

**Qualification Summary:**

Extensive experience with program/project management, training and development, resource allocation and vendor management. Organized and team driven, with the ability to work and communicate effectively with others, while maintaining the confidence to perform in a self-disciplined environment.

**Areas of Proficiency:**

<b>Technical Skills</b>	<b>Hard Skills</b>	<b>Soft Skills</b>
◆ Adobe®	◆ Research	◆ Conflict Resolution
◆ Microsoft® Office	◆ Project Management	◆ Time Management
◆ Quickbooks™	◆ Data Analysis	◆ Organizational Skills
◆ ElectionNet	◆ Process Mapping	◆ Service Driven
◆ OnBase	◆ Training and Development	◆ Critical Thinking

**Education-Certificates/Degrees Earned:**

William Rainey Harper College ▪ Palatine, IL  
Associate of Arts Degree-Specializing in Business Management-December 1990

Dale Carnegie, Atlanta, GA  
Dale Carnegie Breakthrough to Success Certified Graduate-October 2002

Executive Support Professional Training (ESP) Graduate- Class of 2021

Southern New Hampshire University (SNHU) Class of 2023  
Bachelor's in Business Management and Administration- Summa Cum Laude

**Employment History:**

Cobb County Elections and Registration  
September 2015 – Current

**Administrative Coordinator**

**Responsibilities:**

Assist with planning, preparation and execution of elections in Cobb County. Aid in creation of media utilized for Logic and Accuracy testing, Advance Voting and Election Day. Election Day management and upload to the Georgia Election Management Systems for all votes in Cobb County. Detailed archive of all election systems, including ballot images for Cobb County. Management of Election Day technicians. Summary and ad-hoc reporting for Director, Prep Center, Management and Administrative Supervisor. Processing mail, faxes, and filing of critical documents. Phone calls, emails and interaction with the public; to assist with issues, complaints and opportunities. Administration of general email box for management, forwarding and answering emails from citizens. Management of Bulk Email system (MailChimp), for Cobb Elections, providing an additional avenue for public information dissemination. Ensure evidence is collected in a timely manner for the Secretary of State, Clerk of Superior Court and others, including off-site storage. Management and resolution of citizenship issues for voter registration. Liaison to the Secretary of State for reporting. Center of Internet Security (CISA), Multi-State Information Sharing & Analysis Center (MS-ISAC) and Elections Infrastructure Information Sharing & Analysis Center (EI-ISAC) member. Safety Review Board co-chair and content editor for Cobb Elections Continuity Planning System. Content creator of Cobb Elections website and point of contact for issue resolution within the webpage.

KDR Media  
June 2010- Present

**Owner**

**Responsibilities:**

Licensing of stock video footage and photography, specifically for media broadcast and production use, on a local, national and international levels.

**Kendra D. Reed resume continued:**

Integrated Sales Solutions, LLC  
August 2012- January 2014

**Inside Sales Administration Manager/Office Manager**

Responsibilities:

Supplier on-boarding, management of systems/ accounts and the communication conduit between the supplier(s) and the customer. Facilitated processes for the suppliers and enabled partnerships between the organizations. Managed office of 4 executives and 3 managers. Responsible for daily operations including supply orders, refreshments, office supplies and documentation/needs for business meetings.

Leviton Manufacturing, Inc  
April 2007- August, 2012

**Retail Business Sales Analyst/Office Manager**

Responsibilities:

Assisted in the creation and management of reporting retail sales figures to executive management. Work closely with multiple facets of the organizations, customer service. Also responsible for the workings of the office from the cleaning crew, utilities, refreshments and other activities surrounding the Retail Sales Atlanta office.

The Home Depot, Atlanta, GA  
March 1992- April, 2007

**Merchandising Operations Supervisor**

Responsibilities:

Manage team of eight hourly associates. Assisted in the hierarchy creation for the current homedepot.com/eCommerce website. Instrumental with the Quality Assurance testing of current and previously used proprietary applications. Aided in development of Cashier College in 1992 to support cash register training of South and Mid-South Districts. Managed team of 7 trainers. Responsible for creation of classes, communications to store managers of open training classes and the scheduling of each. Manage project-based teams, collection and maintenance of digital attributes for many of Home Depot's Enterprises. Liaison to Home Depot suppliers and store associates for chargebacks, shortages as well as overages, return to vendor issues and many other account relationship questions. Worked with team of 4 head cashiers running the front end of store under direction of Operations Assistant Manager. Additional positions held within store such as: Return Desk Manager, Pack-Out Crew Supervisor, Computer Room Operator/Book-keeping associate and RTV Clerk for multi-million dollar per week store.