

Oklahoma State Senate

Warren Hamilton
Senator

State Capitol Building
2300 North Lincoln Boulevard
Oklahoma City, OK 73105



District 7

(405) 561-5604
Warren.Hamilton@oksenate.gov
www.oksenate.gov

April 29, 2021

RECEIVED

APR 28 2021

STATE ELECTION
BOARD

Mr. Paul Zirix
State Election Board Secretary
State Capitol Building, Rm. G-41
2300 N. Lincoln
Oklahoma City, OK 73105

Dear Mr. Zirix:

I have been informed by Mrs. Barbara Helmert, Latimer County election Board Secretary, of her resignation effective May 31, 2021.

I respectfully request the appointment of Mrs. Karen Ford as the Latimer County Election Board Secretary. Mrs. Ford has served in a variety of clerical, administrative, and supervisory positions throughout her career and has received numerous accolades from her employers for her work and dedication to duty. I believe she is very well suited for this position.

Should you have questions about Mrs. Ford or this appointment, I would be happy to visit with you at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Warren Hamilton".

Warren D. Hamilton
State Senator
USMA 1993

KAREN S. FORD

WORK EXPERIENCE

1/23/2017- Present The Community State Bank Wilburton, OK

New Account/Vault Teller

- Customer Service,
- Open New Accounts
- Created Forms
- Balance Vault 100% 4 years
- Order and sell money to Federal Reserve
- Audit Teller drawers monthly
- Balance drawer 100% 3 years
- Proficient in AS400, Jax2020, Experience

12/11- 05/18 Wilburton Drug Testing Wilburton, OK

Owner

- Collect urine samples send to lab, alcohol testing, accounts receivable and payable, taking care of day to day business.

04/10/09 -08/11 Integrity Energy Services McAlester, OK

HR Administrator

- Payroll, Insurance, DOT and personnel records, performed drug and alcohol testing, new employee orientation, type invoices and input into open invoice, attaining MVR's for drivers reporting new hires to state of AR and OK, attaining water permits from the state to haul water, handle all miscellaneous duties.

03/07 -04/09 Farmers Insurance Group Hartshorne, OK

Insurance Agent

- Writing Insurance Policies, Office Management, Sales, Marketing, Account payable/receivable

05/28/02 - 02/15/07 Country Style Mgmt. Corp. Wilburton, OK

Billing Coordinator

- Medicaid Billing, overseeing sister offices making sure their billing balances

EDUCATION

2006 Eastern Oklahoma State College Wilburton, OK

Nursing

2001 - 2002 Kiamichi Technology Center McAlester, OK

Business and Computer Technology/ Certified Medical Adm. Asst.

2001 - 2002 Oklahoma State University Okmulgee, OK

Business /Certified Medical Adm. Asst.

1993 - 1994 Eastern Oklahoma State College Wilburton, OK

Business

ACCREDITATIONS

Notary Public Commissioned
Intoxilyzer 400 Breathalyzer Certified
Certified in Drug Testing
CMAA (Certified Medical Administrative Assistant)
Administrative Asst. I & II
Business Technology Core
Accounts Receivable Clerk
Accounts Payable Clerk
Full Charge Bookkeeper
Dragon Speaking
Competency for Business and Computer Technology
Medical Terminology
Health Science Core
Achievement for 100% on Medical Terminology Test

PROFESSIONAL MEMBERSHIPS

BPA President
Business Professionals of America

VOLUNTEER EXPERIENCE

Wilburton Main Street Board
Advisory Board Member for Kiamichi Technology Center – 4 Years
Select Realty – Data Entry, Built Website
Arrowhead Waste Mgmt. – Input data for new customers
Youths in Action – Built Website for Jessie Harris
Isle of Capri – Built Website
Little Digger Cheerleaders – Sponsor for 4 years
Wilburton Police Dept. – Repairing Computers for Police Officers

AWARDS RECEIVED

Employment
Going Above and Beyond the Call of Duty (Country Style)
Flexibility Awards (Country Style)
Employee of the Quarter (Country Style)
Blue Vase Award (Farmers Insurance)

School
2001-2002 Perfect Attendance for Semester
2001-2002 Outstanding Student for the year
2001-2002 Outstanding Student
2001-2002 Perfect Attendance

REFERENCES

George Kennedy Realtor/Broker Wilburton, OK
April Martin New Accounts TCSB Red Ok, OK
Cindy Long Asst. Branch Manager Wilburton, OK

