

JUSTIN KORNHAUS

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Innovative, intelligent, and professional Political Science graduate seeking an administrative or executive position with upward mobility and pay to commensurate with merit and experience.

CORE PROFESSIONAL SKILLS

- Multi-Tasking & Time Management
- Developing & Advocating Policies & Procedures
- Self-Motivated, Goal Oriented & Organized
- Leadership, Mentoring, Training, & Teambuilding
- Strong Customer Service Skills & Business Acumen
- Highly Proficient in Office & Data Software & Techniques

EDUCATION

UNIVERSITY of AKRON - 2014

B.A. Political Science, (Philosophy Minor)

CURRICULUM VITAE

Special Projects Manager

July 2015 – February 2019

- Achieve the stated goals of the Clerk through implementation/administration of special projects
- Act as liaison for the Clerk between other agencies and departments

Butler County Clerk of Courts

Hamilton, OH

- Control execution of projects to mitigate/manage scope, budget, schedule, risk, resources, communication, etc.
- Author and administer grant applications and awards

Court Personnel Education & Training (CPET) Committee Member

March 2018 – February 2019

- Collaborate with other CPET members to coordinate educational and training opportunities available to court personnel

Supreme Court of Ohio

Columbus, OH

- Advise the Supreme Court's Judicial College as to the curriculum available to members of the Judicial College
- Act as jury management expert/consultant

Trustee

February 2016 – February 2019

- Provide educational resources and opportunities to individuals responsible for jury management
- Respond to queries and information requests from OJMA members

Ohio Jury Management Association (OJMA)

Ohio

- Act as journalist in the semi-annual newsletter, and perform final editing and formatting changes
- Manage and maintain the OJMA's website
- Facilitate the annual conference

Location Supervisor

December 2014 – Present (As-Needed/Per Election)

- Oversee elections at appointed location
- Open and close polling location(s), and prepare hardware for election day
- Train new judges/staff

Butler County Board of Elections

Butler County, Ohio

- Assist in technical matters during elections
- Prepare reports and mitigate complications during elections
- Attend round table sessions to increase efficiency

Senior Assistant Manager

November 2014 – September 2015

- Supervised a staff of 45+ employees
- Provided unparalleled customer service
- Oversaw day-to-day operations

CEC Entertainment

Sharonville, Ohio

- Created and implemented a customized marketing plan
- Interviewed potential staff, and completed hiring processes
- Incentivized staff and performed teambuilding workshops/exercises

PROFESSIONAL ACHIEVEMENTS

- Notary Public (2016-2021)
- Reduced Clerk's budget by approximately \$250,000
- 2018 Technology Grant Award Winner (\$100,000)
- Court Management Program - National Center for State Courts, Supreme Court of Ohio (Class of 2021)
- Supreme Court Technology Grant Review Committee (2017-2019)

References and Supporting Documentation Furnished upon Request