

ROBERT SMITH

Asst. Poll Worker

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Conscientious, dependable, and reliable individual with over 6 years in outstanding customer service. Confident in expertise, work experience, unwavering dedication to serve.

2004 - NOVEMBER 2004

ASST. POLL WORKER - ABC CORPORATION

- Instructs voters on completing their voter cards during election seasons.
- Prepares voting areas with registration paperwork and voting machines.
- Instructs voters how to properly use the voting machines and responded to any inquiries and concerns.
- Directs voters to their assigned Assembly and Election Districts (ED/AD).
- Manages paperwork adhering to policies and procedures.
- Registers voters, looking up their information, seeing if they need to fill out necessary things, and checking for necessary documents such as photo IDs, pieces of mail, and etc.
- Learns how to work with citizens from all around Kalamazoo, young and elders.

2002 - 2004

POLL WORKER - DELTA CORPORATION

- Validated voters registration and determined eligibility to vote, or instructed voter how to update their information as required Assisted voters .
- Prepare the precinct, greet voters, and help voters sign in.
- Checked voter registration and provided ballots to users.
- Assisted with voting machines, closed the precinct and deliver election materials.
- My duties that came with this position were to check if the voters are eligible to vote along with assisting them to their voting polls and helping .
- My accomplishments was working for the city, gaining more work experience and traveling around every neighborhood raise voting awareness.
- Skills Used I had to demonstrate great customer service, work as a team member but also be able to stride when working by myself, take responsibility .

EDUCATION

Bachelors in Liberal Arts & Sciences - 2014(San Diego State University - Calxico, CA)

SKILLS

Management, Organizing.