

Andrea Blevins

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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)