

CHARLOTTE HARRIS

Urban City Planner

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PROFESSIONAL SUMMARY

Enthusiastic Urban City Planner with two years of hands-on experience in urban analysis and community planning. Adept at evaluating zoning regulations and fostering collaboration among diverse stakeholders to drive sustainable projects. Passionate about implementing creative solutions that enhance urban livability and promote community engagement.

WORK EXPERIENCE

Urban City Planner

Blue Sky Innovations

Apr / 2024-Ongoing

Chicago, IL

- 1. Managed inquiries regarding zoning ordinances and code restrictions, providing accurate information to the public.
- 2. Organized and maintained Planning, Zoning, and Subdivision files, ensuring compliance with regulatory standards.
- 3. Directed the filing of subdivision and city hall library documents, enhancing information retrieval efficiency.
- 4. Executed zoning authorizations in accordance with municipal codes, ensuring proper land use.
- 5. Prepared and distributed correspondence for local businesses and residents, fostering community relations.
- 6. Created and maintained databases for historical preservation and planning files, improving data management.
- 7. Conducted research for urban development projects, compiling reports for stakeholder review.

City Planner

Summit Peak Industries

Apr / 2023-Apr / 2024

Denver, CO

- 1. Oversaw city planning applications, ensuring adherence to local and federal regulations.
- 2. Reviewed and assessed development plans, initiating necessary code amendments for public services.
- 3. Collected and analyzed data for urban projects, preparing comprehensive reports for city officials.
- 4. Acted as a liaison between government and community, enhancing collaboration on urban initiatives.
- 5. Conducted environmental reviews and ensured compliance with regulations for land division projects.
- 6. Reviewed architectural designs for historical preservation and affordable housing projects.

EDUCATION

Bachelor of Science in Urban Planning

University of California

Apr / 2022-Apr / 2023

Chicago, IL

Focused on urban development, land use planning, and community engagement strategies.

SKILLS



ACHIEVEMENTS

- ★ Successfully streamlined zoning application processes, reducing approval time by 20%.
- ★ Developed a comprehensive database for historical preservation, enhancing accessibility for community stakeholders.
- ★ Facilitated community workshops that increased public engagement in urban planning by 30%.