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|  | michelle caples |  |
|  |  | administrative specialistOrganized, meticulous administrator committed to providing excellent support to executives.  | Contact Info414.736.4568mariposamichelle@gmail.com |  |  |
|  |  | EXPERIENCEadministrative specialist senior,City of MilwaukeeNovember 2021-CurrentProvide administrative support to the City Attorney, Deputy Attorneys, and Assistant City Attorneys. Coordinate the City Attorney’s schedule and calendar, arrange travel arrangements, screen incoming calls and direct inquiries. Provide insight into office organization to the City Attorney. Supervise support staff. election services coordinator, City of MilwaukeeJune 2016-November 2021Recruit and train election workers about election laws and how to help run a voting site on Election Day. Each election cycle I staffed eighty-five voting sites on local and national Election Days. Additional duties were interpreting and explaining election laws to election works and the public. Conducted training classes for new and current election workers, up to four times a year. Recruited thirty community organizations to staff voting sites on Election Day. Developed long term yearly commitments from these organizations to staff voting sites, of which I was immensely proud.  |  |  |
|  |  | EDUCATIONB.A. EnglishUniversity of Wisconsin-Milwaukee | skills* Effective Communicator
* Administrative Support
* Scheduling
* Leadership by example
* C Level Experience
* Organizational Flow
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