator, strong customer service orientation. Open to change and variety with ability to learn new skills quickly.

Areas of Expertise

◆ Time Management	◆ Software Proficiency	◆ Complaint Resolution
◆ Problem - Solving	◆ Cross-functional Collaboration	◆ Administrative Skills
◆ Customer Service	◆ Data Entry	◆ Product Knowledge

Education

High School Diploma | East Gadsden High School, Quincy, FL

Professional Experience

Florida Department of State - Division of Elections, Tallahassee, FL 10/2021 - Present
OPS Clerk Director's Office

Accomplished professional, known for providing excellent customer service and great lines of communication. Skilled in multi-tasking, successfully handling urgent situations, and working on a team, as well as independently.

- Provides administrative support to assigned unit.
- Performs a high volume of data entry using programs with standard formatting and consistently formatted source documents.
- Conduct programmatic and financial operations, including coordination, monitoring and oversight of grants.
- Review contract invoices and reports for compliance with contract terms, state law and federal administrative requirements and cost principles.

Liberty County Supervisor of Elections, Bristol, FL 11/2019 - 09/2021
Deputy of Supervisor of Elections

Provided clerical services, assisted the public in a professional and courteous manner, maintained voter registration records and assisted with candidate and committee processes and ensured that voter registration and elections are conducted in accordance with the Election Laws of the State of Florida.

- Assisted the Supervisor of Elections in the establishment of policies and directives for operational planning in accordance with established laws, rules, and regulations governing the Supervisor of Elections Office.
- Assisted the Supervisor of Elections by planning and implementing future programs and procedures as requirements of laws and rules mandate.
- Led and directed the work of department managers and responsible for supervision of both exempt and classified service personnel.

Buy Rite Drugs Pharmacy, BRISTOL, FL 08/2019 - 11/2019
Cashier

Processed transactions quickly and efficiently - Maintained a friendly and cordial relationship with the customers by greeting them and assisting them with all relevant issues.

- Provided superior quality customer service to all customers at all time.
- Balanced a cash drawer at the beginning and end of each shift.

Page | 2

- Processed transactions quickly and without errors while utilizing point of sale computer system.
- Operated multi-lined phones to communicate with other department personnel.

Skills

- Possess excellent written and verbal communication skills, with the ability to communicate with all levels of company.
- Exceptional planning skills by creating goals and setting deadlines/tasks to achieve targeted results.
- Excellent analytical skills and ability to make decisions that enable the business to achieve their goals.
- Self-motivated with ability to multitask and work in a fast-paced high-volume environment to meet deadlines;
- Proficiency with Computer skills such as Microsoft Office Suite Applications (Word, PowerPoint, Outlook).
- Outstanding presentation skills.
- Detailed oriented with strong attention to detail.
- Ability to work in a disciplined manner and capable of following established procedures, practices and comply with local, state and federal regulations.
- Bi-lingual in Spanish.

KALEN MERCER

EMAIL:
mercetkl@gmail.com

PHONE:
407-791-2163

ADDRESS:
[REDACTED]

EDUCATION

Temple University
Boyer College of Music
Jazz Studies, Master of Music
GPA 3.6/4.0 cumulative
Philadelphia, PA
August 2017 – May 2018

Florida State University
College of Music
Jazz Studies, Bachelor of Arts,
Specialized Studies in Music
Entrepreneurial Studies
GPA 3.5/4.0 cumulative
Tallahassee, FL
August 2012 – April 2016

Ravinia's Steans Music Institute
Program for Jazz
Chicago, IL
June 2016

EMPLOYMENT

Lighthouse of the Big Bend
Outreach Coordinator
Tallahassee, FL
August 2019 – present

Self-Employed
Musician
Tallahassee, FL
2012 – present

Little Guys Movers
Mover/Navigator
Tallahassee, FL
June 2019 – August 2019

CMX Cinemas
Line Cook
Tallahassee, FL
July 2018 – June 2019

Florida State University Music Library
Museum and Library Assistant
Tallahassee, FL
May 2014 – November 2014

