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Kayla Leal

Planner
San Antonio, Texas

OBJECTIVE To provide a professional resume as a Portable Document Format (PDF) reference for my online resume and portfolio.

EDUCATION **B.S. in Urban and Regional Planning**, *Aug. 2012 - May 2016*
Minor in Sustainable Architecture and Planning
Texas A&M University, College Station, TX
Cumulative GPA: 3.29

PROFESSIONAL EXPERIENCE **Planner, City of San Antonio**, *Jan. 2017 - Present*
San Antonio, TX

My current position is in the Zoning Section within the Development Services Department. There are a range of responsibilities such as managing caseloads of rezoning and plan amendment applications, verifying zoning of properties through ordinance research, and providing excellent customer service. These tasks require skills such as interdepartmental communication, preparation of reports, making recommendations, and public speaking.

Planning Intern, Harlingen-San Benito Metropolitan Planning Organization (HSBMPO), *Aug. - Dec. 2015*
Harlingen, TX

Interned with the MPO, Planning & Zoning Department, and performed tasks for other departments within the City of Harlingen. Work consisted of research and data gathering, creating zoning maps in ArcMap, brownfield site assessment, and public outreach and interaction.

Outreach Specialist Intern, Office of Sustainability, *Aug. - Dec. 2015*
Texas A&M University, College Station, TX

Interned with Texas A&M's Office of Sustainability during the fall semester of my junior year. Work consisted of public outreach through informative presentations and participatory events on and off campus.

ACADEMIC EXPERIENCE **Urban and Regional Planning Capstone Course**, *Spring 2016*
Texas A&M University, College Station, TX

Our senior capstone project assisted Mike May, President of the U.S. Padel Association, in conducting research of a Houston neighborhood and organizing two community meetings in order to proceed with his plans to construct a public padel court facility within the City of Houston. Duties included researching the neighborhood to complete a State of the Community Report, facilitating and presenting at public meetings, and designing site plans.

National Science Foundation’s (NSF) Research Experiences for Undergraduates (REU), Summer Institute 2015

Texas A&M University, College Station, TX

Six week program for undergraduates interested in learning research methods and working with a faculty supervisor and mentor. The program focused on investigating social disparity and vulnerability. It was required to participate in presenting research projects at a Capstone Research Symposium at Texas A&M University and at a professional conference.

Sustainable Communities Study Abroad Program, May - June 2014

Bonn and Berlin, Germany

Five week program with Texas A&M’s College of Architecture to study sustainable communities in Germany through excursions and tours of sites. First four weeks were spent living with a host family in Bonn, and the fifth week was spent studying final sites in Berlin.

Volunteer with Viva Streets Harlingen, April 2016

Harlingen, TX

The HSBMPO arranged an open streets event in Downtown Harlingen which encouraged the community to engage in physical activity and commute by bike without the worry of vehicular traffic. I initiated several planning stages while interning with them such as informing and surveying the public, and I also volunteered to run their bike rental booth.

Social Chair, Future Leaders in Urban Planning, Aug. 2014 - May 2015

Texas A&M University

My tasks included planning social events and gatherings for this undergraduate urban planning organization.

Member of the American Planning Association (APA), 2014-2016

Job Site Leader, Big Event Organization, March 2014 & March 2013

College Station, TX

This event provides community service to local people and families in need of various services. As Job Site Leader, I was in charge of communicating with our host and coordinating with other members of our group.

EXTRA-CURRICULAR INVOLVEMENT

SKILLS

Technical:	Personal:
<ul style="list-style-type: none"> • GIS/ArcMap • Microsoft Office Suite • Technical Writing • AutoCAD • Stata • Photoshop • SketchUp • InDesign 	<ul style="list-style-type: none"> • Communication • Public speaking • Customer service • Facilitation • Quick learner • Analytical thinking • Self-motivated • Goal-oriented • Team player • Problem-solving • Multi-tasking

References available upon request.