

## EDUCATION

Masters of Public Administration

The University of Alabama at Birmingham; Birmingham, Alabama

Concentration: Public Management and Planning

Graduation Date: May 2013

Bachelors of Science in Political Science

The University of North Alabama; Florence Alabama

Major: Political Science Minor: History

Graduation Date: August 2010

## CERTIFICATIONS AND AWARDS

Professional Transportation Planner (PTP), Institute of Transportation Engineers ; Certified Economic Developer (CEcD), International Economic Development Council; Project Management Professional (PMP) certificate, University of Syracuse; Geographic Information Systems (GIS) Professional certificate, Michigan State University; Intermediate ARC GIS Pro, Mississippi State University; Auburn Intensive Economic Development Course graduate; Economic Development Association of Alabama (EDAA) Leadership Certificate; Qualified Credentialed Stormwater Inspector; Economic Impact Modeling Certificate, IMPLAN; Residential Energy Code Plans Examiner/Inspector, International Code Council; Fire Inspector I,II&III, Alabama Fire College; Fire Plans Examiner; Alabama Fire College, Certified Alabama Planning & Zoning Official; University of North Alabama, Transportation Impact Analysis Certification, Institute of Transportation Engineers, Higher Performance Leadership Academy Graduate, National Association of Counties.

## WORK EXPERIENCE

Director of Development Services, Jefferson County Commission – August 2023 – Present, [REDACTED]

Administers a department of 39 people and budget more than \$4M. Key department functions include long range community planning, zoning, architectural review, building inspections, violations inspections, blight removal program, and GIS. Updated Comprehensive Plan, Zoning Ordinance, and Building Codes.

Senior Consultant-Thomas P. Miller & Associates, AL Jan 2023 – June – August 2023, [REDACTED]

Served as Project Lead for Housing Studies for St. Lucie and Okaloosa County. Developed responses to RFPs and RFIs. Gathered, analyzed, and transcribed relevant data in the New Orleans Workforce Development Study.

**Senior Research Associate-International City-County Managers Association, Jan – August 2023,** [REDACTED]

Conducts research and analysis for members and stakeholders. Performs consultant work for member cities and counties. Coordinating and planning the 2023 Brownfield Conference. Consulting with and writing Brownfield Economic Redevelopment Strategy for Michigan Economic Development Corporation.

**Director of Economic Development-City of Prattville, AL July 2021 - September 2022,** [REDACTED]

Responsible for enabling retail, commercial and industrial development that will enhance job growth and the City's sales, lodging, property and license tax base. Serves as the City's primary interface and recruiter for firms/individuals desiring to locate retail, commercial and industrial businesses within the City. Serves as City's representative and facilitator for Historic Prattville Redevelopment Authority. Formulates commercial, industrial and limited-residential recruitment strategies. Performs economic impact analysis, fiscal impact analyses, geodesign analysis on commercial and industrial developments and related incentive packages. Supports a city database of potential commercial, retail and industrial business recruits. Makes periodic reports to Mayor and City Council. Make recommendations and reports on potential annexation opportunities. Maintains and updates City's Economic Development website through the Chamber of Commerce. Prepares maps for reports, analysis, and presentations using ARC GIS, IMPLAN and Adobe Illustrator. Worked incentive packages across 5 different projects in creation of 292 new manufacturing jobs. Wrote City's Comprehensive Economic Development Strategy (CEDS).

**Director of Economic Development-City of Madison, Madison AL August 2020-July 2021,** [REDACTED]

Responsible for enabling retail, commercial and industrial development that will enhance job growth and the City's sales, lodging, property and license tax base. Serves as City's representative and facilitator for Industrial Development Board and (Downtown) Redevelopment Authority. Acts as a liaison for the city with stakeholder groups. Research, gathers, analyzes, and reports on relevant information in accordance with the city's ongoing Comprehensive Plan update. Formulates commercial, industrial and limited residential recruitments strategies. Performs economic analysis, PEST analysis, fiscal impact analyses, geodesign analysis, and traffic impact analysis in conjunction with City Engineer, on commercial and industrial developments and related incentive packages. Prepared annual sales tax revenue forecast. Supports a city database of potential commercial, retail and industrial business recruits, along with the status of progression toward startup goals. Make recommendations and reports on potential annexation opportunities. Maintains and updates City's Economic Development, IDB, and Find More Madison web page, to include coding, layout, and graphic design. Prepares maps for reports, analysis, and presentations using ARC GIS and Adobe Illustrator. Program Manager for implementing the city's Industrial Area Plan. Submitted and awarded Industrial Access Grant through DOT, coupled with incentive package to enable the expansion of FedEx and creation of 120 jobs.

