

Kaiti Lenhart

Supervisor of Elections
Flagler County, Florida

Address: PO Box 2722
Bunnell, FL 32110
Cell Phone: (386) 237-5081
Work Phone: (386) 313-4170
Personal Email: kaiti4soe@gmail.com
Work email: klenhart@flaglerelections.com

QUALIFICATIONS PROFILE:

I have nearly seven years of elections administration experience working in the Flagler County Supervisor of Elections Office and have conducted or assisted conducting a total of twenty (20) Federal, state, local and municipal elections in Flagler County since 2009.

TECHNICAL PROFICENCY:

Elections Administration:

- VR Systems Software, All Programs
- VR Systems Election Night Reporting Software
- VR Systems Online Candidate Reporting Software
- Voting Systems:
Accuvote Optical Scan Tabulation Equipment and Accuvote Touch Screen (ADA Compliant) Tabulation Equipment
- GEMS: Global Election Management System Software
- EVID Voter Check-in Systems:
Electronic poll books used at each county precinct and during early voting
- GEMS XML File Utility Software:
Election Night Reporting to the Division of Elections
- SOE File Utility Software:
Electronic Reporting to the Division of Elections
- Florida Commission on Ethics Financial Disclosure Management System:
Electronic Reporting to the Florida Commission on Ethics for financial disclosures required by elected officials and board members

Graphic Design and Web Programming:

- Adobe Photoshop 5.1 – CS+
- Adobe Illustrator 7.0 – CS+
- Adobe InDesign CS+
- Adobe DreamWeaver
- Adobe Acrobat Pro 5.0 +
- Quark Xpress 5.0+
- Dot Net Nuke CMS, Joomla CMS
- XHTML, CSS Web Programming

General Office Programs:

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Internet Explorer
- QuickBooks Pro 2008+
- Internet browsers: Google Chrome, Mozilla Firefox, Microsoft Internet Explorer and associated add-ons

EXPERIENCE:

Flagler County Supervisor of Elections
Bunnell, Florida
Phone: (386) 313-4170

January 2015 – Present
Supervisor of Elections

August 2009 to January 2015
Deputy Supervisor of Elections

The Supervisor of Elections is responsible for all aspects of Elections Administration: Budget Analysis and Preparation, Voting System Acquisition and Maintenance, Elections Technology Planning and Implementation, Precinct and District Mapping, Candidate Qualifying, IT Systems Management, Absentee Coordination and Mailing, Poll Worker and Staff Training, Voter Education and Outreach Programs, etc.

Candidate Qualifying Officer

- Provides guidance and assists each candidate who seeks public office in Flagler County and their campaign treasurers throughout the qualifying process, in accordance with Florida Statutes and Division of Elections Adopted Rules and Opinions

- Performs duties as qualifying officer for candidates seeking the following offices: County Judge, County Commission, Clerk of Court, Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, School Board, East Flagler Mosquito Control District, Community Development District Boards
- Educates potential candidates of the qualifying requirements for the specific office they seek
- Reviews qualifying papers to determine whether all items have been properly filed, accepts qualifying paperwork
- Responsible for setup and maintenance of candidate and political committee information in the Online Financial Reporting System
- Provides technical assistance to candidates, political committees and campaign treasurers who file campaign reports electronically using the Online Financial Reporting System
- Creates and maintains all candidate handbooks, financial reporting handbooks, booklets, flowcharts and handouts
- Responsible for candidate public records requests including the secure online access to absentee voter information in accordance with applicable laws
- Responsible for keeping candidates and office staff up to date with current legislation, adopted rules and opinions from the Division of Elections for laws which regulate candidate qualifying and campaign finance in the State of Florida
- Maintains candidate information in accordance with government election records retention laws, GS3
- Provides assistance and support for City Clerks with municipal elections and candidates

Information Technology Systems Management

- Maintains overall operation of information technology, telecommunication and communication systems within the main office, including voting equipment and GEMS
- Assists with coding elections and preparing elections tabulation equipment
- Runs periodic and special reports for area of responsibility, submits reports to designated personnel, agency or the Department of State
- Assists with all Canvassing Board duties of logic and accuracy testing, canvassing of absentee ballots, certification of results to the Division of Elections
- Develops and implements short and long range goals for information technology with applicable laws, policies and procedures
- Troubleshoots and repairs office workstations, audio/visual equipment, printers and peripherals
- Establishes regular maintenance schedule for office server, workstations and voting technology

General Duties & Responsibilities of the Supervisor of Elections

- Studies and performs duties with a working knowledge of the Florida Election Code (Chapters 97-106 of the Florida Statutes) and is willing and able to search the Florida Statutes in order to comprehend and implement findings
- Proficient with all VR software programs related to each elections job function: Candidate Services, Early Voting, Elections Management, Election Workers (Poll Workers), EVID, List Maintenance, Petitions, Printing (Election Notices), Reporting, Streets & Precincts, Vote By Mail (Absentee Voting), Voter Registration and Voter Focus Administration
- Performs the day-to-day operation of the office ensuring all procedures are carried out in accordance with Election Laws
- Performs file maintenance, record management and retention in compliance with Florida Statutes

