



City Commission Ad Hoc Interview Committee
Brown Bridge Advisory Committee

4:30 PM

Monday, November 28, 2016

Located in: The Second Floor Committee Room
Governmental Center

Traverse City, MI 49684

Posted: Tuesday, November 22, 2016

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

City Commission:
c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

AGENDA

1. Consideration of interviews regarding one position upon the Brown Bridge Advisory Committee.
2. Consideration of recommendation regarding one unexpired three-year term expiring October 1, 2018, on the Brown Bridge Advisory Committee.
3. Public Comment
4. Adjournment

City of Traverse City
Application to Become Involved

RECEIVED



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

OCT 26 2015

CITY OF TRAVERSE CITY
CITY CLERK'S OFFICE

Board/Committee you are interested in serving (indicate up to three): BROWNFIELD REDEVELOPMENT

AUTHORITY, HOUSING COMMISSION, RECREATIONAL AUTHORITY BOARD

Name: RUSTY L. JONES

Residential Address: 1990 SWAN POINTE DR TRAVERSE CITY MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: RJones@McNish.com

Preferred Phone No.: 231-313-9202 Additional Phone No.: 231-947-0412

Occupation: Commercial Insurance / Retired AIR FORCE (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

[Signature]
Signature

10/23/2015
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

Rusty L. Jones
1990 Swan Pointe Dr
Traverse City, MI 49686

Friday, October 23, 2015

Benjamin Marentette
City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Marentette:

I am submitting to you my application to become involved. I was at a dinner for the Builders Exchange of Northwest Michigan last night and was really moved by the talk Marty Colburn gave about the growth of our great city.

I've lived in Traverse City twice in my life but have loved this city since I was a young boy coming up for Boy Scout summer camp at one of our scout leader's homes on Silver Lake. In 1998 I lived here as the Air Force Recruiter until 2002. During my time as the Air Force Recruiter I learned how important it was to provide the youth of Northwest Michigan options for developing and growing into responsible adults. I loved the engagement I had with educators and other influencers in our area. It was then that I believe Traverse City became my home.

A really interesting note is that prior to moving to Traverse City I was stationed in Japan and had the opportunity to travel through the country a fair bit. I was surprised while traveling through the southern part of Japan to find Traverse City's sister city of Koka. It was just a few months later I was given the opportunity to become a Recruiter for the Air Force. When asked where I wanted to be stationed, the only option I gave them was Traverse City. It ended up being one of my most rewarding assignments.

My love of this city is the reason I am applying for a seat on one of the listed commissions. My son, who is currently serving in the Air Force, plans to move himself and his family back to this area after he retires in a few years. I want to make sure Traverse City is a great place for them to live and grow. I also want to do my part to help Traverse City continue to grow into that world-class city it is becoming.

Mr. Marentette

Friday, October 23, 2015

Page 2

I believe the city would benefit from my years of experience as a leader of men and women as well as a change manager. While in the Air Force, we were focused on completing our assigned missions with the parameters given to us. I believe understanding what we could and could not do, championing changes necessary to realize our goals and yet still protecting the integrity of our mission was a large part of my responsibility. I believe that would directly translate into service on one of the city's commissions.

I have not previously been engaged with municipal committees or boards. But I have experience as a real estate broker, so I understand how markets work; I have been a mortgage broker; and I have worked with many non-profits in the past. All of these positions have given me insight into the hows and whys of people's decision making where real property is concerned. I also recognize the value of smart development and as a commercial insurance agent now, I understand what needs to be done to develop safely.

I would serve on whichever committee or board I was appointed to with the same dedication I gave my country for 22 years. I am a responsible man in his early 50s with ample time on my hands to get involved and am hoping to do so.

Thank you sincerely for your consideration of my application.

Rusty L. Jones

Sincerely,

Rusty L. Jones

[Title]

RECEIVED

OCT 28 2016

City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE



Thank **you** for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Brown Bridge Advisory Committee
Traverse Area District Library Board

Name: Rebecca Millican

Residential Address: 1748 Indian Woods Drive Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: rlmillican@gmail.com

Preferred Phone No.: 312-780-9194 (mobile) Additional Phone No.: 231-946-0044 (work)

Occupation: attorney (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

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Rebecca Millican
Signature

2016-10-28
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

October 28, 2016

Benjamin Marentette, City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Marentette,

I write in order to express my interest in serving on either (or both) the Brown Bridge Advisory Committee and the Traverse Area District Library Board. As a recent transplant to Traverse City, I view this opportunity as a chance to both serve my community and make new and lasting connections. Much of my professional life is dedicated to serving the public interest, and a board position would allow me to deepen that commitment.

