

ROBERT SMITH

Urban Planning Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As a Urban Planning Intern is Conferring with Developers, Engineers, Architects, Landscape Architects, Surveyors, and members of the public on applications related to the Planning Division. Attending and/or provides staffing support as necessary for the following types of public meetings: City Council, Local Planning Agency (LPA), Board of Adjustment (BOA), Town Center Community Redevelopment Area (CRA) Advisory Committee, and the Harbor Community Redevelopment Area (CRA) Advisory Committees.

CORE COMPETENCIES

Adobe Creative Suites, Microsoft Office, Rhino 5.0, SketchUp, Revit, AutoCAD.

PROFESSIONAL EXPERIENCE

Urban Planning Intern

ABC Corporation - August 2015 – November 2022

Key Deliverables:

- Prepared annexation petitions and other documents related to land use and development.
- Final file compilation of drawings and summaries via Adobe InDesign.
- Assisted in urban design project for various sites contracted by firm.
- Created informative InDesign books of past projects.
- General research and analysis of residential and market studies.
- Used Adobe Suites- including Illustrator, Photoshop, and InDesign.
- Skilled in using highly technical computer applications, such as GIS or CAD.

Urban Planning Intern

Delta Corporation - 2012 – 2015

Key Deliverables:

- Focused on improving the teaching of math and science, developing leadership to improve students achievements, while created opportunities to .
- Skills GIS, community outreach, presentation, data collection and analysis, research I did consulting with VIA in to determine if a given corridor .
- Determined by collecting and analyzing GIS data, and looking at existing infrastructure.
- Then provided a presentation to VIA staff/board regarding my findings.
- Focused on improving the teaching of math and science, developing leadership to improve students achievements, while created opportunities to .
- Mastered a wide variety of complex design software including Photoshop, InDesign, Illustrator, AutoCAD and ArcGIS Created graphical representations .
- Northbrook, IL Business Performance Institute (BPI), Highland Park, IL The Sherman Report, Highland Park, IL Urban Planning Intern, Lake County .

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EDUCATION

- BS In Architecture