

CAROLE MOORE

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OBJECTIVE INTERNSHIP POSITION IN PLANNING, CITY OF SAN FRANCISCO

EDUCATION

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

College of Architecture and Environmental Design

GPA: 3.5

Bachelor of Science Degree: **City & Regional Planning**, June 2011

Dean's List

- Minors: **Economics and Real Property Development**
- International Study: **London, England**

SUMMARY OF QUALIFICATIONS

REAL ESTATE

Commercial Development | Residential Development | Urban Planning | Finance

LEADERSHIP

Delta Delta Delta Reference Chair | Team Captain in Design Lab | Leadership Conference | Help run City to Sea Half Marathon

PLANNING COURSE WORK

Land Use/Transportation Studies | Planning for and with Multiple Publics | Computer Applications for Planning | Landscape Analysis | Urban Design Studio 3-part Series | Housing and Urban Development

COMPUTER SKILLS

AutoCAD | GIS | Photoshop | SketchUp | InDesign | Word | Excel | Prezi

EXPERIENCE IN PLANNING

Excelaron LLC/Concessions International, San Luis Obispo

- Review documents and plans being submitted to the Planning Department for approval
- Manage business relations with mineral rights owners, clients, and business partners
- Make domestic and international calls for consulting business

Progressive Mapping Consultants Inc/Dennis Janda Inc, Temecula, CA

- Use AutoCAD to develop plot base maps, legal descriptions, and civil engineering plans
- Locate grant deeds and easements, develop final & parcel maps

PLANNING PROJECTS

Pacheco Village Redevelopment – Partner Project (2 students) 01.2010 to 03.2010

- Redevelop an existing site on the corner for Grand Ave. and Slack St. in San Luis Obispo
- Required features: 20 faculty housing, 30 student housing units, as well as commercial space
- Conduct site analysis, case studies, vision, and design development to format a final report

Santa Maria Downtown Redevelopment – Group Project (6 students) 04.2010 to 06.2010

- Redevelop downtown Santa Maria to revitalize the area and form a life style center
- Include site analysis, field work, vision, design development, and final report
- Real World Project presented to the City of Santa Maria and RRM Design Group

WORK EXPERIENCE

Performance Athletics Gymnastics, San Luis Obispo: Gymnastics Coach

Develop class routines | Spot and teach new skills | Maintain student/coach/parent relationship

Starbucks, San Luis Obispo: Barista

Serve customers in a prompt and personal way | assist customers in personalizing drink orders | prep/stock

Sequoia Hall, Cal Poly: Desk Assistant

Assist residents | issue keys | answer phones | regulate entry into buildings | able to deal with emergencies

PROFESSIONAL AFFILIATIONS & COMMUNITY SERVICE

Associated Students in Planning, Member | Special Olympics | Habitat for Humanity