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Technical Abilities

Microsoft Office

+++Excel

+++Word

+++PowerPoint

++Access

Mapping and Visualization

++ArcGIS

++Adobe Illustrator

++Adobe Photoshop

+++Adobe InDesign

+Google SketchUp

+Google Earth

Web and Internet

++Content Management

+Adobe Dreamweaver

++Wordpress.org/.com

+++Social Networking

Key

+++Proficient

++Good

+Learning

Current Community Involvement

2007-Current

City of Asheville

Board of Adjustment

2007-Current

Western Carolinians for

Criminal Justice

President (2011)

Vice President (2010)

Strategic Planning Chair (2010)

References Available
Upon Request

Professional Abilities

Affordable Housing

- Housing Education
- LIHTC Feasibility
- Rural Market Analysis

Community Development

- Data Analysis
- Land Use Planning
- Long Range Planning
- Project Management
- Project Budgeting
- Public Policy Interpretation
- Strategic Planning
- Technical Assistance

Economic Development

- Economic Analysis
 - Main Street Economic Development
 - Resource Identification
 - Rural Economic Planning
- ### Facilitation and Training
- Community Meeting Coordination
 - Meeting Design and Facilitation
 - Training Design and Delivery

Non-Profit Management

- Employee Supervision
- Fundraising
- Grant Writing, Reporting and Compliance
- Lead a Board of Directors
- Program Development

Other

- Mapping and Visualization
- Technical Writing

Professional Experience

01.2006-Current: NC Department of Commerce, Community Development Division, Local and Regional Affairs, Asheville, NC

Appalachian Regional Commission Regional Planner: Build capacity in NC's Appalachian region through technical assistance and community, economic and land use planning. Link communities to other state and federal resources.

10.1999-12.2005: Homeward Bound of Asheville [Formerly Hospitality House]

Executive Director (10.03-12.05): Develop the agency's capacity to move homeless individuals to permanent housing through fund development, board leadership, policy implementation, community collaboration and human resource development.

AHope Center Program Director (09.01-10.03): Coordinate quality services for individuals on the path from homelessness to housing through program development, direct client services, federal/state/local grant compliance, client record management and staff development.

Crisis Intervention Counselor (12.99-09.01): Provide quality services to homeless individuals in order to improve mental and physical health, meet basic needs and to obtain housing.

09.1997-10.1999: Eliada Homes for Children, Asheville, NC

Residential Youth Counselor: Deliver services to at-risk youth to facilitate family reunification.

Education and Professional Training

Formal Education:

08.1997: BS in Recreational Therapy, Western Carolina University, Cullowhee, NC

08.2003: Master in Public Affairs, Western Carolina University, Cullowhee, NC

Selected Professional Training:

06.2009: Graduate, NC Rural Economic Development Institute

03.2009: NDC Home Ownership Finance (HDF 410)

08.2006: 34th Annual Basic Economic Development Course

12.2006: National Charrette Institute Charrette Trainer Certification

12.2005: NDC Economic Development Finance Professional Certification

Sample of Recent Projects

- Clay County Comprehensive Plan
- Cramerton Land Use Plan
- Historic Hayesville Market Analysis
- WNC Housing Partnership Strategic Planning and Executive Director Search
- Highlands Affordable Housing Market Analysis
- Cashiers Housing Market Analysis
- Grahamsville Neighborhood Redevelopment Plan