

ARMANDO SALUD-AMBRIZ

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Personality Traits

- Analytical Thinker
- Organized & Meticulous
- Very Efficient
- Great Communicator
- Problem Solver
- Extremely Determined & Dependable
- Quick Learner

Technical Experience

- Microsoft Office Suite
- Google Drive (Sheets, Docs, etc.)
- Adobe Professional
- Conference calling software (Zoom, Skype, GoToMeeting, Teams)
- Plone Website Webmaster
- Data Management
- Project Management
- Social Media Marketing
- Esri (Environmental Systems Research Institute) of geographic information system (GIS) software
- Open AI (ChatGPT)

Certifications

- California Registered Election Official
- Certified Elections/Registration Administrator
- Credentialed California County Senior Executive

Clifton Strengths

- 1. Harmony
- 2. Woo
- 3. Discipline
- 4. Significance
- 5. Consistency

Objective

Dedicated and results-driven elections professional seeking to serve as a Registrar of Voters, bringing a proven track record of enhancing voter accessibility, election integrity, and civic engagement through innovative leadership and strategic partnerships. Passionate about implementing cutting-edge election technology, expanding multilingual voter outreach, and fostering transparent, secure, and equitable electoral processes.

Experience

Deputy of Elections, Yolo County Assessor/Clerk-Recorder/Elections Office – January 2021 – Present

- Conduct and certify Local, State, and Federal Elections with a \$2,500,000 budget, 120,000 registered voters, five permanent staff members, and 20 seasonal employees.
- Plan, organize, and coordinate the department's activities, including directing all administration and voter outreach aspects.
- Develop and implement goals, objectives, policies, and priorities for the department; recommend and administer policies and procedures; develop long-range plans to accomplish required administrative, fiscal, and technical activities within specified legal guidelines.
- Oversee and participate in the development of the department's annual budget; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations related to voter registration and election reform.
- Interpret and implement laws, rules, regulations, and codes that affect voter registration, voter outreach, and the secure administration of elections.
- Respond to questions from candidates, representatives of candidates, office holders, precinct officials, voters, and the general public about campaign requirements, voting regulations, deadlines, penalties, and available information about elections, inclusive but not limited to Freedom of Information or Public Records Act requests.
- Consult with vendors regarding election materials and supplies, direct proposals and bids and recommends selection.
- Consult with the Secretary of State, related agencies, and community stakeholders on election requirements and procedures.
- Analyzes proposed legislation and regulations affecting County election procedures, voting systems, programs, and staffing requirements.
- Represents the Office of the Assessor-Clerk/Recorder-Elections at community organizations, public gatherings, and other governmental agencies; plans, organizes, and coordinates voter outreach and education events and activities; presents educational materials other programs for student groups and different adult audiences.
- Directs or acts as the liaison between the Clerk-Recorder and Elections branches and other County departments and schedules workflow for other County departments.
- Establishes and Maintains professional working relationships with the Secretary of State, The Election Center, and the Elections Assistance Commission.

Elections Manager, Yolo County Assessor/Clerk-Recorder/Elections Office – September 2017 – January 2021

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for a specific program related to the registration of voters and administration of elections.
- Manages and reviews the work plan for assigned functions, services, and activities; gives work activities and projects; monitors workflow; reviews and evaluates work products, methods, ensuring

timelines are met; ensures compliance with established policies, procedures, and related regulations.

- Assists with interviewing and selecting assigned personnel.
- Provides and coordinates staff training by established policies and procedures.
- Works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Assists in identifying opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Plans, coordinates, and performs targeted outreach to various community and professional stakeholders encompassing each of the three branches as well as the administrative unit; heavily utilizes data research and other analysis to identify current and potential future trends about community and departmental needs to direct resources most efficiently and effectively possible.
- Reviews analyzes, interprets, and implements Federal and State laws, regulations, and court decisions; ensures that departmental standards and legal mandates are maintained.
- Prepares and provides correspondence, reports, informational materials, and other statistical data to the State, public agencies, and other interested groups.

Voting Systems and Technology Elections Supervisor, Sacramento County Voter Registrations and Elections – March 2016 – August 2017

- Plans, prioritizes, assigns, supervises, reviews, and participates in staff responsible for a specific program to maintain the voter registration file and Vote-by-Mail voter lists.
- Coordinates and reviews the work plan for assigned functions, services, and activities; sets work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; ensures work is performed accurately and that timelines are met; ensures compliance with established policies, procedures, and related regulations.
- Participates in developing and implementing goals, objectives, policies, and procedures for assigned area of responsibility; makes recommendations for changes and improvements to existing standards and practices as legislation and technology change.
- Performs the more technical and complex tasks of the work unit, including maintaining security and control over registration and elections documents; securing and storing petitions and voted and unvoted Vote-by-Mail and official ballots; and supervising the petition process.
- Acts as department liaison to develop, implement, and evaluate outreach strategies to educate and enhance public awareness and increase voter registrations.
- Develops, compiles, reconciles, and transmits statistical data covering Vote-by-Mail voting, petition verification, voter registration, and outreach programs.

Education

The University of the Pacific at McGeorge School of Law

Master of Public Administration – 2024

California State University, Sacramento

Bachelor of Science, Criminal Justice - 2014

Activities

- **Yolo County Board of Education**, Trustee (2022-Present)
- **Association of Latino Professionals For America– Sacramento Chapter**, Founding Board Member and Current President (2022 – Present)
- **National Association of Election Officials**, Professional Education Program – Liason (2019 – Present)
- **National Voter Registration Day**, Steering Committee Board Member (2021 – Present)
- **California Secretary of State Language Accessibility Advisory Committee**, County Designee Advisor (2016 – Present)
- **California Association of Clerk and Election Officials**, Voters with Specific Needs Committee Chair (2021 – Present)