

# Kelly Ellen McQuillen

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## **WORK EXPERIENCE**

### **City of New Smyrna Beach, City Commission City Clerk    November 2019 – February 2025**

Served as the Official RMLO (Records Management Liaison Officer) and custodian of the records of the municipal government.

Served as the Official Election Officer for the City of New Smyrna Beach, coordinating candidate packets and working with the Volusia County Supervisor of Elections.

Prepared purchasing requisitions.

Maintained records and databases of documents including municipal deeds, leases, and agreements.

Prepared, coordinated, and published all City meeting agendas and packets.

Prepared action minutes for City Commission meetings and published them online.

Prepared and maintained inventories of active and inactive municipal document submissions to the State.

Coordinated financial forms for all board members to be submitted to the State.

Coordinated travel arrangements for the City Commission members.

Managed the professional calendars of the City Commission members.

Managed all public records requests.

Managed and prepared the departmental budget.

Maintained the off-site records storage center.

Maintained the City's Code of Ordinances paper and online versions.

Directed the work of all employees within the Office of the City Clerk.

Recommended to the City Commission, as appropriate, adoption of such measures as City Clerk may deem necessary of expedient for the improvement of services.

Evaluated practices that may result in greater operational effectiveness or economy in City government, and develop and recommend to the City Commission long range plans to improve City operations.

Provided for the development and training as necessary to insure the highest standards of municipal clerk practices.

**City of New Smyrna Beach, City Commission**  
**Assistant City Clerk                      January 2017 – November 2019**

Assisted with municipal elections, purchasing, and other routine and special projects.  
Performed administrative functions to support the office, from draft documents to final polished documents.  
Prepared legal and/or display advertising, and public notices, in the absence of, or at the direction of, the City Clerk.  
Helped to maintain the City's Code of Ordinance Book.  
Assisted the City Clerk in coordinating & implementing procedures to ensure information and records are provided appropriately.  
Assisted the City Clerk in keeping all departments knowledgeable with the public records law and records management training.  
Maintained records and databases of documents including municipal deeds, leases, and agreements.  
Prepared and maintained inventories of active and inactive municipal documents for submission to the State.  
Maintained facilities for security and preservation of historical records.  
Catalogued all documents for expedient retrieval.  
Responsible for document imaging, indexing, preservation, & retrieval.  
Assisted with preparation of forms for submission by departments for destruction of records.  
Proofread and edited minutes.  
Transcribed meetings into written minutes using a word processing program.  
Attended meetings as scheduled by the Boards/Commissions assigned to the Assistant City Clerk.  
Responsible for completing all public records requests; internal & external.  
Performed duties of the City Clerk in his/her absence.  
Prepared agendas and provides clerical support for a variety of meetings, which may include City Council and Advisory Boards.  
Responsible for sending and tracking recordings to the Clerk of Court including eRecording's.  
Tracked City Clerk contracts for expiration dates and ensures compliance with all terms.

**City of Port Orange, City Manager**  
**Assistant City Clerk                      February 2016 – December 2016**

Performed administrative functions to support the office, from draft documents to final polished documents.  
Trained new hires within the City Clerk's Office.  
Assisted the City Clerk in coordinating & implementing procedures to ensure information and records are provided appropriately.  
Maintained the off-site records storage center.  
Operated the microfilm machine to retrieve documents.

Aided in the documentation required for the code enforcement process, including notices for due process and orders issued by the Special Magistrate.

**City of Newport News, Information Technology**  
***Administrative Coordinator*      June 2005 – November 2015**

Served as the Executive Assistant to the Director of Information Technology.

Coordinated the administrative operations and workflow for the Director's Office.

Responsible for processing the payroll and maintaining personnel records for staff.

Coordinated all travel requests; to include arrangements, expense reports and reimbursements.

Served as the administrator for all P-Card purchases.

Processed invoices for payment.

Served as the liaison between the Department and Human Resources.

Responsible for maintaining and preparing annual vendor contracts.

Entered purchase requisitions and purchase order requests on a weekly basis.

Investigated issues and problems, drafting responses to urgent requests.

Responsible for ordering supplies and products for the Department.

Assisted in budget preparation and maintenance.

**City of Newport News, Parks, Recreation & Tourism**  
***Staff Technician*      June 2002– June 2005**

Coordinated the City's distribution of all promotional material and information.

Kept abreast of all current postage rules and regulations for all individual and bulk mailing.

Kept staff informed of current marketing trends Assisted in training Travel Counselors.

Responsible for helping to coordinate Tourism Events.

Compiled payroll records for part time staff.

Screened and responded to general inquiries and complaints.

**EDUCATION**

Associates Degree, Administrative Support Technology 2005  
Thomas Nelson Community College Hampton, Virginia

**ACHIEVEMENTS**

CMC (Certified Municipal Clerk) Designation  
2019 Volusia Leage of Cities Administrative Employee of the Year Award  
Florida State Notary

**INTERESTS**

Human Resource Policy Knowledge

Municipal Charter Knowledge

**EXPERTISE**

Tyler MUNIS Software

Microsoft Office Programs

Granicus Government Agenda Management Software

Adobe Acrobat Software