

QUALIFICATIONS PROFILE: Dedicated professional with 20+ years of experience, skilled in project/task management, professional/grant/report writing, research & ROI/analysis, interpersonal communications, public presentations, and general office/computer skills – all applied in both the public/governmental and private/non-profit sectors, with oversight and management of staff teams of up to six people.

GRANT/ PROJECT MANAGEMENT	COMPREHENSIVE PLANNING	COMMUNITY ENGAGEMENT
<ul style="list-style-type: none">• Successfully written, received, and managed over \$5million in private Foundation, State and Federal grant projects (65% success rate average.)• Coordinated Inter-disciplinary meetings & processes• Managed numerous development/ improvement projects• Compiled Financial Reimbursement Packets/ Funding & Status Reports	<ul style="list-style-type: none">• Conducted/Written/Managed Parks Master Plans, Streetscape Improvement Plan, site-specific development plans, Phase 1 NEPA analysis• Created grant/project-specific Planning documents, including maps & implementation phasing• Complied state-wide info for large municipal public utility Benchmarking effort	<ul style="list-style-type: none">• Initiated/coordinated several volunteer programs• Led citizen group in reprioritizing City's Open Space Plan (El Paso) & Master Parks Plan (Alpine)• Presented at numerous civic groups, including for large QOL Public Bond funding efforts• Presented numerous staff reports for City Councils

WORK HISTORY:

City of Alpine, TX <i>Grant Writer (functional Grants Manager)</i>	1/2020 – current
Independent Grant Writing & Research Consultant, Alpine, TX <i>Consultant, working with clients in the Big Bend/far west TX region</i>	7/2015 – 12/2019
City of El Paso, Parks & Recreation Department, El Paso, TX <i>Open Space, Trails & Parks Coordinator</i>	6/2011 - 5/2015
Ecology & Environment, Inc., Houston, TX <i>Associate Planner</i>	11/2007 – 3/2011
Greenspoint Management District, Houston, TX <i>Senior Planner/Planner/ Planning Technician</i>	2/2004 – 10/2007
City of Austin, Water & Wastewater Department, Austin, TX <i>Municipal Program Professional, Environmental & Regulatory Svcs. Division</i>	12/2000 – 5/2003

EDUCATION:

University of Texas at Austin Master of Science, Community & Regional Planning	2004
Harvard University, Cambridge, MA Urban Design Career Discovery, Certificate of Completion	2000
University of Dallas, Irving, TX Bachelor of Arts, Politics , minor in International Studies	1998

MEMBERSHIPS and CERTIFICATIONS:

Treasurer, West Texas Section of Texas American Planning Association	1/2015 - 2021
Member, American Institute of Certified Planners (AICP Certification #: 022416)	11/2007 – current