**John A. Doe**

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**Career Objective**

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seek a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

**Core Qualifications**

* Background managing direct transportation planning and programs
* Adept at managing urban planning programs and people
* Able to anticipate and project organizational change
* Background as administrator of office operations

**Expertise and Skills**

* Skilled in Government Guidelines
* Quality Control
* Urban Planning
* Environmental Impact Mitigation and Research
* Urban Planning
* Geology/Hydrology
* Site Evaluations
* Computer Software Tools
* Scientific and Business Grant Writing
* Administrative: Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.
* Problem Solving: Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of $20,000 per building annually and reducing company disposal obligations.
* Management: Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

**Employment History**

* Senior Process Engineer, September 20XX-Present, Zezee Corp., Ann Arbor, Mich.
* Process Engineer: Technical Support, September 20XX-September 20XX, Zezee Corp., Ann Arbor, Mich.
* Technical Professional, September 20XX-September 20XX, City of the Stars, Mich.

**Education**

Master of Business Administration (20XX); GPA 3.9

Southern Nazarene University, Bethany, Okla. (Online Program)

Bachelor of Science (Emphasis: Ecosystem/Environmental Business) May 20XX

Eastern Michigan University, Ypsilanti, Mich.