

MERISSA EVANS , MSc

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URBAN PLANNER ✦ URBAN PLANNING ✦ PROGRAM MANAGEMENT *Stakeholder/Donor Relations ✦ Program Development ✦ Fundraising*

A dedicated and enthusiastic, Urban Planner with strong education and experience looking to grow my exposure to developing short- and long-term solutions that revitalize communities. Able to analyze plans for facilities to ensure proposed projects meet the needs of a changing population. Gather and analyze research data, censuses, and economic and environmental studies to make informed decisions on sustainable design. Able to administer government plans and policies affecting land use, the environment, zoning, historic buildings, public utilities, community facilities, housing, community design, and transportation. Strong written and verbal communication skills with experience writing communications and speaking to large and small audiences to promote mission and vision.

SELECTED HIGHLIGHTS

- Strong academic qualifications include pursuit of my Master of Science in Urban and Regional Planning from The University of Central Florida and my Bachelor of Science in Political Science from Florida A&M University.
- Created programs that engage the youth of Parramore in innovative ways, leveraging skills in social media and grassroots marketing techniques to start and drive the conversation, recruit volunteers and attract funding.
- Established rapport with the community, including families, youth and local businesses that has allowed me to better understand the programs and projects that would best benefit the neighborhood.
- Supervised interns, making sure that they gain skills to assist them in the workplace and have a chance to contribute to the advancement of the organization.
- Determined the eligibility of applicants and recipients for public assistance programs, including food assistance, Medicaid and temporary cash assistance, following all state and federal guidelines to ensure applications were processed properly and efficiently.

CORE COMPETENCIES

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|----------------------|----------------------------------|-------------------------|
| ▪ Sustainable Design | ▪ Facility Management | ▪ Cross-Collaboration |
| ▪ Project Management | ▪ Community Relations | ▪ Urban Design Software |
| ▪ Resource Planning | ▪ Strategic Planning & Budgeting | ▪ Youth Programs |
| ▪ Mixed Use | ▪ Research | ▪ Land Use Planning |

PROFESSIONAL EXPERIENCE

Parramore Kidz Zone ✦ Orlando, Florida ✦ 2015 – Present Coordinator of Events & Community Outreach

- Gain experience surveying the community and gathering knowledge of their needs and wants prior to project planning.
- Establishes rapport with the community, including families, youth and local businesses that has allowed me to better understand the programs and projects that would best benefit the neighborhood.
- Create programs that engage the youth of Parramore in innovative ways, leveraging skills in social media and grassroots marketing techniques to start and drive the conversation, recruit volunteers and attract funding.
- Brainstorm with partners to create a plan to sustain and expand partnership in the community, networking with potential Partners that would like to work in the community.
- Conduct/host tours to bring new partners on board, providing information on the community and laying out specific goals that speak to the need for the program.
- Supervise interns, making sure that they gain skills to assist them in the workplace and have a chance to contribute to the advancement of the organization.

Department of Children and Families ✦ Orlando, Florida ✦ 2014 – 2015

Economic Self Sufficiency Specialist I

- Determined the eligibility of applicants and recipients for public assistance programs, including food assistance, Medicaid and temporary cash assistance, following all state and federal guidelines to ensure applications were processed properly and efficiently.
- Prioritized and processed a broad range of paperwork, entering data into a computer-based eligibility system accurately.
- Gathered needed/missing data from the client by phone and on-line application to expedite incomplete applications. Computed and authorized monthly benefit amounts based on financial and family status, while detecting and escalating potential fraudulent situations.
- Established cooperative working relationships with the public and staff in a time sensitive atmosphere.

Florida A&M University Office of Sponsored Research ✦ Tallahassee, Florida ✦ 2011 – 2014

Associate Assistant

- Responsible for receiving and maintaining all records of all amendments, travel reimbursement, OPS contracts, and etc.
- Docketed all paper work as soon as it arrived to the front desk to ensure proper processing and accuracy.
- Handled large numbers of incoming documents and all paper work for projects and proposals, while delivering important legal documents to Legal officials on time.
- Advocated and ensured that grant proposals reached each coordinator as soon as it came in the office to achieve swift processing.
- Worked in a fast-paced atmosphere while ensuring strong operational controls.
- Acted as a public facing member of the office, answering phones and responding to queries.

EDUCATION

Florida A&M University, Tallahassee, Florida: 2014

Bachelor of Science in Political Science

- **Concentration:** Pre-Law

University of Central Florida, Orlando, Florida: In Progress

Master of Science (Candidate) in Urban and Regional Planning

- **Relevant Coursework:** Intro to Urban Planning, Transportation Planning, Land Use and Planning Law, Managing Community and Economic Development, Urban Design, Strategic Planning
- **Awards/Honors:** Dean's List
- **Clubs/Activities:** Urban Knights
- **Relevant Projects:** Mills 50 Project, Strategic Plan for non-profits, Urban Design Bike Lanes for Main Streets

ADDITIONAL CREDENTIALS

TECHNICAL SKILLS	Urban Design Software, Microsoft Office – Word, Excel, Power Point; Social Media—Facebook, Twitter, Tumblr, Instagram and Blog
HONORS & AWARDS	<ul style="list-style-type: none"> ▪ Employee of the Month – Parramore Kidz Zone ▪ Highest Customer Satisfaction Ratings – Department of Children & Families ▪ Dean's List
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> ▪ Our Children Our Impact: Social Planning & Community Networking ▪ Orlando Speaks: Police & Community Relations/ Social Planning ▪ Inclusive Workshop: How to properly deal with Diversity and Cultural Differences
ORGANIZATIONS	<ul style="list-style-type: none"> ▪ Urban Knights ▪ Central Florida Urban League

VOLUNTEERING EXPERIENCE

Parramore Community Garden / St. Mark A.M.E. Church / Leon County homeless Shelter
/ Afterschool Programs / Mentorships/Ocoee's Planning and Zoning Board

INTERESTS

Jogging, Biking, Family Time, Volunteering, Traveling, Food, Shopping, Reading

Detailed Professional References Available upon Request

