

Enthusiastic, driven, and personable. Urban planning major with Finance minor graduate.

EDUCATION & LEADERSHIP

University of Colorado at Boulder – Boulder, CO Aug 2016 – Dec 2020

- B.A. in Environmental Design with an Emphasis in Urban Planning
- Minor in Business Analytics

Alpha Delta Phi Fraternity, Boulder, CO Jan 2016 – Present

Founding Member/ President/Vice President External

- Developed semester- and year-long operating plans, including budgets and schedules.
- Planned major events on behalf of the organization.
- Developed the rush and recruitment strategy in alignment with a perpetual recruitment campaign.
- Managed external relations with the university, local police department and community, and families; as well as with business partners.
- Extensive conflict resolution in managing internal relations.

EXPERIENCE

Hempitecture – Ketchum, ID

Technician

Jan 2020 – April 2020

- Main contact for customer service.
- Built order sheets and cost analysis sheets.
- Represented company at construction trade shows.
- Prepared orders and coordinated deliveries.

Westminster Planning Department – Westminster, CO

May 2019 – Dec 2019

Municipal Planning Department, *Planning Intern*

- Gathered information into a presentation to promote an ADU ordinance.
- Organized meetings with planning departments as well of members of our department to discuss details for various projects.
- Created a list of completed projects by the city and formed a GIS map mapping the projects.

Off-Campus Housing at the University of Colorado – Boulder, CO

Aug 2018 – Dec 2019

Neighborhood Ambassador

- Informed students and parents who call or walk in to the office with any information they require about housing in Boulder.
- Represented the office at various fairs such as the Housing Fair.
- Covered tabling events around campus to inform students of issues or resources.
- Coordinated with neighbors to pinpoint common issues and to provide mediation between neighbors.

Ponderosa Homes – Pleasanton, CA

Jun – Jul (2016 – 2018)

Residential Property Development Firm, *Administrative Assistant Intern*

- Showed customers model homes and answered any questions.
- Shadowed office members including trips to the field with our project manager.
- Managed the reception desk, input data in Excel, organized paperwork, and scanned/ filed incoming invoices.
- Met with Planning departments at various cities of eastern San Francisco to attain building permits.
- Gained knowledge of business dealings by sitting in on all the department meetings.
- Reviewed planning documents for municipal code ordinance

COMMUNITY SERVICE

Water Treatment Design and Installation – Medellin, Colombia

Jul 2018 – Aug 2018

- Study abroad program -- designed, constructed, and installed a water treatment system in a local community center with a team of American and Colombian students.
- Numerous community engagement meetings from which we derived ideas for the greatest needs of the community with their opinion and culture at the forefront of our design.

SKILLS

- Proficient with Microsoft Office, Excel, Adobe Illustrator, Photoshop, Rhino 3D, ArcGIS, and Sketchup.
- Written and oral communication; customer service.