Director of Planning & Development-Birmingham-Jefferson County Transit Authority Birmingham AL,

November

2017-August 2020, [REDACTED]

Develops long and short-range transportation system plans for the Transit Authority. Wrote and managed the Transit Development Plan. Serving as Project Manager for agency's Strategic Plan and Comprehensive Operations Analysis. Contributed to Smart Growth America Transit Oriented Development study. Serves as Project Assistance for Birmingham Xpress (Bus Rapid Transit) line. Served as Project Manager for Micro transit project. Served as

Program Manager for Transit-Oriented Development (community and economic development). Developed Scope of Work and managed Shelby County Commuter Rail Study. Expanded route service to 6 previously unserved municipalities. Corroborates with transportation partners, such as the RPC (MPO), the city, county, and municipalities so that transit needs are identified and reviewed annually. Negotiates, corroborates, and complies with ATU Local #725 Officers to ensure that the bid process is compliant with the local contract requirements. Wrote job descriptions, conducted interviews, managed, and evaluated a department of 5 full-time employees and consultants. Developed and adhered to Standard Operations Procedures and Key Performance Indicators. Monitors operating and schedule adherence to those standards for operational efficiencies. Ensures public participation regarding route and program changes. Presents to a variety of stakeholders to include citizens, technical personnel and elected officials including 12 different municipalities and Jefferson County. Grant writing responsibilities, including successful ADECA Grant award, Low-No Emissions grant, and CMAQ funds. Utilizes Excel and GIS for complex geospatial descriptive data and statistical analysis. Responsible for the effective and efficient deployment of an operations budget of almost \$28M. Planned with Jefferson County on the service funding for six new cities into system more than \$250,000. Developed a Standardized Multivariate Regression model for ridership forecasting.

Senior Planner-City of Birmingham, Birmingham AL March 2017-November 2017, [REDACTED]

Performs primarily long-range urban planning and renewal efforts. Reviews site plans, permits, and zoning and subdivision cases in accordance with regulation. Works in research, planning, recruitment, retention, and incentives the economic development process. Reviews development plans, site plans and regulatory applications for compliance with city ordinances, advises property owners, developers, engineers and the public on regulations, use and development of land. Provide briefings, reports, and information for the Annexation Program on annexation petitions, resolutions, ordinances, and reports; drafts maps and composes legal descriptions of the area. Develops strategies for programming, planning, implementation, administration and enforcement of Commercial Revitalization Projects and Rebate Programs. Create press releases for Mayor. Creates RFPs (Requests for Proposals). Works in research, planning, recruitment, retention, and incentives the economic development process. Wrote Pratt-Ensley Framework Plan and served as community planner for Pratt-Ensley and Oxmoor community.

Planner-Shelby County Alabama, Pelham AL July 2014-March 2017, [REDACTED]

Work involves responsible, professional planning activities involving current planning, short- and long-range planning, and assisting with special projects, grants, programs and economic development tourism initiatives; as part of a team, responsible for assisting in the administration of land development regulations as assigned. Editing, analyzing, and collecting zoning, annexation, land use and related data. Conduct research using GIS and SPSS.

Transit Planner-Birmingham-Jefferson County Transit Authority, Birmingham AL August 2013-July 2014, [REDACTED]

Plan, schedule, adjust and evaluate transit routes based on existing ridership data using GIS. Conduct and analyze ridership surveys and audits. Analyze large and complex statistical data sets using SPSS. Analyze socioeconomic conditions, public health, zoning, and city master plans of the region and how to utilize public transit in the region based off those conditions. Serve as a liaison between BJCTA, various citizen groups, city councils, and stakeholders. Conduct ongoing research from professional and academic institutions on current practices and trends in transit in addition to researching studies conducted by local municipalities and the MPO.