



Name and Address
Info Redacted

SKILLS

- Policy Research & Analysis
- Concept & Master Planning
- Community Engagement
- Geographic Information Systems
- Layout & Design
- Microsoft Office Suite

WORK EXPERIENCE

PLANNER @ ANGELO PLANNING GROUP

August 2016 - Present | Portland, OR

Working on land use and transportation projects including park and recreation system plans, master plans, concept plans, comprehensive plans, transportation system plans, development code updates, and site suitability studies. My responsibilities include:

- Researching, analyzing, and developing policy language and development code regulations to meet project or policy objectives
- Presenting complex technical information to community members, advisory committees, and decisionmakers
- Creating reports that summarize existing conditions, technical analyses, project recommendations, and implementation strategies
- Crafting and implementing community engagement programs
- Technical analysis of spatial information and other data
- Preparing responses to Requests for Proposals
- Supporting the development and management of project scopes, schedules, and budgets

COUNCIL POLICY ASSISTANT @ METRO

December 2015 - August 2016 | Portland, OR

- Researched and reported on relevant policies and legislation
- Communicated with agency staff, external partners, and members of the public
- Coordinated council meetings and work sessions; produced meeting minutes; managed meeting materials

ACTIVE TRANSPORTATION INTERN @ CITY OF EUGENE

June 2013 - September 2014 | Eugene, OR

- Researched and wrote grants to fund identified projects, including a proposal that led to Eugene's current bike share program
- Created maps and visual materials for a variety of projects using ArcGIS and Adobe InDesign
- Developed a bicycle wayfinding system plan including a GIS inventory of existing signs, a prioritized list of future sign locations, and a set of best practices for installation

EDUCATION

UNIVERSITY OF OREGON

June 2014 | Eugene, OR

Bachelor's degree in Planning, Public Policy and Management with a minor in Human Geography; Sustainable Bicycle Transportation Field Seminar, Denmark and the Netherlands (June-July 2012)