Urban Planning Resume

123 Street Address Anywhere, AL 35762 (256)-123-4567 dreamcareer@bulldogs.aamu.edu

# Education

## ALABAMA a&m UNIVERSITY Normal, AL

## B.S., URBAN AND REGIONAL PLANNING MAY 2019

Environmental Concentration

Interested in Walkable Cities and Sustainability

Current GPA: 4.0/4.0

# Skills & Abilities

* Give presentations to communicate plans for project developments
* Evaluate program performance
* Collaborate with other professionals like engineers, architects and public officials to form meaningful relationships to benefit organization
* Participate in trainings to better management skills
* Weekly upkeep of budget reports
* Proficiency with Microsoft Office suite

# Experience

ABC Construction GroupColumbia, SC

**Internship Coordinator**March 2015- August 2017

* Responsible for program development
* Monitored program progress and expenditures, and presented status reports to program management team
* Coordinated with management to establish program criteria, curriculum, timelines, and objectives
* Developed recruitment strategies
* Improved policies and procedures to ensure program remains in compliance
* Cultivated relationships with outside organizations to increase program interest

S.C. Democratic PartyColumbia, SC

**Field Organizer**               May 2014-November 2014

* Oversaw deputy field organizers, interns, and volunteer leaders
* Fostered productive relationships with community leaders and volunteers
* Created innovative solutions during crisis situations
* Negotiated with other campaigns to increase volunteer base and campaign production
* Coordinated distribution of limited resources in order to maximize productivity
* Expanded volunteer base by over 75%
* Exceeded weekly goals

Southeastern Freight LinesLexington, SC

**Human Resources Assistant** October 2013 – May 2014

* Ensured drivers and dock workers were in compliance with DOT and TSA
* Managed employment verifications and employment eligibility verification
* Processed new hire documents
* Assisted with receptionist duties