

Nadine Williams

To contribute to the mission and vision of the county, while working efficiently with colleagues. Providing excellent work performance and to translate experience, knowledge, skills, and abilities as a valuable employee, providing over twelve years of experience preparing for elections with in-depth knowledge of election procedures and code regulations.

Work History

4/2022 – Current
2020 - Current

Interim Director
Elections Chief

Fulton County Registration & Elections, Atlanta, GA

- Plan and implement departmental operations required to conduct national, state, county, and municipal elections
- Present monthly operations report to Board of Registration and Elections
- Present to Board of Commissioners and Mayors when required
- Supervise staff in recruitment and training of over 400 Advance Voting poll workers to conduct Advance Voting at over 40 locations
- Maintain current, comprehensive knowledge and awareness of applicable laws, regulations, principles, and practices relating to registration and elections processes
- Oversee staff in poll worker recruitment and training of over 3000 Election Day poll workers
- Review historical voter turnout data to determine and forecast personnel and equipment resources required to support similar type election
- Oversee staff in equipment and supply preparation of over 250 Election Day polling locations
- Perform duties of Director of Registration & Elections in Director's absence as required
- Supervise staff of over 100 couriers and fleet of over 50 trucks and vehicles in election equipment delivery and pickup and election day support
- Coordinate technical, security, and logistic services in support of elections with county departments
- Develop, defend, and administer Election division budget
- Make presentations to outside organizations and agencies when required
- Perform planning and coordination with Registration and Administrative Divisions
- Obtain contest data to submit to Secretary of State Center for Election Systems for ballot building, proofing ballots and placing ballot orders with approved vendor

- Confirm publications for call for special elections, logic and accuracy testing, polling places changes, etc. are advertised in compliance with procedures and timelines per election code
- Create plans and communicate deadlines to ensure election preparation task are completed on time
- Knowledge of Poll Pad equipment preparation and voter processing
- Knowledge of Dominion Voting Systems logic & accuracy testing and procedures

2010 - 2020

Elections Equipment Manager

Fulton County Registration & Elections, Atlanta, GA

- Determining and overseeing purchasing, preparation as well as packing of documents and supplies required at over 250 Election Day and over 40 Advance Voting polling locations
- Maintaining inventory of Election supplies and equipment to ensure adequate quantity of supplies are distributed to voting precincts per voter count and expected voter turnout
- Attending Board of Registration & Election meetings to present polling location changes
- Developed and maintained warehouse organization and archive of historical record storage
- Preparing annual budget for Election warehouse, including projecting temporary staff needed, vehicle rentals, and supplies
- Supervising and approving timesheets for warehouse supervisor, over ten temporary warehouse workers, and over fifty equipment delivery / pickup drivers
- Researching GIS maps and surveying adequate facilities to be utilized as polling locations by ensuring Americans with Disabilities Act compliance and within voting precinct boundaries
- Established and maintained contact database of polling facility representatives and contacting facilities to reserve polling locations for call of election
- Entering and validating credit card invoices in county financial system
- Coordinating equipment and supply delivery / pickup schedule for Poll Worker training, Mock Elections, Advance Voting, Election Day, and Election offices
- Knowledge of Poll Pad voter processing and Dominion Voting System equipment preparation

1998 - 2010

Special Events Manager

Fulton County Real Estate & Asset Management, Atlanta, GA

- Supervised event staff of over fifteen in supporting events scheduled throughout Fulton County
- Maintained inventory and distribution of equipment provided to multiple events occurring concurrently
- Conducted tours and presentations in marketing rental of Fulton County Government Center Atrium
- Maintained schedule and coordinated events held in Atrium
- Created advertisements and publications for promotional use of Atrium
- Coordinated commercial and motion picture film shoots held in county buildings, parks, courthouses, and Charlie Brown Airport
- Maintained database and fee collection of over 400 employee parking cards at Underground Atlanta Parking Decks
- Supervised greenhouse staff and interior plant maintenance contractor in growing and planting annuals and perennials at over seventy-five facilities as well as maintaining interior plants

Education

2006

Master of Business Administration

University of Phoenix - Atlanta, GA

1996

Bachelor of Arts

Florida State University - Tallahassee, FL

Certifications

Georgia Election Official Certification

Certified Elections Registration Administrator – In Progress

Skills

Election Procedures

Excellent Communication

Teamwork

Decision Making