I have not previously served on a board or committee, but have frequently interacted with board members in my work as an attorney, and I am familiar with the duties and responsibilities of the role. I've previously dedicated time to organizations such as my law school's disability resources center and a local food pantry, but these positions provide an opportunity to marry my skills and personal interests.

I believe my professional background would prove useful to either position. With regard to the library board position, my legal skills would give me insight into general liability issues, contract review or negotiation, tax and financing matters, and governance. Relevant to the Brown Bridge position, I frequently spend my working hours on matters concerning environmental resources, remediation and redevelopment, and preservation of natural areas: that substantive knowledge would lend itself well to providing advisory support to the city on the future of the Brown Bridge Quiet Area.

On a personal note, I am a strong believer in public libraries and public open spaces. Within days of settling in Traverse City, our family visited TADL to sign up for library cards, and my daughter is a voracious reader. Serving on the library board would further model for her the importance of literacy and the availability of literary resources. Similarly, I view the Quiet Area as an important space in our City that provides citizens with unique contact with nature just outside their doors. I hope to work towards its promotion and preservation.

Thank you for your consideration of my application.

Very truly yours,



Rebecca Millican

RECEIVED

MAY 27 2016



City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERK'S OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees. Volunteers help to secure our community's beauty and promote its enhancement - Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Parks & Recreation, Historic Districts, DDA

Name: Brandee Southwell

Residential Address: 1237 Manitow dr #1107 Traverse City, MI, 49684

E-Mail Address: brandeesouthwell@outlook.com

Preferred Phone No.: 231-883-3368 Additional Phone No.:

Occupation: Staffing & Recruiting Supervisor (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

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Signature: B Southwell

Date: 5-25-16

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

BRANDEE SOUTHWELL

1237 MANITOU DR. APARTMENT 1107

TRAVERSE CITY, MI. 49686

(231) 883-3368

BRANDEESOUTHWELL@OUTLOOK.COM

[HTTPS://WWW.LINKEDIN.COM/IN/BRANDEESOUTHWELL](https://www.linkedin.com/in/brandeesouthwell)

Summary of Qualifications

Broad based responsibilities in business including:

- *Client Account Management*
- *Database Program Development and Support*
- *Customer Satisfaction Enhancement*
- *7Years Management Experience*
- *Complaint Handling & Resolution*
- *Budget Management*
- *Project Management*
- *Recruiting and Hiring*
- *Sales and Customer Service*

Profile

Customer service and business manager with 10+ years of experience. Consistently achieved record-high customer satisfaction rankings, improvements to the bottom line, and customer retention numbers.

Respected builder and leader of customer-focused teams; instill a shared, enthusiastic commitment to customer service as a key driver of company goal attainment. Lead by example and ensure the execution of customer service improvement processes.

Professional Experience:

Staffing and Recruiting Supervisor

Kelly Services, Traverse City, MI, 2015-Present

- Provide Best-In-Class customer service to clients and employees
- Recruiting – Develop recruiting strategies to support market and customer base
- Hiring – Screening and assessing potential candidates, complete hiring paperwork, and conduct orientations
- Employee Management – Conduct performance reviews, develop training programs for employees struggling in a skill area, provide career guidance, terminations, and conduct exit interviews
- Business Development – Identify new/lost business through cold calls, warm calls, skill marketing, and networking
- Account Management – Conduct needs assessments with client, develop and present annual and semi-annual Business Reviews, request feedback on services rendered
- Analyzing needs- taking customer orders, documenting order requirements in front office systems, escalating orders to appropriate branches, conducting candidate searches, presenting candidates, scheduling interviews, following up on interviews/candidates presented, informing customers on status of orders, offering assignments to temporary employees, filling orders in front office systems, confirming orders to customer and temporary employees, conducting arrival calls, managing secondary suppliers.
- Customer and employee retention-Conducting quality control calls, conducting order extensions, documenting order activity in front office systems, managing service disruptions. Determining reporting requirements with consideration to legal constraints, creating, delivering, and presenting customer reports.
- Continuing Training- Completing Performance/Development Discussion Guide, initiating and participating in training, attending staff meetings, participating in community service/charity events, supporting Kelly Quality Management initiatives.
- Report and monitor all Work Opportunity Credits, Unemployment, Payroll designations other than Direct Deposit or Money Network Cards, and Workers Compensation for 3 branches

