



# MUNICIPALITY OF ANCHORAGE

## Assembly Memorandum

No. AM 400 - 2025

Municipal Clerk's Office

**Approved**

Date: **May 6, 2025**

Meeting Date: May 6, 2025

**From:** JAMIE HEINZ, MMC, MUNICIPAL CLERK

**Subject:** EXECUTIVE APPOINTMENT – ELIZABETH EDWARDS,  
ELECTION ADMINISTRATOR

Pursuant to Anchorage Municipal Code section 2.20.055A.4.a., I have appointed Elizabeth Edwards, Election Administrator, in consultation with the assembly chair, and ask for the Assembly's confirmation

Ms. Edwards' resume is attached for your information.

Prepared by: Jamie Heinz, MMC, Municipal Clerk  
Respectfully submitted: Christopher Constant, Assembly Chair

# ELIZABETH EDWARDS

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## SUMMARY OF QUALIFICATIONS

5+ years of experience in election field, supervising over 70 election workers and administering 10 municipal elections. 10 + years of customer service experience interacting with a wide range of age groups. 5 years of experience in fast paced, sales driven environment while maintaining friendly and inviting atmosphere. Background in Environmental Studies, including knowledge of GIS mapping and data reporting. Able to work both independently as well as a member of a team to provide excellent customer service create positive personal encounters. Currently participating in the Certified Election Registration Administrator program through Auburn University, with a graduation target date of August 2025.

## WORK HISTORY

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### **Deputy Election Administrator**, Municipality of Anchorage, Anchorage, Alaska (7/2023-present)

- Under the supervision of the Municipal Clerk and Election Administrator, plan and oversee activities and operations of elections for the Municipality of Anchorage (MOA).
- Responsible for hiring process of election workers.
- Assisted in drafting of Title 28 election code changes.
- Implemented a new pilot program for voting by secure document portal.
- Responsible for reporting and statistics for municipal elections
- Assisted with Election Commission meetings and worksessions.
- Train and oversee election workers.
- Responsible for organizing and supervising day to day functions and tasks of Election Core Team to meet vendor deadlines and following municipal code driven deadlines.

### **Election Coordinator**, Municipality of Anchorage, Anchorage, Alaska (1/2020-7/2023)

- Under the supervision of the Municipal Clerk and Election Administrator, plan and oversee activities and operations of elections for the Municipality of Anchorage (MOA).
- Assisted with the creation and implementation of vote by mail elections for the City and Borough of Juneau (CBJ). Included on-site support in Juneau, as well as processing at the MOA Election Center in Anchorage.
- Experience implementing 7 MOA vote by mail elections, and 2 CBJ vote by mail elections.
- Responsible for reporting and statistics for municipal elections
- Responsible for set up of election equipment; IT Coordinator for MOA Elections and responsible for technical troubleshooting.
- Train and oversee election workers
- Drafted MOA re-districting databases
- Experience with ArcGIS mapping
- Coordination with the State of Alaska Division of Elections regarding voter registration and information
- Facilitate communication with vendors
- Assembly support staff/committee staffer
- Ensure compliance of organizational policies and local, state, and federal laws governing elections

### **Escrow Assistant**, Fidelity Title, Anchorage, Alaska (1/2019-1/2020)

- Assists in processing closing procedures for real estate transactions according to State laws and regulations
- Responsible for coordinating escrow closings between multiple parties in a timely matter and with a sense of urgency.
- Assist in preparation of closing documents
- Ensure title transfer between parties is done accurately and within the timeline given in purchase and sales agreement.
- Assist in disbursement of escrow funds and transfer of ownership

### **Mortgage Processor IV**, Wells Fargo, Anchorage, Alaska (7/2017-1/2019)

- Main point of contact for customers applying for a mortgage loan
- Ability to multi-task and process over 40 loans in work pipeline at one time
- Excellent customer service, as well as verbal and written communication

- Ability to adapt and shift to changing priorities and deadlines while maintain compliance with federal regulations and guidelines, a well as Wells Fargo policies and procedures
- Provided training for over 15 employees

**Loan Document Specialist**, Wells Fargo, Anchorage, Alaska (4/2015-7/2017)

- Provide customers with accurate information
- Ensure all documents are correct and follow Federal guidelines
- Have customer welcome packages mailed out to applicants within 3 business days
- Cooperate with team members to ensure tasks are done properly according to protocol and procedure, to stay compliant with federal regulations

**Teller**, Wells Fargo, Anchorage, Alaska (11/13-4/15)

- Customer Service: first point of contact, providing level 5 WOW service
- Knowledge of Wells Fargo Teller Roadmap
- Experience with financial systems such as SVP and SVT
- Experience with deadlines and sales target goals
- Knowledge and experience with Wells Fargo compliance and operational procedures

**Administrative Assistant**, University of Alaska Southeast, Juneau, Alaska, (10/11-5/13)

- Customer Service: First point of contact; answering phones, communicating with students, faculty and public inquiry
- Assist students in drafting potential class schedule and workloads
- Manage calendars for 3 Student Academic Advisors as well as university nurse and the university counselor
- Website contributor for department page

## **EDUCATION**

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**University of Alaska Southeast, Juneau, AK**

B.A., Geography & Environmental Studies (May 2013)

- Dean's List recipient

**Chaffey College, Rancho Cucamonga, CA**

Associates of Art, History (December 2010)