

# Emily Chen

## Community Development Professional

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### Summary

Results-driven community development professional with 8+ years of experience in city planning, program management, and stakeholder engagement. Proven track record of delivering projects on time, within budget, and with high community satisfaction ratings (95%+). Skilled in community outreach, grant writing, and collaboration with diverse stakeholders.

### Experience

Community Development ManagerJan 2018 - Present

City of New YorkNew York, NY

Managed a team of 5 staff members and oversaw the development of community programs, events, and initiatives. Collaborated with local stakeholders, including community groups, businesses, and government agencies, to promote economic growth and social cohesion.

- Developed and implemented a 5-year community development plan, resulting in a 25% increase in local business growth and a 30% reduction in crime rates
- Secured over \$1 million in grants and funding from government agencies and private foundations, with a 90% success rate in grant applications
- Built and maintained relationships with over 50 community stakeholders, including local leaders, business owners, and residents, to ensure community buy-in and support for development projects
- Coordinated and executed large-scale community events, including festivals, parades, and town hall meetings, with attendance rates exceeding 5,000 participants

Program CoordinatorJun 2015 - Dec 2017

Non-Profit OrganizationChicago, IL

Assisted in the development and implementation of community programs, including after-school programs, job training initiatives, and health education workshops. Worked closely with community members, staff, and partners to identify needs and develop solutions.

- Developed and taught a 10-week job training program, resulting in an 80% job placement rate for participants
- Coordinated logistics and marketing for community events, including a health fair that attracted over 1,000 attendees
- Built and maintained relationships with local stakeholders, including community groups, schools, and businesses, to promote program services and secure resources
- Conducted community outreach and engagement activities, including door-to-door canvassing and focus groups, to gather feedback and input from community members

### Education

Master of Urban Planning and PolicyAug 2010 - May 2012

University of Illinois at ChicagoChicago, IL

Urban Planning and Policy3.5/4.0

Bachelor of Arts in SociologySep 2006 - May 2010

### Skills

- Community Outreach
- Grant Writing
- Program Management
- Stakeholder Engagement
- Event Planning
- Marketing and Promotion
- Data Analysis and Reporting
- Team Management and Leadership

### Languages

EnglishNative

SpanishIntermediate

### Hobbies

- Volunteering for community events
- Reading urban planning and policy books

### Certificates

Certified Community Development Professional

Jun 2015

National Community Development Association

Completed a comprehensive training program in community development principles, practices, and ethics

### Awards

Community Development Award

Jan 2020

City of New York

Received an award for outstanding contributions to community development in the City of New York

### References

John Doe

University of Michigan  
Sociology

Ann Arbor, MI  
3.2/4.0

Director of Community Development  
Supervisor  
john.doe@cityofnewyork.com

Jane Smith, Program Manager  
Colleague  
jane.smith@nonprofit.org