

L A N C E E . R E E D
2052 CARLILE DR
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An experienced Board of Elections Administrator with a proven record of strong management, leadership skills, organization, public speaking, efficient communication and meeting Secretary of State/Board of Election deadlines. A self starter that's forward thinking and driven to make a winning team.

EDUCATION

Saint Louis University

Saint Louis, Missouri

BS, Business Administration, *cum laude*, August 2002 - May 2005

- Concentration in International Business
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WORK EXPERIENCE

Summit County Board of Elections; Akron, Ohio

Director - *July 2020 - present* Oversee 36 full time employees and up to 120 seasonal staff on the processes of voter registration, campaign finance, absentee voting, human resources, requisitions, payroll, accounts payable, accounts receivable, grants, PEO hiring, recruitment, training and placement, petition verification, ballot design, ballot proofing, ballot printing, liquor control requests, voting equipment logic and accuracy testing, tabulation, polling locations, deployment of voting equipment, public record requests, and records retention while ensuring compliance with all state and federal laws. Cultivated relationships with multiple stakeholders to secure and renovate a 55,000 square foot facility for a new Summit County Board of Elections office.

Outside Poll Worker Coordinator - *March 2017 - July 2020* Implemented the adoption of Electronic Poll Books, trained staff on the use of new equipment and trained poll workers on compliance with the Americans with Disability Act.

Board Secretary - *March 2016 - March 2017* Experience in public meetings, public records requests, and drafting of Board minutes.

Early Vote Center Supervisor - *October 2016 - November 2016* Managed 22 staff members in a fast paced work environment during the November 2016 Presidential election where more than 25,000 citizens voted in a 28 day period.

Human Resources and Fiscal/Payroll - *June 2013 - November 2016* Responsibilities included human resource management, invoice processing and payment, drafting and executing RFQ's, bi-weekly payroll management for 30 full time employees and seasonal employees. Experience in fiscal year

budgeting which led to the creation and implementation of on-demand and line item budget tracking.

Summit County Republican Party; Akron, Ohio

Executive Director - *March 2017 - July 2020* Manage day to day operations of the office including, but not limited to; candidate recruitment, petition creation and circulation, campaign finance, volunteer outreach, voter registration, semi-monthly payroll processing, invoice processing and payment, accounts receivable, calendar year and fiscal year budgeting, bank reconciliation and database management. Additional experience in the area of event planning and management where roughly 20 staff are under the auspices of my direction at each event.

Barberton Municipal Court; Barberton, Ohio

Traffic Desk - *May 2013 - June 2013* Duties included traffic ticket and case file management.

Mitt Romney for President; Stow, Ohio

Victory Captain - *July 2012 - November 2012* Responsibilities included the recruitment and retainment of roughly 150 volunteers, cross campaign coordination and data management.

Volunteer Experience

Saint Augustine's Church; Barberton, Ohio

1991 – Present

Deliver groceries at Thanksgiving and Christmas to needy families

Interests and Hobbies

Baseball, Golf, Travel and Politics