- Assists in coordination of public records information requested by courts, agencies, candidates and public
- Schedules and conducts poll worker training
- Provides customer service to general public over the phone and in person
- Answers questions from the public pertaining to all aspects of elections, registration requirements, voting procedures and provides assistance
- Conducts staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills
- Organizes and conducts voter education programs throughout in the county
- Maintains marketing and outreach materials and creates these materials as needed, such as: booklets, brochures, posters, flyers and other handouts for use during voter outreach programs, voter registration drives and speaking engagements at clubs and organizations
- Maintains the annual Flagler County Voter Guide, researches local offices and terms for each election cycle and develops written content in compliance with Florida Statutes
- Creates the Flagler County Elections Office Monthly Newsletter, writes journalistic news articles and all relevant content for each publication, maintains online mailing list of subscribers using integrated software through our Web site
- Organizes and develops written content for candidate handbooks, poll worker training manuals and all published documents used for staff training and voter education
- Writes technical materials, how-to's and operating instructions for general public, candidates, poll workers, office staff and intergovernmental staff
- Coordinates with local newspapers in the production of required legal ads in accordance with Florida Statutes
- Administers the annual Form 1 and required Form 6 filings for elected officials and specific board members in accordance with law and guidelines from the Florida Commission on Ethics
- Maintains content and makes continuous updates to web pages, public notices and information concurrently with changes in legislation and updates information as needed during election cycles
- Provides specialized staff training for improved public service
- Prepares official written business correspondence that is coherent, grammatically correct, effective, professional and engaging for intergovernmental and public use

Designs On Fire

Palm Coast, Florida

Phone: (386) 237-5081

Contact: Kaiti Lenhart, Owner

August 2006 to 2015

Freelance Designer

Web and Print Media Freelance Designer

I was an independent freelance designer and started my own business in 2006. I worked with clients from all over the United States, offering web design and development, logo design and print media design solutions for small businesses, business start-ups and non-profit organizations. I did not provide design services to any local government, elected official, board member or candidate. Business was closed in January 2015 due to appointment to local public office.

Midwest Steals & Deals, Inc.

Springfield, Illinois

Phone: (217) 753-0025

Contact: David House, Owner

Publishers of Midwest Steals & Deals, Free classified paper

November 2008 to July 2008

Senior Graphic Designer

Web Development, Print Media Design,
Office Manager, Bookkeeping

- Designed, developed and maintained company website
- Assisted with print graphic design, creating attractive display ads for business advertisers
- Created, organized and maintained corporate accounting, including billing, accounts payable, sales reporting, profit and loss reporting and payroll accounts using QuickBooks Pro 2008

MBA Marketing, Inc.

Ormond Beach, Florida

Phone: (386) 341-5331

Contact: Margo Taylor, Owner

July 2004 – July 2008

Senior Graphic Designer

Graphic Design, Print Media Design,
Web Design, Web Programming

- Worked collaboratively with a team of professionals to develop and maintain the company site network, focus areas included web programming using HTML, CSS and PHP/MySQL database integration, search engine placement and customer usability
- Designed innovative and inspired print advertising materials for newspapers and magazines around the country, also designed corporate business cards, postcards, magnets, ID cards, etc.
- Created original and successful web marketing campaigns including monthly email newsletters and over 300 web banners in use on the company site network
- Responsible for creating over 100 new and unique travel websites while incorporating CSS and PHP programming

L&R Publications, Inc.

Port Orange, Florida

Phone: (386) 322-5335

Contact: Ronald Kolodzik, Owner

Publishers of the Digest of HOMES® magazine

July 2001 – July 2004

Graphics Team Manager

Graphic Design, Print Media Design,
Proofreading and Editing, Account Manager

- Responsible for the production of real estate magazine from start to finish
- Provided assignments for other graphic artists on my team and planned tasks for their workday
- Trained new graphic artists according to specific company guidelines and procedures
- Acted as a liaison between my team members and the department supervisor concerning the working progress of ad designs and magazines
- Designed original, attractive advertising for REALTORS® all over the country and also in live, one-on-one design
- Worked with individual territory owners for the check-in of the advertisements from their customers and followed through to print with their customers over the phone and in person
- Responsible for proofreading advertisements for grammar, spelling, syntax and sentence structure and also design and accuracy before sending the paper to press

EDUCATION:

2002 – 2005

University of Central Florida, Daytona Beach Campus

Daytona Beach, FL

- Major: B.A. Psychology
- National Dean's List: Fall 2003 through Spring 2004

1999 – 2002

Daytona Beach Community College

Daytona Beach, FL

- Dean's List: Fall 1999 through Spring 2001
- President's List: Fall 2001, 4.0 GPA
- Graduated with Honors in Spring 2002 with an Associate of Arts degree.
- Cumulative GPA: 3.78

1995 – 1999

Seabreeze Senior High School

Daytona Beach, FL

- Graduated with Honors, June 1999

REFERENCES:

Ann Gross
Retired
16 Woodland Boulevard
Ormond Beach, FL 32174
(386) 615-6999

Vicky Oakes
Supervisor of Elections
St. John's County
4455 Avenue A, Suite 101
St. Augustine, FL
(904) 823-2238

Maureen Baird
Operations Manager
Citrus County SOE
120 N. Apopka Avenue
Inverness, FL 34450
(352) 341-6740