Pizza Hut
Delivery Driver
Kissimmee, FL
May 2013 – August 2013

Universal Studios Islands of Adventure
Line Cook
Orlando, FL
March 2012 – August 2012

EXPERIENCE

- Scheduling regular outreach exhibitions in the community, maintaining a calendar of outreach activities, and educating employees on community responsibility
- Nurturing new and old relationships with collaborative partners to attract potential clients and retain current clients
- Preparing accurate records and reports on the goals of the fundraising plan
- Managing and creating content for business social media accounts
- Operating Point of Sale (POS) system and handling money
- Multi-tasking in a fast-paced environment
- Driving for delivery or task on-the-job
- Stocking and organizing inventory

SKILLS

- Experienced using Windows/Mac/Linux
- Proficiency with Word/Excel/PowerPoint Excel functionality such as VBA, vlookup, pivot tables, macros
- Mathematical and financial acuity
- Superb writing ability and perceptive proofreading

JASON MERRICK



Address



Contact

T: 850.528.3619

E: gemini-jm@hotmail.com

Objective

My professional experience makes me an excellent candidate for this position. I would like to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of my fellow colleagues and to the Florida Department of State, Division of Elections.

School Education



1994 - 1996

Tallahassee Community College

Tallahassee, Florida
Basic for AA

1990 - 1994

James S. Rickards High School

Tallahassee, Florida

Awards

- Two Leadership Awards from the Sunshine State awards, voted by my colleagues.
- One Above and Beyond Award.
- One T.E.A.M. Award

Skills

- Extensive experience in researching individuals in databases such as Comprehensive Case Information System (CCIS), Driver and Vehicle Information Database (DAVID) as well as the IRIS system from the Florida Department of Corrections.
- Proficient in the use of Microsoft office including excel, outlook, access, word and power point.
- 10+ using investigative techniques to compile information to create credible and reliable case files.
- Assigned at times to lead groups of employees and special projects including their training and monitoring of daily activities.
- Have completed leadership courses through careertrack/Peoples First training in order to develop myself personally and professionally.

Civics



- Youth Soccer Coach for Medart Parks and Rec, Wakulla County
- Youth Soccer Coach for Associated Soccer Group (ASG), Tallahassee, Florida
- Parent Wrestling Sponsor for Wakulla High School and Wakulla Middle School

Work Experience

09/01/2021-
04/07/2023

Wakulla County
Supervisor of
Elections

3115 B
Crawfordville
Hwy.

Crawfordville,
FL 32327

Assistant Supervisor of Elections

- Making sure that all public records requested were complete.
- Entering and updating candidate information on the S.O.E. website to create candidates accounts so they can meet their required deadlines. To help candidates complete their qualifying packages and ensure the information entered is correct. Contact candidates to remind them of reporting dates.
- Completing all forms needed for each day of early voting.
- Manage and maintained the second Early Voting location and secure ballot intake station.
- Contact available poll workers and scheduling their classes, location, and work assignments. Also, go over requirements to be a poll worker, complete and notify poll workers of work schedule.
- Make sure to maintain maintenance operations.
- Weekly deposits made to the finance department, maintain records of all deposits, recorded and logged disbursement forms for paying bills.
- Maintaining up to date inventory of all equipment required for the S.O.E. office, sending information about new equipment and equipment being disposed of to the finance office. Maintaining the property numbers of equipment that required them.
- Assisted with reports to the state of Florida as requested by the S.O.E.
- Daily mail run to drop off and pick up mail.
- Assisted other needs as they arose while maintaining a good working order of all operations including the S.O.E. front counter area including greeting the public and answering phone lines.

05/06/2020-
08/31/2021

Florida
Department of
State, Division
of Elections

500 South
Bronough Street

Tallahassee,
Florida 32399

Senior Management Analyst I

- Manages the administrative and operational activities of the Voter Services Section relating to the processing of voter registration applications (new and updates), in and out-of-state cancellations, duplicate registrations, hotline and online voter registration assistance, and HSMV verifications, and likewise performs these activities.
- Conducts special studies, inquiries, and investigations and recommends action.
- Reviews the work of subordinates for accuracy, professional judgement, and treatment of unusual or complex problems.
- Confers with management on complex studies or recommendations. Confers with the Compliance and Regulation Section supervisor on administrative or operational activities and serves as backup in his/her absence.
- Interacts with Supervisors of Election, staff, other agencies, and the public.
- Knowledge, skills and abilities, including utilization of equipment, which are required for this position.

