

# NAME

Address City State Zip code

Phone number e-mail address

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**Education** Master of City Planning, University of Pennsylvania *May 2007*  
• Community and Economic Development Concentration  
Selected courses:  
-Site Planning -GIS -Land Use Law -Real Estate Finance  
B.A. History, University of Missouri *December 1997*

**Experience** **Penn Institute for Urban Research, Philadelphia, PA** *January 2007- June 2007*  
**Research Assistant**  
• Lead researcher in study exploring anchor institutions and their role in the development of cities.  
• Website update and design.  
• Help organize faculty forums and urban research symposia.

**ND Consulting Group, St Louis, MO** *May 2003- July 2004*  
**Associate Project Manager**  
• Create Redevelopment plans by researching market demand, history, and demographics and by conducting site visits to assess existing uses and conditions.  
• Led project meetings with client and development team including architects, engineers, contractors, neighborhood organizations, and other disciplines.  
• Secured more than \$820,000 in grants and forgivable loans, as well as non-equity benefits such as tax abatement.  
• Worked with agencies to acquire property via tax sales and the condemnation process.  
• Created land use maps to analyze current conditions and to present proposals.

**The City of Normandy, St Louis, MO** *August 2004- June 2005*  
**Community Development Consultant**  
• Work with City Manager, Council members, and area leaders to establish a neighborhood based non-profit Community Development Corporation.  
• Research and prepare grants and other financing options for organizational start-up and program development.  
• Filed initial applications with State and Federal agencies to establish tax exempt status.

**Washington Regional Network, Washington, DC** *August 2002- April 2003*  
**Community Outreach Coordinator**  
• Community outreach in Fort Totten neighborhood educating residents with regard to Metro Station development.  
• Led focus group discussions for bike trail design.  
• Researched parking and ridership trends for proposed developments at metro stations

## Computer Skills

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|---------------|--------------|----------------------------------|-----------------------------------|
| • Word        | • Photo Shop | <b>Professional Affiliations</b> | American Planning Association     |
| • Excel       | • ArcGis     |                                  | - Illinois Chapter                |
| • PowerPoint  | • PageMaker  |                                  | US Green Building Council-Chicago |
| • Illustrator | • Sketch Up  |                                  | - Emerging Green Builders         |