

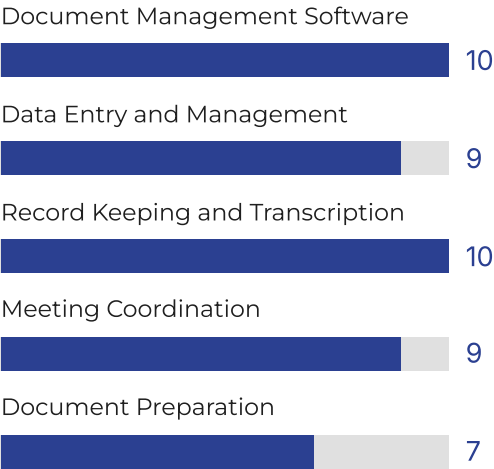


# MIA TAYLOR

Deputy City Clerk II

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(123) 456 7899  
Los Angeles  
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## SKILLS



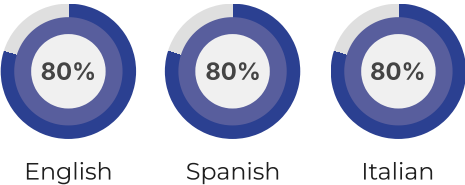
## INTERESTS

- DIY Projects
- Community Service
- Meditation
- Drawing

## STRENGTHS

- Listening
- Pragmatism
- Humility
- Creativity

## LANGUAGES



## ACHIEVEMENTS

- Implemented a new records management system, improving retrieval times by 30%.
- Coordinated the successful execution of city elections with a 100% compliance rate.

## PROFESSIONAL SUMMARY

With five years of experience in municipal records management and public service, I excel in supporting city operations and enhancing community engagement. My expertise in compliance and administrative efficiency drives successful governance. I am committed to fostering transparency and improving public interactions, ready to contribute effectively to a dynamic city clerk's office.

## WORK EXPERIENCE

Deputy City Clerk II  
Seaside Innovations  
Jun / 2021-Ongoing  
Santa Monica, CA

- Managed the transition to electronic utility meters, ensuring smooth operations and clear communication with stakeholders.
- Established a comprehensive records management program utilizing a document imaging system.
- Organized and prepared agendas, minutes, resolutions, and ordinances for Council and Committee meetings.
- Maintained official city records, ensuring compliance with local regulations and accessibility.
- Provided administrative support to the City Clerk, enhancing operational efficiency.
- Facilitated public inquiries and resolved issues, improving community relations.
- Assisted in the implementation of a new billing system, optimizing revenue collection processes.

Deputy City Clerk  
Silver Lake Enterprises  
Jun / 2020-Jun / 2021  
Seattle, WA

- Served as acting City Clerk during absences, ensuring continuity of operations.
- Conducted research and prepared reports to inform city governance.
- Managed accounts payable and weekly deposits, ensuring financial accuracy.
- Assisted customers with city business operations, enhancing service delivery.
- Maintained and archived official records, supporting transparency and compliance.
- Developed procedure manuals to streamline administrative processes.

## EDUCATION

Bachelor of Arts in Public Administration  
City University  
Jun / 2019-Jun / 2020  
Phoenix, AZ

Graduated with a focus on municipal governance and public policy.