

City Planner II & Development Review Administrator City Planner II & Development Review Administrator City Planner II & Development Review Administrator - City of Colorado Springs Colorado Springs, CO Work Experience City Planner II & Development Review Administrator City of Colorado Springs - Colorado Springs, CO December 2018 to Present Colorado Springs, CO 80905

Review and approve commercial and multi-family residential development plans, concept plans, plats, master plan amendment, zone changes and conditional uses Conduct day-to-day administration, including addressing work conduct issues with staff Act as the liaison between the Development Review Enterprise and Regional Building Dept Hold meetings with stakeholders to analyze project feasibility, provide planning support, define project schedules, conduct research, and create project management matrix Mentor and train newly hired personnel Facilitate community meetings for contentious development projects City Planner I City of Colorado Springs - Colorado Springs, CO November 2017 to Present Review land use proposals and development plans, guide clients to reach project requirements and coordinate communication for all reviewing agencies Coordinate with Legal Department and Engineering Department to determine environmental and geologic hazard mitigations for construction suitability at susceptible sites Design planning templates, page layout with graphics, and maps based on scope of work Respond to customer inquiries regarding permitting, zoning, and land use regulations GIS and Database Technician Anschutz Exploration Corporation - Denver, CO October 2015 to November 2017 80202 Designed and implemented activity web map, manage data sources and updates Project lead for AOI - coordinated with departments, collected data, provided GIS support Created maps, geocoded parcels, digitized and geo-referenced images with ArcGIS Suite Revised existing GIS layers, created shapefiles, managed symbology and labeling in maps Imported/exported data with software packages, QA/QC and maintain data integrity Database Technician City of Colorado Springs - Colorado Springs, CO April 2015 to October 2015 Colorado Springs, CO 80909 Communicated city ordinance to the public and resolved issues Analyzed aerial imagery and created reports in Cartegraph for Foresters Utilized ArcGIS to create maps, chart technician routes, and plot custom reports Reviewed and issued forestry permits, provided support to City

Forester and Staff Forester City Planner I City of Fountain - Fountain, CO August 2014 to December 2014 80817    Processed and conducted review of permits and planning proposals    Conducted property research regarding zoning history, development patterns and land use    Applied principals, practices and techniques of federal, urban, and regional planning    Interpreted technical material and wrote, edited, and delivered planning content Editor and Office Manager Navitas Systems - Ann Arbor, MI August 2013 to August 2014 48108    Designed page layouts, various charts and figures, brochures, and slide show presentations    Edited text for all press releases, web content, data sheets and marketing material    Implemented graphic design changes to data sheets and brochures using Adobe InDesign    Coordinated tradeshow and conference exhibitor arrangements, registration and logistics    Managed event and press section of the website as well as social media accounts Environmental Systems Management & Ecology Study Abroad December 2011 to January 2012 British Virgin Islands    Completed wetland delineation project and species diversity reports    Created geological comparison studies and threatened/endangered species surveys    Analyzed renewable energy and water conservation practices quantified ecologic services Undergraduate Research Assistant Communications Department - East Lansing, MI September 2011 to January 2012 48823    Collected, analyzed, and managed data for content analysis projects    Collaborated with fellow URA's and reported results, read and summarized research reports    Orchestrated research experiments and surveys on campus Education Geographic Information Systems Certification Michigan State University - East Lansing, MI July 2015 to May 2017 Bachelor of Science in Environmental Planning Michigan State University - East Lansing, MI September 2007 to August 2012

Name: Leslie Spencer

Email: mary66@example.org

Phone: 001-337-991-8366