



Employment Application | Submitted: 19-Sep-2025

AAA

Angela Guillen



Deputy Clerk-Election Administrator

Job Location - Meridian Charter Township, MI

Department - Clerk's Office

Source - Other - MAMC Job postings

Resume

You can provide us with your resume with cover letter here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

| File Name | Link |
|------------------------------|--|
| A. Guillen Resume 7.2025.pdf | Preview Download |
| Cover Letter 2025.1.docx | Preview Download |

References

List person(s) who are not related to you and who have knowledge of your qualifications for the position for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors who will be listed under work experience. Please complete all information, including address and telephone number.

Tara Brown

Company: City of Brighton

Occupation: City Clerk

Phone:

Email:

Kelsey Rudy

Company: Michael Kors

Occupation: District Manager

Phone:

Email:

Cheryl Gough

Company: Edward Jones
Occupation: Branch Office Administrator

Phone: [REDACTED]
Email: [REDACTED]

Nicole Gubancsik

Company: Flagstar Bank
Occupation: Branch Manager

Phone: [REDACTED]
Email: [REDACTED]

Additional Questions

Personal Information

| Question | Answer | Disqualifier? |
|--|--|---------------|
| Date Available: * | Two weeks from hire date | |
| Available: * | Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday | |
| Hours Available: * | All | |
| Are you willing to work overtime? * | Yes | |
| Do you have any relatives employed at Meridian Charter Township? * | No | |
| If yes, who? | This question was not answered. | |
| Have you ever filed an application with us before? * | Yes | |
| If yes, when? * | 2017 or 2018 | |

Skills and Qualifications

| Question | Answer | Disqualifier? |
|---|--|---------------|
| Software Skills: (Microsoft Office, BS&A Equalizer, 10 Key, Adding Machine, etc.) | MS Office, BS&A, QVF, ELearning, Excel, USPS Postage Machine, Adding Machine, HART Tabulator Programming. | |
| List additional skills, qualifications or certifications: (ex. Notary, Professional Associations) | Member of IIMC, MAMC, Flint Women's Forum, Junior League of Flint, Livingston County Clerks Association, Secretary of Livingston County Clerks Association, Oakland County Clerks Association. | |

Please describe your interest in this position and how you see yourself as a good fit. *

I am passionate about residents exercising their right to vote and feel this is an exciting time in the election process. I would love an opportunity to grow with Meridian and experience serving a bigger population and wonderful Clerk.

Other Information

** NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs in answering these questions.)*

*** NOTE: A dishonorable or general discharge is not an absolute bar to employment. Other factors will affect a final decision to hire or not to hire.*

| Question | Answer | Disqualifier? |
|---|--------|---------------|
| Have you ever been in the Military Service? * | No | |

Drivers License Information

A license check will be conducted for all Meridian Charter Township jobs that require a valid drivers license.

| Question | Answer | Disqualifier? |
|--|----------------------------------|---------------|
| Type of License (Operators, Commerical): * | Regular Operator Drivers License | |
| License Number: * | | |
| Expiration Date: * | | |
| Endorsements: | None | |

Fair Credit Reporting Act

DISCLOSURE

As an applicant for employment or an employee of Meridian Township, you have rights under the Fair Credit Reporting Act (FCRA). By this document, the Township discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment, if you are hired. If Meridian Township obtains a consumer report about you, and if the Township considers any information in the consumer report when making an employment related decision that directly and adversely affects you, the Township will provide you with a copy of the consumer report and a summary of your rights under the FCRA before the decision is finalized. You also may contact the Federal Trade Commission about your rights under the FCRA.

AUTHORIZATION

By submitting this application, I acknowledge that I have received the foregoing disclosure that the Township may obtain a consumer report as part of its pre-employment background investigation and/or during the course of my employment, if I am hired. By submitting this application, I voluntarily authorize Meridian Township to obtain consumer reports about me and to consider the consumer report in its pre-employment background investigation and/or when making decisions during the course of my employment, if I am hired. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Employment Disclosure

I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the Township has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I hereby authorize the Township to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. This includes, but is not limited to, a criminal history and driving record check. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the Township, to release to the Township any information they have regarding me without providing written notice to me. I also understand I will be subject to a post offer physical examination including drug screen.

I authorize the Township to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the Township from any liability in connection with such use or disclosure.

If I am hired by the Township, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the Township as they are from time-to-time changed, with or without notice to me.

If the Township hires me, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that, except as set forth in any collective bargaining agreement, the Township has the right to terminate the employment relationship at any time, with or without cause. This employment relationship exists regardless of any other written statements or policies or any other Township document or verbal statement to the contrary.

As a condition of employment, you agree not to commence any action, claim or suit relating to your employment or termination of employment against the Township more than 182 days after the date you knew or should have known that a claim existed or later than the applicable limitations period established by law, whichever is less. Your written acknowledgement is also your written agreement to this limitation.

All qualified applicants will receive consideration for employment. It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against or harassed because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, educational association, sexual orientation, gender identity or expression, or HIV status.


I acknowledge that Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known.

By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included in the on-line application.

☒ I have read and agree to the above.

