

SUMMARY OF QUALIFICATIONS

Highly motivated, innovative and versatile planner with an extensive background in municipal governance, planning, and community and economic development. Energetic self-starter with excellent research, analytical, communication and creative skills. Able to envision alternatives to the physical and social environments in which we live. In depth experience working with a wide range of municipal and governmental agencies, nonprofit organizations, consultants, business and industry leaders, and the public as a whole. Adept at consensus building; able to communicate effectively and work with a variety of people. Interested in pursuing a position in municipal management.

EDUCATION

Pennsylvania State University, World Campus - Continuing Education towards the Master's of Community and Economic Development.

SUNY Fredonia, Fredonia, NY — Bachelor of Arts - Political Science (Magna Cum Laude) - 2005
Studied Public and Environmental Law and Policy, Geography, Communications.

Jamestown Community College, Jamestown, NY — Associate of Science - Math and Science – 2003
Studied Engineering, Drafting, Calculus, Humanities.

Westfield Academy and Central Schools, Westfield, NY — Regents Diploma - 1997
Studied Math, Science, Art, Architecture. Loyal Order of the Moose #118 Scholarship.

SKILLS

- Knowledge of municipal governance and governmental policies and procedures.
- In depth experience regarding housing, community and economic development; land use, site planning and permitting; zoning and urban design theories, principles, policies and practices.
- Experience with grant writing and administration including the HUD, CDBG and HOME grant programs.
- Understanding of public and environmental planning, policy, and analysis; project management and permitting, political and environmental surveys; public relations, communications and politics.
- Extensive background in math, statistical analysis, engineering, land surveying and drafting.
- Knowledge of technology, PC and Mac computers, networks, database management and website design; able to quickly and efficiently learn new technologies, ability to type 70+ words per minute.
- In depth experience with geospatial technologies, including geographic information systems, remote sensing, and the global positioning system and how it relates to municipal planning processes.
- Proficient at reading plans and blueprints as well as comprehending complex codes, laws and policies.
- Extensive background in real property acquisition and management; transportation and utility corridor planning, housing and land development, design, and construction.
- Personable, positive, calm, caring, considerate and easy to work with.
- Willing to continue education; completed the FEMA Emergency Management Institute's Professional Development Series and Planetizen's 'Introduction to Smart Growth' classes.

EXPERIENCE

Director of Community and Economic Development; Dover, VT - 2017 - Current

- Lead planning and development efforts for the Town of Dover, VT and the greater Deerfield Valley region.
- Developed a Strategy for Economic Development for the Town and outlined priorities to promote those interests.
- Developed a planning process for identifying and prioritizing projects for efficient implementation.
- Manages the Town's Tax Revenue, emphasizing strategies to improve the economic conditions within the area.
- Developed a Business Development program including a grant and loan system for new and expanding businesses.
- Represent the Town, as it's highest ranking employee, at meetings with regional, state and federal agencies.
- Developed and implemented a tax stabilization policy.

Director; City of Allentown Planning and Zoning; Allentown, PA — 2016 - 2017

Chief Planner; City of Allentown Planning and Zoning; Allentown, PA — 2015 - 2016

- Led short range and long range planning and zoning efforts for the City of Allentown.
- Provided guidance and effective management for the growth, preservation and redevelopment of the City.
- Managed the Planning and Zoning bureau's staff of 9, including Planning, Zoning and accessory staff.
- Coordinated the City's review of plans and projects, including Pennsylvania's Planning Module system.
- Planned and published the City's annual 5 year Capital Improvements Program.
- Developed, managed and oversaw the Planning and Zoning bureau's budget.
- Managed the City's community planning programs such as the Upside Allentown Initiative.
- Represented the City at local, regional and national levels such as the Lehigh Valley Planning Commission.
- Produced and implemented the Comprehensive Plan, Zoning Code, and other regulatory and planning documents.
- Managed and staffed the Planning Commission, Zoning Board of Appeals and Historic Architecture Review Board.
- Board member of Neighborhood Housing Services of the Lehigh Valley and the Lehigh Valley Planning Commission.

Director, City of Dunkirk Planning and Economic Development; Dunkirk, NY — 2012 - 2015

- Led planning and community and economic development efforts for the City of Dunkirk.
- City cabinet member, involved in all aspects of municipal governance.
- Worked closely with state and federal representatives to bring projects to fruition.
- Determined long range planning issues and policies, and developed alternatives.
- Managed planning and development staff, consultants and others on planning and development projects.
- Responsible for assisting developers through the City, County and State permitting process.
- Led grant writing and administration for the City. Awarded over \$4 million towards local projects.
- Promoted the City to potential investors, residents, consumers and tourists.
- Implemented a Citywide Geographic Information System.
- Chairman, Dunkirk Local Development Corporation and Dunkirk Industrial Development Agency.
- Member of the Board, Chadwick Bay Regional Development Corporation, Chautauqua County Land Bank and Dunkirk Chamber of Commerce.

