**[Planning & Development Student]**

Davis, CA | (###) ###-#### | \_\_\_@ucdavis.edu

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# **EDUCATION**

**Bachelor of Science, Environmental Policy Analysis and Planning**, **minor in Professional Writing**

University of California, Davis Expected Graduation June 2022

**Relevant Coursework:** Geographic Information Systems, Environmental Impact Assessment, Urban & Regional Planning

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# **SKILLS**

* Advanced proficiency in Autocad, ArcGIS, and Microsoft Office Suite (Word, PowerPoint, Excel)
* Experience working with CEQA, NEPA, and CWA

# **EXPERIENCE**

## **Environmental Planning Intern**, PlaceWorksJun 2021 - Sep 2021

* Created three technical reports weekly for projects subject to the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).
* Led tasks related to data collection, research, documentation, and technical analyses including noise analysis and urban forestry coverage.
* Moderated two public outreach and stakeholder involvement events to 50+ community members and stakeholders, gathering public input on downtown planning project.

## **Urban Tree Stewardship Intern,** UC Davis Arboretum and Public Gardens Jan 2021 - Jun 2021

* Planted and cared for trees for Texas Tree Trials research project, to prepare campus tree canopy for climate resistance.
* Maintained data collection of 100+ research trees and their growth progress on outdoor test sites with Airtable.
* Researched and presented findings to internship cohort about identifying California native tree species and urban planting considerations for ArcGIS StoryMaps campus tree tour.

## **Copywriting Intern**, She LeadsJune 2019 - August 2019

* Designed 19,000-word entrepreneurship curriculum on Notion, providing instructions on how to host business educational conferences for college and high school students.
* Produced technical modules on user research, tracking metrics, marketing strategies, sponsorships, and legal affairs.
* Approved and edited all written content of website to improve branding and marketability of internship program.

# **PROJECT**

## **Neighborhood Site Design Project,** Sustainable Development: Theory and Practice course May 2018 - Jun 2018

* Conducted site analysis with three classmates to create a community student housing site plan of Solano Park City apartment complex using sustainability-centric urban and landscape concepts.
* Presented final products to teacher assistants: Opportunities and Constraints Map, Land Use Plan, Site Design, and Character Photo.

**EXAMPLES OF UNDERDEVELOPED BULLET POINTS:**

1. Observe stakeholder meeting for planning project.
2. I reviewed and provided comments on Environmental Impact Statements.
3. Create a database of employment and housing for Sacramento County.

**EXAMPLES OF WELL-DEVELOPED BULLET POINTS:**

1. Provided accurate notes and documents to present to 50+ people during stakeholder meeting for city park development project.
2. Reviewed and critiqued Environmental Impact Statements for six federal agencies to minimize negative consequences for proposed public health policies.
3. Constructed a database on Excel that analyzes the correlation of housing stability and employment rates for Sacramento County.