Signature: Angela Guillen

Date: 2025-09-19 09:42:42am



ANGELA GUILLEN, MiPMC II, CMC

• [REDACTED] • [REDACTED] • [REDACTED]

Dear Talent Acquisition Team,

I am interested in the Deputy Clerk position. I have had the pleasure of being the current City Clerk for the City of Clarkston, Deputy Clerk for Rose and Howell Township, Election Consultant for Davison Township, and the City Clerk for the City of Howell. I earned my Michigan Professional Municipal Clerk II designation through the Michigan Association of Municipal Clerks coupled with Central Michigan University and my Certified Municipal Clerk designation through the International Institute of Municipal Clerks. Although my focus has been in election administration, I have also been a Branch Manager at J.P. Morgan Chase and Financial Center Operations Manager for Bank of America. I would be a great fit for the role as I have dedicated my career to educating myself on the election process, mentoring new Clerks and Deputy Clerks, staying abreast of any training opportunities, and continuing my education through all the upcoming legislative changes. I am resourceful, educated, committed to diversity and inclusion, dedicated to humanitarianism and philanthropy, and have a high standard of professional work ethic. I hope to be considered for the position, and I look forward to speaking with you in the future. Thank you for your time.

Sincerely,
Angie Guillen

ANGELA GUILLEN, MiPMC II, CMC

• [REDACTED] • [REDACTED] • [REDACTED]

Professional Summary

Highly motivated and goal-oriented professional bringing exemplary skills in oral and written communication, active listening, and analytical problem-solving skills. Enhanced resident experiences by employing service-oriented behaviors, understanding public desires, and providing a high standard of professional work ethic.

Career Progression

City Clerk, Election Director, 10/2024 to Present

City of the Village of Clarkston

Election Director/Deputy Clerk, 09/2023 to 10/2024

Rose Township

Election Director/Deputy Clerk, 09/2022 to 8/2023

Howell Township

Contract Election Consultant, 05/2022 to 02/2023

Davison Township

City Clerk, 02/2021 to 05/2022

City of Howell

Deputy Clerk, 09/2018 to 02/2021

Assistant Assessor/Building Assistant 08/2016 to 09/2018

Charter Township of Mundy

Financial Center Operations Manager, 08/2015 to 08/2016

Bank of America

Assistant Branch Manager, 11/1993 to 06/2015

J. P. Morgan Chase Bank

Key Accomplishments

- Michigan Professional Municipal Clerk designation 3/2023, CMC 11/2023, MiPMC II 8/2024
- Livingston County Municipal Clerks Association Secretary
- Successfully Administer fourteen elections in my career while including implementing a selfie station to make voting fun and family friendly during elections.
- Utilized Train the Trainer certification to train current and new election workers to prepare for elections, absentee counting and receiving boards.

- Supervised eighty-five election workers during the 2020 Presidential election.
- Assisted the Mundy Township Building Department with little supervision to ensure The Building Official and The Building Coordinator could more efficiently manage their roles. Assisted Mundy Township Supervisors and Administrative Secretary with various tasks when needed.
- Hurricane Sandy Partner Relief 2012 – Served as a liaison for New York City J.P. Morgan Chase Bank employees during tropical storm Hurricane Sandy.
- Partner with MI District Managers to prepare Flint Chase branches for future audits and compliance expertise.
- Mentored new assistant managers and trained operations managers on auditing, compliance, leadership, management and overall branch operations and security.
- Successfully supervised twenty banking center employees ensuring full compliance to all federal and bank regulations and procedures resulting in successful compliance audits.
- Effectively investigated and resolved both internal and external fraud mitigating financial losses.

Education & Training

- Michigan Association of Municipal Clerks (MiPMC)
- International Institute of Municipal Clerks (CMC)
- Central Michigan University
- Election Officials Accreditation Program
- Livingston County Clerks Association
- Livingston County Clerks Association (Secretary)
- Michigan Township Association
- Michigan Association of Municipal Cemeteries
- Notary
- Genesee County Governmental Clerks Association
- Carman-Ainsworth High School
- Genesee Career Institute (Concentration in Business)
- Dale Carnegie Learning Courses
- Bank One University Courses
- Qualified Voter File Class
- Election Classes Mundy Township, Genesee County, Livingston County
- ALICE Training
- Local Government Finance 101 -Property Taxes
- Assessing.NET Course II
- Michigan Township Association New Officials Training
- Plante Moran Budgeting and Fund Balance

Ongoing Volunteering and Philanthropy

- Big Brothers Big Sisters of Flint
- Junior League of Flint
- Flint Women's Forum
- Michigan Association of Municipal Clerks Conference Volunteer - 2023
- National Association of Mexican Art Chicago
- Genesee County Animal Control
- Humane Society of Flint
- R.E.A.C.H. of Flint
- Forgotten Harvest – Oakland County Clerks Association Volunteer
- Adopt-A-Pet – Fenton
- Lucky Day Animal Rescue
- Michael Kors Watch Hunger Stop
- Susan G Komen Breast Cancer Fundraiser
- Hurricane Sandy Partner Relief New York 2012
- Chase Port Huron to Mackinaw Family Night
- Volunteer at Steam Railroading Institute