

EILEEN MITCHELL

(541) 400-8041 eileenhlmitchell19@gmail.com

Permit technician currently looking to grow as a professional. Developed skills and knowledge with ESRI software, land use permitting and growing knowledge of software development and a current student of the University of Washington Software Development Bootcamp.

EXPERIENCE

PERMIT TECHNICIAN - WOODINVILLE, WA

2021-PRESENT

Work with various jurisdictions, developers, and various firms on land use and civil construction and design submittals. Various other tasks include project coordination, report writing, code research, data analysis, feasibility mapping and occasional lot layout creation. GIS mapping is conducted on a regular basis using both ArcMaps and ArcPro.

COMMUNITY PLANNER I - CITY OF CENTRAL POINT, OR

2019-2020

Worked under Principle Planner to process and hold pre-application conferences for land use applications. Interpreted and advised public on Municipal Code and policies concerning property use. Generated presentations to present to the City's Planning Commission and public. Researched and analyzed information to prepare documents and reports as required, approved permits, and worked with GIS mapping. Through this work, improved understanding of Oregon Land Use and Development Regulations.

INTERN ASSISTANT PLANNER - QK

2019

Worked under Senior Planner on various planning tasks. Worked on recommendations for site maps, the creation of Municipal Services Reviews for counties, and RFPs. Assignments included GIS work, and calculation/compilation of information for developer permits, environmental forms, and other site plans. Gained a furthered understanding and knowledge of urban planning, the California Environmental Quality Act (CEQA), as well as their respective processes.

EDUCATION

B.S. CITY AND REGIONAL PLANNING - CALIFORNIA STATE UNIVERSITY, FRESNO

2016 - 2019

- Minor in Political Science & Certificate in Geographic Information Systems (GIS)

SKILLS

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| • Project Coordination | • Code Research |
| • GIS Knowledge in ArcMaps/Pro | • Code Basics - HTML, CSS, Javascript, JQuery |
| • Land Use Permitting | • Report Writing |

PAST ACCOMPLISHMENTS

- Current member of Planning Association of Washington
- Former American Association of Geographers member. Attended annual meetings in New Orleans, LA and Washington D.C.
- Former American Planning Association member. Attended the annual state meeting in Eugene, OR in 2019.