

LORAN POSEY

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EDUCATION

University of Georgia

Master of Public Administration

Athens, GA
December 2021

Bachelor of Arts

Major: International Affairs | Second Major: Political Science

August 2017

WORK EXPERIENCE

Athens-Clarke County Unified Government

Assistant Precinct Manager – Board of Elections

Athens, GA
October 2020-Present

- Manages poll workers to prepare polling location, provide service delivery to voters on Election Day, and secure integrity of elections while providing excellent customer service to voters
- Promoted from Poll Clerk following 2020 presidential and runoff elections, during which I checked in hundreds of voters, provided them with voting instructions and assisted management in polling operations

University of Georgia

Communications Associate – Development & Alumni Relations

Athens, GA
January 2020-July 2021

- Coordinated cross-division teams of up to 20 members on high-level projects, including the award-winning 2020 annual donor report and a yearly program for alumni business leaders
- Managed communications projects and built marketing plans for 5 fundraising and alumni engagement units
- Maintained communication with teams of designers, digital specialists, and interns to provide deliverables to clients in timely manner while tracking projects through online project management software
- Wrote 11 press releases; developed copy and content for client projects and university-wide initiatives

Administrative Specialist – College of Pharmacy Dean's Office

February 2018-January 2020

- Led event coordination and marketing/communications for annual international pharmaceutical conference while coordinating with U.S. Food & Drug Administration partners who assisted with event
- Managed budget for conference and attained a \$130,000 surplus after 2019 conference, a funding source which is important for academic programming
- Promoted from Administrative Associate in November 2018
- Provided high-level administrative and strategic support to the associate dean and director of assessment while administering course evaluations and ensuring procurement policy compliance among Dean's Office staff

Silent Events, Inc.

Distribution Specialist/Event Coordinator

Athens, GA
August 2017-November 2018

- Managed events independently as a contractor for Nashville-based company; represented company to clients and venues, while executing equipment load-in, setup and load-out
- Conducted sound checks, monitored sound quality, and solved problems in fast-paced environment while communicating instructions to customers and managing headphone distribution, collection, and sanitation

HW Creative Marketing

Operations Manager

Athens, GA
August 2017-November 2017

- Wrote strategic online content for inbound marketing clients and developed press releases for publication
- Planned and executed business outreach events, including a networking event attended by over 100 students

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Mayoral Campaign

Athens, GA

Campaign Manager/Committee Chairman

May 2017-November 2017

- Conducted research, wrote policy content, and made recommendations to develop expanded platform
- Oversaw internship program: interviewed, hired, scheduled, and supervised student-interns
- Led fundraising outreach and doubled campaign contribution totals; filed legal paperwork in compliance with state law

University of Georgia

Athens, GA

Front Office Student Assistant – Department of Chemistry

June 2013-July 2017

- Greeted visitors and directed requests; prepared shipments and recorded billable accounts; sorted mail
- Monitored and maintained office inventory by submitting purchase order forms on a weekly basis
- Administered package and room key sign-out sheets; oversaw copy and supply room functionality

Substitute Teacher – Child Development Lab at the McPhaul Center

May 2013-December 2013

- Assisted lead teachers with supervision of children and facilitation of class instruction
- Communicated with parents and executed pickup procedures in line with policy

Intern – Child Development Lab at the McPhaul Center

January 2013-May 2013

- Successfully completed work-study program and developed knowledge and skills related to child development, conflict resolution; secured post-internship employment as a regularly scheduled substitute teacher

Uber

Athens, GA

Driver

March 2016-April 2017

- Coordinated pickup locations with a diverse range of clients, safely transported clients to destinations, and managed conflict while multitasking in a fast-paced and uncertain environment

United States Senate

Washington, D.C.

Intern

August 2016-December 2016

- Earned a merit-based stipend for performance that exceeded expectations and sworn in as federal employee
- Oversaw constituent tour requests, secured reservations, and provided excellent customer service communication; also exhibited public speaking and interpersonal skills when leading VIP tours of the U.S. Capitol
- Spoke with constituents on the phone, delivered talking points on behalf of senator and recorded constituent concerns for daily staff reports; managed conference room schedules, greeted high-level visitors to the office
- Earned Presidential Scholar award for achieving 4.0 semester GPA while balancing full-time internship schedule with full-time academic course load through the Washington Semester Program

Camp All-American

Johns Creek, GA

Core Leader

February 2015-August 2016

- Managed, led, and assisted a group of 8 camp counselors throughout 12+ weeks of training and camp over two summers; developed servant leadership and conflict resolution skills; conducted employee evaluations
- Assisted with camp programming and curriculum; practiced extemporaneous speaking skills during weekly delivered messages; multitasking to meet simultaneous needs in a quickly changing environment
- Exercised a high degree of judgment and responsibility during activities including high ropes course

