ROBERT SMITH

Urban Planning Intern

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

SUMMARY

Urban Planning Intern is Reviewing and processing variances, conditional uses, exceptions, and administrative appeal applications. Assisting with the addressing system, including maintenance of revisions and issuing new addresses. Assisting in the Comprehensive Plan annual reports and research.

CORE COMPETENCIES

Process Assistant, Planner.

PROFESSIONAL EXPERIENCE

Urban Planning Intern

ABC Corporation - August 2015 – November 2015

Key Deliverables:

- Compiled data for reports on enrollment, admissions, acceptance and progress toward degree for school administration.
- Provided coordination of the chartered Bloustein School graduate student organization Bloustein Graduate Student Association (BGSA), International Development Interest Group (IDIG), Walk Bloustein Bike Bloustein (WBBB), The Women’s Leadership Coalition (WLC), EJB DESIGNS, The Graduate Society of Healthcare Leaders (GSHLRU), and the Public Informatics Student Group (PISG).
- Fostered relationships between students, degree programs, and professional and service-oriented activities.
- Maintained regular, reliable, and prompt attendance. Be physically present at work.
- Assisted the Director in the overall management and administration of the department.
- Provided administrative oversight for departmental activities and functions; responsible for day-to-day supervision of staff and coordination of departments work production and assists in the preparation of the departments annual operating budget.
- Assisted and advises the Director in developing departmental direction, priorities, goals, and objectives to meet City, departmental and community needs.

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 .

2259 Oak Street, Old Forge, New York, 13420

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

ROBERT SMITH

Urban Planning Intern

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

- 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 .

EDUCATION

High School Diploma

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**