

## Lori F. Melton

Bradenton, Florida - United States

*Creative and entrepreneurial senior executive instrumental in delivering competitive advantages and performance enhancements to customers requiring uncompromised mission success*



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### Objective

- Legislative Solutions
- Enterprise Resource Optimization
- Talent / Human Capital Management
- Dynamic Automation & Optimization (DAO)

### Education & Certifications

- Notary Public State of Florida
- B.A. Operations Management, Remington College
- A.S. Business Administrator / Accounting, Tampa Technical Institute

### Associations

- 2010 - Present Florida GOP
- 2008 - Current Manatee Republican Executive Committee
- 1996 - Present National Executive Committee Notary Association

### Political Experience

- 2016 Vice Chair for Manatee County Trump Campaign
- 2015 - Current Member of Women for Trump Coalition with Diamond and Silk.
- 2016 - 2017 Elected to Board; Secretary of the Manatee Executive Committee
- 2016 Lead Right- voter registration drive and grassroots efforts
- 2011 - 2016 Worked Membership table for MREC and Notary of record
- 2012 - Worked directly for Bill Galvano Senator for Florida Campaign
- 2012 - Manatee GOP / Romney Victory "Headquarters" Volunteer at VOIP Phone Banking, Manatee County "Florida Women for Mitt" Coalition Member - Recruitment Calls, Walked Door to door in local Florida Precincts.
- 2010 - 2012 / 2014 - 2016 Certified Poll watcher for Manatee County Elections
- 2010 - 2013 Volunteer for Lincoln Dinner, MREC largest fund raising event annually.
- 2010 - Current Florida Precinct 327 Committee Woman

- 2010 – 2012 / 2014 Governor Rick Scott Campaign, Marco Rubio for Florida Senate Campaign and Vern Buchanan for House of Representatives campaign.
- 2009 Bradenton City Council Ward 2 Candidate- Managed campaign, fundraising, door to door walking, meet and greet, sign waving and candidate debates. Recruited, trained and scheduled volunteers.
- 2008 - Current Member of Manatee County Republican Executive Committee
- 2009 Candidate for Bradenton City Council Ward 2
- 2008 Volunteer for McCain Presidential Campaign- phone banking, door to door walking & sign waving events
- 2008 - State and Federal election VOIP Voter Identification Calls, VOIP Volunteer recruitment calls - Manatee County GOP VOIP Phone Bank Trainer

## Summary

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- Worked as a grassroots organizer and trainer on several local, state and federal campaigns over the past 10 years. Scheduling meetings, recruiting and training volunteers on proprietary technology for the RNC & FLGOP. Using specific Social Media applications along with training volunteers who are not familiar with the current state of technology utilization for campaign measures.
- Working with the community to educate during campaign cycles how to communicate to your legislators on the local, state and federal level by writing letters to the editor, and becoming involved in community groups and activities.
- Established a streamlined electronic bid process using web based applications to save Estimating Department and Preconstruction over 40% from the previous year's budget. Created and maintained subcontractor database. Designed and implemented biweekly business development reports tracking project status ranging from planning, negotiating and bid stages. Served as an Assistant to the Construction Manager for a \$65 million project in Sarasota, FL. Reviewed contracts and pay applications which saved the developer over 15% throughout the 3 year project life cycle. Product Support Analyst with Arthur Anderson Technology Solutions. Design Team member that created and designed a resource documentation database supporting over 100 sales and support team members.
- Accounting background includes Taxes, A/P, A/R, Year-End and Monthly Reconciliation's, Budgets, and Full Charge Bookkeeping.

## Skills

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- Highly proficient in all Microsoft Office (2003, 2007, 2010) applications and various accounting and tracking software. Examples include: Timberline Quickbooks, Peachtree, SAGE, A/P, A/R, Sales Tax, Budgeting, Profit & Loss, and Complete Financial Reporting.

## Employment

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- **Spalling Construction Project Assistant** ... Gulf and Bay Club, Siesta Key, FL  
Working as an advocate for the unit owners during reconstruction of a 392 unit beachside condominium complex. Concrete restoration involves each unit. My responsibility is communicating with the Contractor, Engineer, Gulf and Bay Association Board members regarding the progress of the project.
- **Software Test Analyst** ... Jackson Hewitt Technology Services, Sarasota, FL  
Project work consisting of testing Tax forms and calculations for tax year 2010. Ran test batteries that were consistent with developer expectations. Answer phone calls from customer support center on questions determining how to correctly enter information or determine if the program was not in compliance with federal or state instructions.
- **Project Support Assistant** ... T.L. Hill Construction, Bradenton, FL  
Established QuickBooks for the company financial recording. Created company website. Wrote RFQ's and RFP's for projects the company could bid on. Searched many different procurement sites for bid opportunities. Concentration on Federal Business Opportunities
- **West Florida Regional Office Administrator** ... Tower- OHL, Sarasota, FL  
Accounting and Office Management for West Florida Regional office for Construction. Procured over \$46M of construction projects through 2008. Business Development responsibilities were directed at reviewing projects in planning, negotiating and bidding phase
- **Owner's Representative** ... Coscan Construction, Sarasota, FL  
Responsibilities included reviewing and maintaining consultant contracts, RFI Log, Drawing Log, A/P, Pay Applications and structural completion according to schedule. Heavily dependent on Excel.
- **Support Analyst** ... Arthur Anderson, LLC, Sarasota, FL  
Working with calculations and IRS regulations. Technical support provided on Arthur Anderson Tax Accounting Software and specific operating systems/ networks relating to the software platform. Provided support and analysis for Technical Support Call Center

## Professional Employment History

- Arthur Anderson
- Jackson Hewitt
- H&R Block
- Obracion-Huarte-Lain (OHL) Construction
- COSCAN Construction
- The Tower Group (Tower-OHL) Construction