Work Experience Continued

AMERICAN OVERSIGHT

09/01/2013-02/05/2020

Florida Department of State, Division of Elections

Tallahassee, Florida

Regulatory Specialist III

- Use investigative techniques to collect, analyze and evaluate voter eligibility regarding the credibility and reliability of evidence on potential felons both statewide and Federal that may not have had their civil rights restored.
- Collect and analyze information provided on individuals that have been adjudicated mentally incompetent in the state of Florida.
- Verify the credibility and reliability of information received pertaining to possibly deceased voters.
- Verifying a new voter against information provided by the Florida Department of Highway Safety and Motor Vehicles on a daily basis.
- Interact with County Supervisor of Elections and staff and the general public on a daily basis providing requested information.
- Work with division staff as well as County Supervisor of Elections and staff on Election Night Reporting. Member of the Election night reporting team working with staff and County Supervisor of Elections staff to ensure accurate Elections.
- Verify requestors' qualifications pursuant to F.S. 101.62(3) and if qualified assign a username and password for access to the Vote-by-Mail request reports.
- Assigned to train incoming employees on the credible and reliable case file processes and procedures, as well as case file creation for Florida Department of Law Enforcement, Department of Corrections and Interstate possible ineligibility files.
- One of four reviewers assigned to review FDLE, FED, DOC and out of state felon case files as well as Mental Incapacity case files for credible and reliable information.
- Assists in the processing of public records exemption request forms per Florida Statute 119.071.

03.01.2012-08.30.2013

Regulatory Specialist II

Florida Department of State, Division of Elections
Tallahassee, Florida

12.01.2010 - 03.01.2012

Regulatory Specialist I

Florida Department of State, Division of Elections
Tallahassee, Florida

Work Experience Continued

02.01.2009 -
11.30.2010

Florida
Department of
State, Division
of Elections

Tallahassee,
Florida

Government Analyst I

- Supervisor/Team Leader of up to 22 employees planning and managing their daily workloads of creating credible and reliable felon case files.
- Trained new employees on the processes and procedures of their job duties as well as assisted them on their personnel actions using DOS human resources systems.
- Directly supervised staff on procedures for the mailing out of all case files to the appropriate county.
- Helped develop a case tracking system to keep a record of what stage a case file was in the review and mail process.
- Served as the team leader/supervisor at a satellite office for a staff of OPS employees for a peak period of Voter applications. Solely responsible for managing their workloads and work assignments.
- Processed new and updated existing voter registration applications received in our office.
- Scanned and indexed the signatures of these applications so that they would be visible to all 67 counties. Also batching and mailing the original documents to the appropriate county of residence.
- Used investigative techniques to collect, analyze and evaluate voter eligibility regarding the credibility and reliability of evidence on potential felons both statewide and Federal that may not have had their civil rights restored.
- Verified the credibility and reliability of information received pertaining to possibly deceased voters.
- Verifying a new voter against information provided by the Florida Department of Highway Safety and Motor Vehicles on a daily basis. Verified requestor's qualifications pursuant to F.S. 101.62(3) and if qualified assigned a username and password for access to the Vote-by-Mail request reports.
- Reviewed case files for credible and reliable information as a final reviewer and directed other staff members on procedures for developing case files on Mental incapacities.
- Worked with division staff as well as County Supervisor of Elections and staff on Election Night Reporting.

04.01.2006 -
01.30.2009

Florida
Department of
State, Division
of Elections

Tallahassee,
Florida

Operations Analyst II

- Collected and analyzed information provided on individuals that may have been adjudicated mentally incompetent with regards to voting in the state of Florida.
- Directly responsible for the review and processing of voter information and history for the monthly voter file that is mailed out upon request and keeping a log of requestors.
- Directly responsible for reviewing the accuracy of the book closing reports between the state and county records for posting on our website.

