

# NAME

Address, PA; name@gmail.com; PHONE

## EDUCATION

**University of Pennsylvania**

**Philadelphia, PA**

**Master of City & Regional Planning**

**May 20XX**

- Concentrated in land use and environmental planning, and earned a certificate in land preservation
- Completed a course in Conservation Finance and developed a financial model for the preservation of an 800-acre property in Berkley Township, NJ
- Completed a course in Land Preservation and developed an easement acquisition strategy for a dairy farm in NJ

**Undergrad College**

**Allentown, PA**

**Bachelor of Arts, International Relations**

**October 20XX**

- Minor in environmental science

## PROFESSIONAL EXPERIENCE

**Lehigh Gap Nature Center**

**Slatington, PA**

**Associate Director**

**March 20XX – January 20XX**

- Helped to manage and re-vegetate a Superfund site and public access park that has drawn nationwide attention for its success in regeneration
- Collaborated with the Delaware and Lehigh National Heritage Corridor to maintain the Lehigh River Gap portion of the trail, to bring more visitors, and to develop educational signage
- Guided educational field trips at the Lehigh Gap Nature Center, teaching children and adults about the unique environment and history of the Lehigh River Gap
- Managed multiple interns whose work resulted in re-vegetation of eroding areas, control of invasive species, and enhanced trail network for a better recreational experience
- Designed tri-annual publications and organizational brochures/maps that helped to increase membership by 30% in four years

**PennPraxis**

**Philadelphia, PA**

**Intern**

**May 20XX – January 20XX**

- Helped to create a strategic open space plan for the Philadelphia Department of Parks and Recreation to acquire 500 acres of new green space by 2015 and to continue acquisition in a tactical manner beyond 2015
- Evaluated the equity and access of the Philadelphia park system through assessing GIS databases, gathering information from residents, and reviewing existing research and studies
- Researched opportunities for new publicly accessible green space by analyzing parcel ownership in GIS programs
- Worked with stakeholders of the Historical Society of Pennsylvania (HSP) and assisted in the development of a plan for HSP to become a leader of history and heritage within the City of Philadelphia

**Community Action Development Corporation of Bethlehem**

**Bethlehem, PA**

**Project Assistant/Office Coordinator**

**September 20XX – June 20XX**

- Assisted in management and implementation of 12-year revitalization plan for south Bethlehem that created new open space, a successful façade program, expanded recreational opportunities for youth, and new business opportunities
- Planned numerous events including a successful street festival which brought more attendees than any previous year

## ADDITIONAL SKILLS

**Language:** Proficient in Spanish

**Computer:** Proficient in Microsoft Office Suite, ArcGIS, Adobe InDesign and Illustrator, CURBA, Community Viz