

EXPERIENCE

2019-Present

Senior Planner/ Administrative Coordinator • City of Houston

HCD (Planning & Grants Reporting Division)

- Manage grant applications and reporting processes for over \$400 million and ensure regulatory compliance for grants such as CDBG, HOME, HOPWA, ESG, CARES Act, HOME-ARP, and more
- Manage, draft, publish, and submit well written grant applications, annual strategic plans, and annual reports, such as the 5-Year Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, Citizen Participation Plan, HOME-ARP Allocation Plan, and more
- Plan, execute, and present at biennial public hearings, open houses, and workshops
- Facilitate stakeholder interviews and meetings like the Housing Advocates Collective, the Community Development Advisory Committee, Mobile Meetings, focus groups, etc.
- Department liaison for City Department meetings like the Complete Communities' Liaison meeting and the DON's Coffee and Conversations
- Department liaison for external meetings like the Housing Advocates Roundtable for Autism/IDD, Housing Advocates Collaborative, Super Neighborhood Alliance, HHA Choice Neighborhoods Planning Meetings, and more
- Represent the Department for interviews and prepare written comments solicited from the federal government and responses to public comments received
- Facilitate the public outreach and engagement process, including stakeholder consultations, for strategic planning
- Research, analyze, interpret, and summarize a variety of data to identify trends and inform strategic planning documents and processes using US Census, HMDA, HUD, IDIS, and other sources
- Conduct surveys and studies for strategic planning efforts and public engagement
- Track and synthesize public engagement efforts for Division events and Department reporting
- Create the annual entitlement budget for almost \$50 million in coordination with the Senior Team
- Provide quarterly updates on CDBG Spending and Projections to drive timeliness spending of grant funds
- Manage Fair Housing programs, program participants, and initiatives like the Fair Housing Ambassadors Program and the Fair Housing Landlord Workshops
- Draft, review, and/or submit documents to support HCD planning-related to City Council actions
- Provide advanced level support and technical assistance to department and/or program personnel related to the department's entitlement grant-related planning documents
- Evaluate and report program standards, processes, and metrics of program deliverables/goals
- Research advanced planning topics and best practices for incorporation into planning documents
- Create annual planning and reporting schedule

2016–2019

**Regulatory Compliance Coordinator, Section Lead • City of Houston
HPW/PWE (Planning & Development Services Division)**

- Cultivated, established, and maintained relationships with internal and external stakeholders
- Responsible for data and plan evaluation
- Reviewed over 3,000 projects for redevelopment & permitting compliance
- Managed and evaluated project phases for quality assurance
- Interpreted Building Code and ancillary City Amendments
- Managed Plan Review Portals and Compliance Reports
- Assisted internal stakeholders in meeting statutory/regulatory guidelines
- Facilitated and managed SOP/training manuals
- Built Web Portal Components & Developed Live Chat and Wizard Components

2014–2016

Office Manager, Legal Assistant • Law Office of Vivian R. King

- Drafted and filed all legal documents and correspondence
- Conducted civil and criminal research/discovery
- Facilitated internal investigations for fraudulent activity
- Instituted process improvement strategies for case management
- Managed over 500 client files, along with client invoicing and firm expenditures

2013–2016

Sales Lead Manager, Credit Captain • Limited, LTD.

- Supervised 10+ Sales Associates
- Prepared and maintained reports
- Improved Credit Outcomes
- Managed store sales & promotions

2014–2015

Intern • Earl Carl Institute for Legal & Social Policy, Inc.

- Editor of State of Black Houston Now Journal
- Managed Research and exhibit SOBHN Journal Findings
- Conducted statistical analysis & technical writing
- Dedicated support for 5 Attorneys

2012–2013

Client Services Administrator • Strong Strategies, LLC

- Managed 15+ political fundraising campaigns/PACs
- Planned, executed, and hosted over 30 fundraisers for political campaigns/PACs
- Prepared financial reports for state and local compliance
- Analyzed contributor data Statistics
- Improved data evaluation systems
- Transcribed campaign press releases, endorsements, solicitations, and letters

2006–2010

Project Manager • MACSC & Housing, Inc.

- Developed property development contracts
- Researched for categorical grants from HUD, SBA, & United Way,
- Conducted Analysis, & Technical Grant Writing on a formula basis
- Established record management system
- Grant writer for CHDO subrecipient grant

EDUCATION & CERTIFICATION

2021	Homeland Security (PII) Certification
2020	Masters, <i>Public Policy</i> , University of Houston Specialization in Urban Planning
2019	Certification, <i>Emerging Leaders</i> , BB&T Leadership Institute
2016	Juris Doctorate, Thurgood Marshall School of Law
2015	Certification, <i>Mediation</i> , Thurgood Marshall School of Law
2012	Certification, <i>Event Planning</i> , Fred Pryors
2011	B.S. Political Science, University of Houston-Downtown, <i>Cum Laude</i>

AWARDS & ACCOMPLISHMENTS

2020	HCD Department Employee of the Month (City of Houston)
2020	Community Contributor and Rising Star (University of Houston)
2019	PGM Division Employee of the Month (City of Houston)
2019	Emerging Young Leader (BB&T Leadership Institute)
2017	Gold Letter Recipient (City of Houston)
2018-2019	Hobby School Excellence Scholar (University of Houston)
2018-2019	Graduate Institutional Grant (University of Houston)
2015-2016	Senior Editor (Thurgood Marshall Law Review)
2010	National Leadership Fellow (Alpha Kappa Alpha Sorority, Inc.)
2010	Chapter VP of Pi Gamma Mu Honor Society, Inc. (University of Houston-Downtown)
2012	Raised over \$2.65 million in campaign funds (Strong Strategies)
2013	Raised \$1.4 million in campaign funds (Strong Strategies)

ORGANIZATIONS

Alpha Kappa Alpha Sorority, Inc.
American Planning Association
Association for Public Policy Analysis & Management
Empowerment CDC (formerly known as Education Based Housing)
Greater Houston Partnership
Houston Area Urban League Professionals
Julia F. Thompson, Inc.
Meeting of the Minds
Pi Alpha Alpha Honor Society, Inc.
Pi Gamma Mu Honor Society, Inc.
Young Government Leaders, Inc.