Work Experience Continued

09.06.2005 -
04.01.2006

Operations Consultant

Florida Department of State, Division of Elections
Tallahassee, Florida

07.01.2004 -
09.01.2005

Regulatory Specialist II

Florida Department of State, Division of Corporations
Tallahassee, Florida

10.01.2003 -
06.30.2004

Senior Document Examiner

Florida Department of State, Division of Corporations
Tallahassee, Florida

06.01.1999 -
09.01.2003

Document Specialist

Florida Department of State, Division of Corporations
Tallahassee, Florida

05.01.1998 -
05.31.1999

Senior Document Examiner

Florida Department of State, Division of Corporations
Tallahassee, Florida

06.03.1996 -
04.30.1998

Corporate Document and Election Record Examiner

Florida Department of State, Division of Corporations
Tallahassee, Florida

01.16.1996 -
05.31.1996

Clerk

Florida Department of State,
Department of Management Services
Tallahassee, Florida

08.01.1994 -
01.01.1996

OPS, Clerk Specialist

Florida Department of Labor
Tallahassee, Florida

William Payne

Wrpayne90@yahoo.com

Career Objective

To gain employment with a company that offers a positive atmosphere to fully utilize my skills and knowledge gained through my time in the United States Military, as well as my organizational and people skills gained through this experience. Seeking a responsible job with an opportunity for professional challenges, while still maintaining a desire to complete my Bachelor's Degree Program.

Employment History

1. Military Police Officer, January 2007 - March 2008
United States Army Reserves, Tallahassee FL
2. Military Police Officer, March 2008 – August 2012
SGT United States Army (Active Duty)
Platoon Sergeant, Squad Leader, and Team Leader
Duties:
 - Provided instruction, supervision, and evaluation of over 70 personnel.
 - Strong problem-solving and decision making skills with the ability to develop and implement effective action plans.
 - Excellent communication and presentation skills.
 - Ability to make numerous and difficult decisions under stressful conditions.
 - Extensive security and disciplinary training.
3. Security, September 2012 – April 2015
Bullwinkle's Saloon, Tallahassee FL
4. Administrative Assistant, April 2015 – May 2016
Hill Professional Services Inc., Tallahassee FL
Duties:
 - General office responsibilities including filing, answering phones, data entry, assembling tax returns, and responding to emails.
5. Office Personnel, May 2016 – February 2017
American Recovery Specialists of Florida, Tallahassee FL
Duties:
 - General office responsibilities including filing, scanning, and uploading documents to our website.

Total 3.5 years

11 months

9 months



6. Regulatory Specialist 1, February 2017 -- December 2017
Department of State, Division of Elections, Tallahassee FL

9 months

Duties:

- Accurately and completely process felon case files.
- Process new and updated voter registration applications.
- Answer the Voter Assistance Hotline interacting with Supervisors of Elections, Staff, and general public daily.

7. Regulatory Specialist 2, December 2017 -- Present
Department of State, Division of Elections, Tallahassee FL

1 year 1 month

Duties:

- Accurately and completely process state and federal felon case files.
- Process new and updated voter registration applications.
- Answer the Voter Assistance Hotline interacting with Supervisors of Elections, Staff, and general public daily.

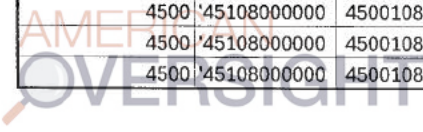
Skills

- Strong instructional and training skills with individuals at all levels.
- Solid reporting skills in conducting thorough investigations and maintaining accurate records.
- Computer: Excel, Microsoft Word, PowerPoint and file management techniques.
- WPM: 50

Specialized Military Training from 8-40 Hours

- Leadership
- Sexual Harassment
- Suicide Prevention
- Drug and Alcohol Counseling
- Equal Opportunity

Agency	FLAIR Org	Position	Project	Activity	Sub Activity	Hours Type	Date	Hours	Status	Status Text	User Name	Date	FMLA/FSWP
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