







# JANE DOE

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-  Los Angeles, CA
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## SKILLS

- Policy Analysis
- Urban Planning
- Community Engagement
- GIS
- Project Management

## LANGUAGES

English • Native  
Spanish • Fluent

## CERTIFICATES

### Certified Policy Analyst

National Policy Analysis  
Association

Mar 2019

Obtained certification in policy  
analysis and planning

### Certified Urban Planner

American Planning  
Association

Jun 2017

Obtained certification in urban  
planning and development

## AWARDS

### Policy Analysis Award

National Policy Analysis  
Association

Jun 2020

Received the Policy Analysis  
Award for outstanding  
contributions to policy analysis  
and planning

### Urban Planning Award

## SUMMARY

Highly skilled and experienced Policy Analyst Planner with a strong background in urban planning and community development. Proven ability to develop and implement policies to address urban planning and development issues. Skilled in community engagement, project management, and GIS analysis.

## EXPERIENCE

### Policy Analyst Planner

City of Los Angeles • Los Angeles, CA • Jul 2017 - Present

Analyze and develop policies to address urban planning and development issues

- Conducted policy analysis and research to inform urban planning decisions, resulting in a 25% increase in policy effectiveness
- Developed and implemented policies to promote sustainable urban development, resulting in a 30% reduction in carbon emissions
- Collaborated with stakeholders to develop and implement community engagement strategies, resulting in a 40% increase in community participation

### Urban Planner

Private Urban Planning Firm • San Francisco, CA • Jan 2015 - Jun 2017

Developed and implemented urban planning projects to promote sustainable development

- Conducted site analyses and developed design plans for urban development projects, resulting in a 20% increase in project efficiency
- Coordinated with stakeholders to develop and implement community engagement strategies, resulting in a 35% increase in community participation
- Analyzed and developed policies to promote affordable housing and community development, resulting in a 25% increase in affordable housing units

## EDUCATION

### Master's Degree

University of California, Los Angeles • Los Angeles, CA

Sep 2015 - Jun 2017

Urban Planning • 3.8/4.0

### Bachelor's Degree

University of Michigan • Ann Arbor, MI • Sep 2011 - Jun 2015

Public Policy • 3.5/4.0

## PROJECTS

### Sustainable Urban Development Project

Project Lead • Jan 2018 - Jun 2019

Developed and implemented a sustainable urban development project to promote green infrastructure and reduce carbon emissions

GIS • Urban Planning Software

**American Planning Association**

Dec 2018

Received the Urban Planning Award for excellence in urban planning and policy development

**STRENGTHS**

**Policy Development**

Skilled in developing and implementing policies to address urban planning and development issues

**Community Engagement**

Experienced in developing and implementing community engagement strategies to promote community participation

**Project Management**

Proven ability to manage and coordinate urban planning projects to promote sustainable development

**REFERENCES**

**John Smith**

Urban Planning Manager

Supervisor

john.smith@email.com

**Jane Johnson**

Community Development Manager

Colleague

jane.johnson@email.com

**HOBBIES**

Reading urban planning literature

Participating in community development projects

**Community Engagement Project**

Project Coordinator • Jul 2017 - Dec 2018

Developed and implemented a community engagement project to promote community participation in urban planning decisions

Social Media • Community Engagement Software