

Professional Summary

Dedicated urban planning professional with expertise in zoning administration, logistics, and education. Skilled in collaborating with municipalities, preparing staff reports, and managing zoning applications. Proven ability to meet project deadlines while maintaining high standards of accuracy and professionalism. Experienced in logistics operations, team coordination, and fostering equitable community development.

Education

Georgia State University – Atlanta, GA

- Graduate Certificate: Planning and Economic Development | December 2020
- M.A. Educational Leadership and Policy | December 2018

University of New Orleans – New Orleans, LA

- B.S. Urban Studies and Planning | December 2012

Work Experience

BVNA North America | Planning and Zoning Administrator

April 2023 – May 2024

- Drafted ordinance text amendments and collaborated with municipalities to address city planning needs.
- Coordinated planning and zoning agendas, public notices, and legal advertisements for transparency and compliance.
- Led Planning and Historic Preservation Commission meetings, providing expert guidance on zoning applications.
- Managed zoning processes for variances, conditional use permits, rezonings, and site plan approvals.
- Delivered public presentations and staff reports for city council meetings.

RH Company | Planner (Temp)

December 2022 – April 2023

- Assessed zoning, land use, and planning proposals for municipal code compliance.
- Processed zoning applications and produced detailed staff reports for decision-making bodies.
- Maintained and updated zoning ordinances and maps, proactively addressing deficiencies with leadership.

Allen Environment | Zoning Project Manager

May 2021 – August 2022

- Reviewed zoning applications, building permits, and ALTA surveys for real estate projects nationwide.
- Created zoning reports and maps for property transactions, ensuring compliance with local regulations.
- Liaised with multiple municipalities to obtain records and resolve zoning inquiries efficiently.

Georgia State University | Planning & Economic Development Student

March 2018 – December 2020

- Conducted in-depth research on urban development challenges and planning ethics.
- Utilized GIS tools like ArcGIS to analyze spatial data and create visualizations for policy issues.

- Evaluated census data to support sustainable community planning initiatives.

Logistics Experience

UPS (8 years), FedEx (2 years), Amazon (3 years)

- Sorted, scanned, and prepared packages for delivery using RF scanners and operational workflows.
- Troubleshoot inventory issues, operated pallet jacks, and ensured compliance with safety protocols.
- Managed inventory control and worked collaboratively with team members to meet delivery goals.

Teaching Experience

Guest Teacher/Preschool Assistant Teacher (2010–2012, 2015, 2016–2018)

- Adapted instructional methods to align with diverse student learning styles from infant to high school levels.
- Documented student progress and collaborated with educators to implement educational goals.
- Attended school board meetings and adhered to district policies.

Additional Work Experience

- **Document Prep/Imaging Specialist (Dallas, TX):** Organized and digitized hard copy records, maintaining quality and production rates.
- **Zoning Assistant (Macon, GA):** Conducted staff reports, processed applications, and resolved non-conforming land use issues.
- **Elections Associate (Fulton County, GA):** Supported election operations with a focus on voter engagement and compliance.

Skills

Core Competencies:

- Urban Planning & Zoning | Project Management | Data Analysis | Public Speaking & Presentation
- Policy Research | Logistics Coordination | Education & Instruction

Technical Proficiencies:

- ArcGIS & ArcMap | SPSS | Adobe Photoshop | Microsoft Office Suite (Excel, Word, PowerPoint)
- Google Docs | Zoom & Skype | Typing (50 WPM)

Soft Skills:

- Conflict Resolution | Attention to Detail | Organizational Development | Ethics & Confidentiality
- Positive Communication | Team Collaboration | Documentation & Report Writing

Volunteer Experience

- Over 3,000 hours of community service focused on enhancing local communities and supporting equitable development.

I'm a member of Berean Christian Church (off Young Road in Stn Mtn GA)

Toastmasters International - a public speaking and professional organization (5001 Mainstreet Park Dr Stone Mountain, GA 30088-2308)

Im very big when it comes to the environment, so I'm also apart of/member of

Georgia Tree Council (6835 James B. Rivers Memorial Drive, Stone Mountain, GA 30083)

Georgia Sierra Club

I do a lot of volunteer work in general/ and members of the following, some include:

I volunteer with the Atlanta Food Bank (Stn Mtn, 1979 Parker Ct.,Stone Mountain, GA 30087)

St Paul D Vincent (4871 Memorial Dr, Stone Mountain, GA 30083)

Keep Rivers Alive in Georgia at Yellow River (3232 Juhan Road, Stone Mountain)(upcoming dates)

Rotary Club of Stn Mtn (upcoming dates)

All of my other volunteer work/memberships like APA and Georgia Sierra Clubis outside of Stone Mountain.

Analogously, I graduated from Redan Elementary, Stephenson Middle School, and Redan High School all in Stn Mtn GA.

Thanks for your time, and I can provide proof of memberships/affiliation upon request.

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***bolded organization are within the Stone Mountain city limits.**