Operations Manager

Grand Traverse Resort, Williamsburg, MI, 2014-2015

- Run 7 out of the 10 Food and Beverage outlets
- Accomplished restaurant human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieved restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Met restaurant financial objectives by forecasting requirements; scheduling expenditures; analyzing variances; initiating corrective actions.
- Planned menus by consulting with chefs; estimates food costs and profits; adjusts menus.
- Controlled costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- Avoided legal challenges by conforming to the regulations of the alcoholic beverage commission.
- Maximized bar profitability by ensuring portion control; monitoring accuracy of charges.
- Maintained safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; and complying with legal regulations.
- Maintained ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement; monitoring food presentation and service.
- Updated job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhanced department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

General Manager

Hooters, Traverse City, MI, 2013-2015

- Maintained an operating budget and takes corrective action as necessary to help assure that budget goals are attained.
- Assured that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Inspected to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Helped plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
- Scheduled for staff, and in charge of hiring and dismissal. Monitors employee dress codes according to policies and procedures.
- Managed the long-range staffing needs of the department.
- Greeted guests and oversees actual service.
- Addressed member and guest complaints and advises the General Manager about appropriate corrective actions taken.
- Maintained appearance, upkeep and cleanliness of all food and beverage equipment and facilities
- Managed physical inventory, merchandise orders, and liquor orders

Seasonal General Manager

Kilwin's Chocolates, Harbor Springs, MI, 2013-2013

- Set goals for the work group, developing organizational capability, and modeling how we work together.
- Created calm demeanor during periods of high volume or unusual events and manage smooth transitions to keep store operating to standard and to set a positive example for the store team
- Hired and train employees for delivering exceptional customer service.
- Responsible for overall store atmosphere and appearance.
- Planned, identified, communicated, and delegated appropriate responsibilities and practices to employees to ensure smooth flow of operations.
- Provided coaching and direction to employees to take action and to achieve operational goals.
- Monitor store environment and key business indicators to identify problems, concerns, and opportunities for improvement.
- Ensured adherence to applicable wage and hour laws for non-exempt employees and minors.
- Managed employees by regularly conducting job assessment, performance reviews, providing feedback, and setting challenging goals.
- Quality control, banking/deposits, and bookkeeping.

Food and Beverage Manager

Charlevoix Country Club, Charlevoix, MI, 2012-2013

- Set goals for the work group, developing organizational capability, and modeling how we work together.
- Create calm demeanor during periods of high volume or unusual events and manage smooth transitions to keep store operating to standard and to set a positive example for the store team
- Trained employees for delivering exceptional customer service.
- Responsible for overall store atmosphere and appearance.
- Planned, identified, communicated, and delegated appropriate responsibilities and practices to employees to ensure smooth flow of operations.
- Provided coaching and direction to employees to take action and to achieve operational goals.
- Monitored store environment and key business indicators to identify problems and concerns
- Quality control, banking/deposits, and bookkeeping.

Pit Boss and Table Games Dealer

Turtle Creek Casino, Williamsburg, MI, 2000-2012

- Monitored all dealers' procedures
- Monitored and log money transactions within my pit
- Maximized customer service while ensuring all procedures of the institution are followed.
- Knowledge base of multiple casino and hospitality accounting systems
- Continuous counting of chips, handling money, and applying the process of house rules to maintain a degree of integrity during a game.
- Reported any irregularities found in the premises and should be able to provide accurate relay of information.
- Known for exhibiting great personality, a friendly and exciting atmosphere.
- Implemented various procedures and processes in accordance with corporate guidelines and requirements

Education and Training

Grand Valley State University — Traverse City, MI 2003 to 2010

Bachelors in Social Studies and Science with minor in History Education

Northwestern Michigan College — Traverse City, MI 1999 to 2003

Associates in Science and English

Health Department— Traverse City, MI 2014

Serve Safe Certified

TIPS Certified

Volunteerism/Memberships

Traverse City Young Professionals Organization 01/16 to Present

Chamber of Commerce — Traverse City, MI 01/16 to Present

Traverse City State Theater — Volunteer 01/16 to Present

Dear Sir/Madame,

I am submitting my application to be involved. I am applying for various reasons. I moved to Traverse City almost 18 years ago after growing up in Chicago. I attended college here through NMC and decided to stay. Traverse City is not only my home but I am very passionate about our community. I am blessed to be able to raise my children here, in this beautiful tight knit town, which offers so many things that you cannot find anywhere else. I am an avid runner, camper, and nature enthusiast. These are things that our community offers us, along with, cultural growth and a sense of community, in which we don't always have in the larger cities. Over the years, I have volunteered in various areas from coaching, tutoring, and cooking for the homeless. I have done volunteering events with Goodwill and Chamber events. I have also volunteered services for the school, from tutoring to resume building and interviewing skills. I have been actively involved with TCYP and Business after Hours. I am on the committee for the TCYP Connect to help people that would like to move to this area but don't know where to start. I try and teach my children the value of giving back even if it's just your time and supporting the local community. I do this because I truly feel honored to be a part of not only such an amazing community, but a part of what makes us a community, the people that live and work here. I wish to apply so that I can further have a voice, partnership, and understanding of our community and its growth, resources, and opportunities. I believe that my appointment would benefit the city because I have a very diverse background. I am a parent who's raising her children in Traverse City and went to college at NMC. I have a background in Education and Business. I have ran multiple businesses in town, and now I currently do staffing for over 40 businesses within our local community. I would love to be involved more in other areas and hope you consider me for the Commission.

