

## Professional Summary

Motivated and detail-oriented Geography student at Texas Christian University with strong academic performance and hands-on experience in urban planning, housing, records management, and event operations. Skilled in GIS, communication, teamwork, and leadership, with internship experience across multiple city departments. Known for reliability, problem-solving, and the ability to adapt quickly in both government and faster-paced environments.

### Areas of Expertise

- Geographic Information Systems and Data Analysis
- Urban Planning and Development
- Housing Assistance Programs
- Project Planning/Scheduling
- Records and Data Management
- Code Enforcement Support
- Customer Service
- Communication and Leadership
- Cross-Functional Collaboration

### Professional Experience

#### **City of Rancho Mirage– Rancho Mirage, CA**

##### ***Planning and housing intern: Summer 2024***

- Supported the Planning Department by reviewing development plans, processing permits, assisting with both residential and commercial projects, and helping with customer service.
- Worked with Code Enforcement, providing citations, creating case files, and documenting violations.
- Assisted the Housing Department, managing day-to-day responsibilities for need-based housing programs.

##### ***Records intern: Summer 2025***

- Managed and digitized building records to improve accessibility and organizational efficiency.
- Processed public record requests and provided copies of city building records and plans.
- Streamlines record retrieval by organizing archived documents for staff use

#### **Texas Christian University Athletics – Fort Worth, TX**

##### ***Game Day Operations Staff: 2023 – present***

- Delivered effective event operations support across athletic events, ensuring smooth execution and compliance with logistical needs.
- Coordinated staff and co-workers, applying strong communication and leadership skills.
- Prepared athletic facilities and events through event setup, demonstrating adaptability and teamwork

### Education

Texas Christian University (TCU) – Fort Worth, TX

Bachelor of Science in Geography | Minor in Urban Development/Studies

Expected Graduation: May 2027 | GPA: 3.901

### **Technical & Professional Skills**

- GIS Software: ArcGIS Pro, Records and Database Management
- Professional: Communication, Leadership, Collaboration
- Technical: Urban Planning Principles, Microsoft Office Suite (Word, Excel, PowerPoint).