

# Andrea Blevins

---

7239 Emerald Tree Drive • Canal Winchester, Ohio 43110  
614-519-1663 • Angieblevins81@gmail.com

## Professional Summary

Organized, process-driven public service professional with 40+ years of experience in state and local government. Expertise includes public records management, legislative operations, staff training, event planning, and procedure development. Known for leadership, precision, and exceptional organizational skills.

## Skills

- Public Records Management
- Legislative Agenda Preparation
- Staff Training and Procedure Development
- Special Event Planning and Coordination
- Contract and Grant Administration

## Professional Experience

### City Clerk | City of Columbus, OH (2003 – 2025)

- Appointed by City Council to manage legislative records, public records, contracts, and grants.
- Oversaw legislative agenda processing and ensured compliance with city charter and codes.
- Directed staff operations and training initiatives.

### Deputy City Clerk | Columbus City Council, City Clerk's Office (1985 – 2003)

- Prepared Council meeting agendas, legal notices, and city reports.
- Served as liaison to Board of Elections for initiative and charter petitions.
- Trained new staff and developed office procedures.

### Deputy Clerk | Ohio Court of Claims (1981 – 1985)

- Managed pleadings, case files, and courtroom proceedings for Victims of Crime and Civil Division.
- Served as courtroom bailiff and official recordkeeper during trials.

## Certifications & Associations

- Certified Municipal Clerk, International Institute of Municipal Clerks (Kent State University, 1998)
- Board Secretary, Columbus Historical Society (2007–2014)
- Host Clerk/Lead Organizer, 2003 International Institute of Municipal Clerks Conference in Columbus

## Awards

- Clerk of the Year, Ohio Municipal Clerks Association (2002)
- President's Award, Columbus Historical Society (2013)