Thank you for your time,

Brandee Southwell

RECEIVED

MAY 13 2016

City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Downtown Development Authority, Parks & Recreation, Planning Commission

Name: Tyler Bevier

Residential Address: 1022 Lake Ridge Dr. Apt #3, TC, MI, 49686
(Street) (City) (State) (Zip)

E-Mail Address: tylerbevier@gmail.com

Preferred Phone No.: 248-877-1738 Additional Phone No.: _____

Occupation: DDA Director / City Planner (if retired, please provide your career)

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Tyler Bevier
Signature

5/13/2016
Date

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City of Traverse City

I am applying to become more involved in city government to help bring a voice to the local millennial's in the community, that often feel their voice & ideas are not being heard by the local units of government. I believe my appointment to the city would help bring fresh ideas to various boards & committees in government. Growing up in suburban metropolitan Detroit, attending university in the City of Detroit, and now living in a more rural setting; I believe I can bring a more holistic approach to the various boards and commissions.

When I studied urban planning at Wayne State University, I created a 501(c)(3) non-profit on Michigan Avenue in Detroit to assist with the continued beautification of the corridors, and teamed up with Greening of Detroit to successfully plant 50 new trees on the corridor. This sense of community involvement would be an asset to the various boards. Additionally, I am an active volunteer at my local church here in Traverse City, and have helped the DDA & DTCA with various events they are showcasing.

As a current DDA Director in the Village of Bellaire, I believe I could bring the knowledge and leadership skills of serving on a local board for the municipality.

Sincerely,

Tyler Bevier

Tyler Bevier

1022 Lake Ridge Drive
Apt #3
Traverse City, MI, 49684

Tele: 248-877-1738

Email: tylerbevier@gmail.com

Profile

I set the benchmark & standards high for myself, as I always try to go above & beyond what is expected. I try to take on new tasks, meanwhile maintaining a high performance standard.

Experience

Bellaire Downtown Development Authority Director: 11/15 - Current

As one of Michigan's youngest DDA directors, I am crafting the Development Plan & Tax-Increment Financing Plan for the Village of Bellaire. This will entail creating TIF Tables to show what the 30-year TIF Capture will be for participating taxing jurisdictions, and what our planned public improvements are. Additionally, this will involve meeting with local, county & regional stakeholders to receive their feedback on our development & TIF Plans.

Grand Traverse County Planning & Development Contract-Employee –8/14 - Current

Assisted in administering their CDBG MSHDA Homeowner rehabilitation program, helping low-income homeowners with interior & exterior repairs & no-interest loans. Lead a successful crowdfunding committee to raise \$5,000.00 towards downtown Traverse City, with matching funds from MEDC. Helped lead re-branding efforts for the 8th street corridor; partnering with businesses & residents to rename to "North Boardman Lake District". Additionally, assisted greatly in presentations for various staff, and public engagement sessions

Bay Area Transportation Authority, Traverse City – Marketing Intern 7/1/14-8/1/15

As an unpaid intern, I assist in the social-media outreach for various events and changes at the transit authority. I have assisted in the partnership with TART Trails for their Smart-commute week, as well as other events in Traverse City.

Traverse City Downtown Development Authority – Planning Intern 5/14/14 – 9/14/14

Prepared presentations for the DDA Board on a parking and TIF District analysis I conducted, as well as assisted in the DDA's event promotions & local block parties

Michigan Avenue Coalition, Detroit, Michigan, President

Started a 501(c) 3 non-profit in Detroit's neighborhood of Corktown. We assisted in planting over 50 trees as well as installing beautification elements on various corridors. Additionally, helped shovel sidewalks in the winter along neighborhood streets.

Education

Wayne State University, Detroit, Michigan, Urban Studies & Political Science 3.72 GPA

Skills

Community Relations, Strong Interpersonal Skills, Charismatic public skills, Urban Development, Place-making engagement, Microsoft Office, Imovie, Keynote & Pages

References

Available on request