Planner, Cayuga County Planning and Economic Development; Auburn, NY — 2008 - 2011

- Participated in community planning and economic development processes.
- Consulted with municipalities, residents and developers in regards to planning and zoning issues.
- Assisted in the recruitment of new industry and the retention and expansion of existing employers.
- Authored applications for state, federal and private grant programs.
- Managed community and economic development grant and loan programs, including housing and downtown rehabilitation programs; small business programs; community development block grants; and environmental and watershed protection programs.
- Staff person of the Industrial Development Agency and Agriculture & Farmland Protection Board.
- Supported municipalities and assisted communities in planning related activities.
- Administered, managed and conducted a variety of alternative and renewable energy projects & studies.
- Oversaw staff and interns on GIS, energy, transportation and community development related projects.
- Compiled data and produced quality documentation, reports, presentations and figures.
- Assisted with strategic, comprehensive, recreational and farmland protection plans and studies.

GIS Project Consultant, Civil & Environmental Consultants; Pittsburgh, PA — 2007 - 2008

- Worked extensively on infrastructure and energy projects relevant to coal, gas and oil extraction, pipelines, transportation corridors electrical transmission lines and other industrial power facilities.
- Prepared geographic analysis for siting of transportation and utility line projects.
- Worked closely with municipalities, governmental agencies, consultants and property owners regarding transportation, infrastructure, energy and utility projects.
- Coordinated, managed and participated in field work activities including researching, surveying, locating and mapping of parcel boundaries, streams, wetlands, habitats and other environmental concerns.
- Created, populated and maintained databases and geo-databases.
- Researched, organized and maintained title reports, deeds, plats and other records.
- Compiled and analyzed data to create reports regarding parcel, title, deed and lease information.
- Generated parcel geometry from title reports and deeds for mineral, rights and surface holdings.
- Produced quality documentation and maps for internal and external clients.
- Calculated impact of proposed projects and their alternatives.

Environmental Analyst/Scientist, Northern Ecological Associates; Fredonia, NY — 2005 - 2007

- Worked extensively on policy analysis, permitting, siting and environmental impact analysis of transportation and utility projects such as gas pipelines and industrial wind farms.
- Project siting and alternative analysis; compiled, analyzed and geo-processed geographical, social, cultural and ecological data.
- Researched and reviewed local, state and federal regulations for industrial infrastructure projects.
- Utilized GIS software, GPS systems and CAD programs for mapping and figure production, geospatial analysis and remote sensing.
- Surveyed and mapped sensitive environmental, archaeological and wetland areas.
- Collected, analyzed and provided graphical representations of environmental data sets in the form of maps and figures related to transportation corridor siting, wetland and stream determinations; mitigation and restorations; pipeline, transmission line and wind farm permitting; and plant surveys and landowner determinations.

Land Surveying, David Laird Associates; Erie, PA — 2005

- Operated survey instruments, such as total stations, data collectors, transits, GPS.
- Completed ALTA, boundary, physical, topographical surveys.
- Performed construction surveys and site staking.
- Assisted with subdivision layout and surveys.

Public Policy Intern, Chautauqua County Chamber of Commerce; Dunkirk, NY — Fall 2005

- Developed and orchestrated a marketing plan against Proposal One (2005), the New York State Runaway Spending Amendment, which was defeated by a margin 4-to-1 within the county, the largest margin in the state.
- Surveyed and interviewed local politicians on issues prior to election for newspaper articles.
- Composed weekly Chamber of Commerce column in local paper.

Land Development, Maintenance and Management of Rental Units and Real Estate, General Labor N & W Development, Self Employed; Westfield, NY — 1995-2007

- Participated in the planning, design and development of a subdivision including construction, land development, utilities installation and landscaping design.
- Reviewed subdivision and land development plans for conformance with local plans and ordinances.
- Administered and maintained an apartment complex, individual apartment buildings, and land property.
- Operated industrial equipment such as dump trucks, tractors and backhoes.
- Cut and sold locust posts to local grape farmers, and successfully operated a fruit and vegetable stand.
- Produced custom aerial photography utilizing radio control aircraft.