

Ariel Andrus

Deputy City Recorder

Contact

██████████
801-440-0552
aandrus@sslc.gov

Experience

October 2016 - Present

Deputy City Recorder • South Salt Lake

- Attending City Council Meetings, minute taking, administer oaths of office, assist with bids and purchasing, assists with City elections, records requests

April 2012 – October 2016

Orthopedic Assistant • Intermountain Healthcare

- Patient care, transcription, worked with insurance companies

June 2007 – April 2012

Receptionist • Intermountain Healthcare

- Customer Service, patient care

Skill Highlights

- Strong Communicator
- Excellent attention to detail
- People Skills
- Responsive
- Collaborative
- Problem Solving abilities
- Excellent Research Skills

Leadership

As the Deputy City Recorder I have taken on many responsibilities to assist the City Recorder. I volunteer with local organization, Utah Municipal Clerks Association, to gain further knowledge in the City Recorder field.

Awards and accomplishments

- Employee of the Year 2020
- Handbook committee volunteer