



Jane Doe

Urban Policy Professional

jane.doe@email.com

555-555-5555

New York City, NY

jane.doe.website

jane.doe.linkedin

jane.doe.portfolio

SUMMARY

Results-driven Urban Policy professional with 5+ years of experience in city planning, policy development, and community engagement. Proven track record of delivering projects that improve urban livability, sustainability, and social equity.

EXPERIENCE

Senior Urban Planner

Jan 2018 - Present

New York City Department of City Planning

New York City, NY

Develop and implement comprehensive urban planning strategies to address population growth, housing affordability, and transportation infrastructure.

- Led a team of 5 planners to develop a comprehensive zoning plan, resulting in a 25% increase in affordable housing units
- Collaborated with stakeholders to design and implement a \$10 million transportation infrastructure project, improving commute times by 30%
- Analyzed and interpreted complex data sets to inform policy decisions, presenting findings to city officials and community groups

Urban Policy Analyst

Jun 2015 - Dec 2017

Urban Institute

Washington, D.C.

Conducted research and analysis on urban policy issues, including housing, transportation, and economic development.

- Authored a report on the impact of gentrification on low-income communities, presenting findings to Congress and receiving media coverage
- Developed and maintained databases to track urban policy trends and metrics, improving data accuracy by 20%
- Collaborated with external partners to design and implement a community engagement program, reaching 500+ community members

EDUCATION

Master of Urban Planning

Sep 2012 - May 2015

Harvard University

Cambridge, MA

Urban Planning

3.8/4.0

Bachelor of Arts

Sep 2008 - May 2012

University of California, Berkeley

Berkeley, CA

Urban Studies

3.5/4.0

PROJECTS

Sustainable Urban Development Project

Jan 2019 - Jun 2020

Project Lead

Collaborated with a team of planners to develop a comprehensive sustainable urban development plan for a medium-sized city.

GIS mapping • Data analysis • Stakeholder engagement

Urban Renewal Initiative

Jul 2016 - Dec 2017

Project Coordinator

SKILLS

Urban Planning
Policy Development
Data Analysis
Community Engagement
Project Management
GIS Mapping
Grant Writing
Stakeholder Engagement

LANGUAGES

English Native
Spanish Fluent

CERTIFICATES

Certified Urban Planner (CUP)

Jan 2020

American Planning Association

Certification in urban planning, demonstrating expertise in comprehensive planning, zoning, and community development.

GIS Certification

Jun 2018

Esri

Certification in GIS mapping and analysis, demonstrating proficiency in spatial analysis and data visualization.

AWARDS

Urban Planning Award

Mar 2020

American Planning Association

Award for outstanding contributions to urban planning, recognizing innovative approaches to community engagement and sustainable development.

Community Service Award

Jun 2019

National Association of Social Workers

Award for dedicated service to low-income communities, recognizing commitment to social justice and community empowerment.

STRENGTHS

Strategic Thinking

Ability to analyze complex urban planning issues and develop effective solutions.

Worked with a team of urban planners to design and implement an urban renewal initiative in a low-income neighborhood.

Community outreach • Grant writing • Project management

Collaboration

Proven track record of building strong relationships with stakeholders, including community groups, city officials, and external partners.

Communication

Excellent written and verbal communication skills, with ability to present complex information to diverse audiences.

HOBBIES

Urban Photography

Community Volunteering