John A. Doe

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(123) 555-1234

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**CAREER OBJECTIVE**

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seeks a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

**CORE QUALIFICATIONS**

* Background managing direct transportation planning and programs
* Adept at managing programs and people
* Able to anticipate and project organizational change
* Background as an administrator of office operations

**EXPERIENCE AND SKILLS**

* **Skilled in G**overnment Guidelines
* Quality Control
* Urban Planning
* Environmental Impact Mitigation and Research
* Urban Planning
* Geology/Hydrology
* Site Evaluations
* Computer Software Tools
* Scientific and Business Grant Writing

**Administrative**: Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

**Problem-Solving**: Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of $20,000 per building annually and reducing company disposal obligations.

**Management:**Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

**EMPLOYMENT HISTORY**

Senior Process Engineer, September 2016-Present, Zezee Corp., Ann Arbor, Mich.

Process Engineer: Technical Support, September 2012-September 2016, Zezee Corp., Ann Arbor, Mich.

Technical Professional**,** September 2010-September 2012, City of the Stars, Mich.

**EDUCATION**

**Master of Business Administration** (2015); GPA 3.9

Southern Nazarene University, Bethany, Okla. (Online Program)

**Bachelor of Science** (Emphasis: Ecosystem/Environmental Business) May 2012

Eastern Michigan University, Ypsilanti, Michigan