Counselor

May 2014-February 2015

- Led a group of 8 campers over 10 weeks of summer camp; implemented disciplinary procedures, facilitated group conversations; led daily activities for campers and communicated with parents on daily basis

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Athens YMCA

Coach

Athens, GA

August 2015-May 2016

- Planned and executed practices for first grade flag football, basketball, and soccer teams; coached at competitions
- Supervised students, provided encouraging feedback, managed disciplinary situations, and coordinated communication with parents/guardians; assisted with other after school activities including pickup

Central Presbyterian Church

Youth Ministry Intern

Athens, GA

September 2014-May 2016

- Assisted with planning and execution of middle and high school ministry programming; created lesson plans and facilitated group discussions; developed extemporaneous speaking skills when delivering weekly messages to youth group; attended trips as chaperone, including mission trip to Matanzas, Cuba in June 2015

United States Senate Campaign

Intern

Duluth, GA

March 2014-May 2014

- Commuted to campaign headquarters twice a week to assist with phone banking to gather voter preference data during primary campaign; professionally interacted with staff to resolve situational or technological problems

Zaxby's, Inc.

Cook/Cashier

Athens, GA

July 2011-May 2013

- Demonstrated initiative by requesting to be cross trained as a cashier to increase the value of my contributions to the organization; greeted customers, received orders, managed cash drawer, and expedited orders
- Assisted with opening and closing operations in both back- and front-of-house; regularly cleaned facilities

POLICY ANALYSIS PROJECTS

Identifying Areas with Low Fresh Food Accessibility Using GIS Software

GEOG 6370E – Introduction to Geographic Information Systems

Summer 2020

- Created maps of Athens-Clarke County, GA, using ArcGIS software, identified food deserts, and made policy recommendations

Budget Analysis Memorandum

PADP 7500 – Local Government Management

Spring 2020

- Studied Athens-Clarke County's local option sales tax programs, forecasted revenue shortfalls due to COVID-19 pandemic and proposed several solutions for city to adopt to protect ongoing capital projects

Designing a Study of Inclusionary Zoning Policy in Atlanta

PADP 7110 – Research Methods in Public Administration

Fall 2019

- Researched affordable housing policy in Atlanta and designed a research experiment to determine the effectiveness of the policy in promoting mixed-income housing

5-Year Capital Improvement Plan

PADP 6930 – Public Financial Administration

Spring 2019

- Analyzed budget situation for a city government and made recommendations for capital project priorities based on revenue forecasts and funding options; developed 5-year CIP document and summarizing memo

COMMUNITY LEADERSHIP

Vision Committee Member, Athens-Clarke County Unified Government

July 2019-Present

- Appointed by Mayor & Commission to review applications and provide input for allocation of HUD grants to affordable housing, community development and economic development initiatives

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Small Group Leader, Athens Church January 2018-August 2019

- Led a weekly college men's group and facilitated Sunday morning group for elementary school boys

Volunteer, Circle of Friends Animal Society January 2017-December 2018

- Fostered and trained 10+ animals, assisted at weekly events and evaluated adoption applications

Canvasser, Mayoral Campaign January 2018-May 2018

- Mobilized voters through door-to-door outreach and volunteered at campaign events

Judge, Athens-Clarke County 4-H Project Achievement January 2018

- Listened to student presentations, provided written feedback, and determined placements for student awards

CAMPUS INVOLVEMENT

Member, Pi Alpha Alpha Honor Society April 2021-Present

- Inducted into local chapter of service organization for public administration based on high academic performance

Elected Officer, Pharmacy Staff Representative Group February 2018-January 2020

- Served as 2018-19 Parliamentarian and as a subcommittee member for College of Pharmacy's staff council

Staff Writer, Georgia Political Review January 2017-May 2017

- Authored original commentaries on relevant political topics for publication

Member, Beta Upsilon Chi January 2014-February 2017

- Served three times in leadership positions: responsible for managing budgets, coordinating members, and planning external events with other large student organizations

Member, Student Activity Fee Allocation Committee April 2015

- Evaluated student organization proposals and financial needs to determine award amounts

TECHNICAL SKILLS

Adobe Creative Suite	AP Style	ArcGIS
Asana	Budget Management	Memo Writing
Qualtrics	R Studio	WordPress

PROFESSIONAL DEVELOPMENT

Professional Skills Seminar, Carl Vinson Institute of Government	September 2021-November 2021
Administrative Professionals Day Conference, University of Georgia	April 2018/April 2019

PROFESSIONAL MEMBERSHIPS

Engaging Local Government Leaders (ELGL)	September 2021-Present
International City/County Management Association (ICMA)	September 2021-Present
Master 4-H Club	July 2012-Present