

WORK HISTORY

Consultant and Editor, March 2016 – Present

Cultivate Space

A private consultancy which operates internationally and offers research, writing, editing, project management, planning, and design services.

RESPONSIBILITIES

- Proposal writing
- Editing and proofreading
- Research and quality control
- Project and data management
- Promotion and website
- ESL support services and training

PROJECTS AND ACCOMPLISHMENTS

- Edited and contributed to dozens of successful academic and professional papers and proposals
- Performed site condition assessments and developed master plans
- Developed project team management using online platform

Teaching Assistant, February 2018 – Present

Eastern Mediterranean University, Department of Architecture

A state university in Famagusta, Cyprus, with approximately 20,000 students from 106 countries and offering 100 undergraduate and 81 graduate programs. Its department of architecture is internationally accredited.

RESPONSIBILITIES

- Document preparation and record-keeping
- Consultation on research proposals, content development, and final publication
- English editing – ESL support services
- Administrative support to department and professors
- Lectures and preparation of presentations
- Special event support
- Meeting and classroom management

PROJECTS AND ACCOMPLISHMENTS

- Archival team for NAAB and MIAK
- Assistant in ARCH 355, ARCH 391, ARCH 505 and multi-section coordination of senior studio ARCH 492, FARC 142
- Lecturer: graduate Research Methods and undergraduate Urban Design Process
- Leadership roles: International Design Week (2018 & 2019), Urban Design Workshops, Conferences, and Webinars

Community Planner/Program Manager, January 2007 – March 2016

Green Spaces Alliance of South Texas

A region-serving nonprofit organization whose mission was to sustain the natural environment and enhance urban spaces through land conservation, community engagement, and education.

RESPONSIBILITIES

- Proposal writing and reporting
- Research and database management
- Vendor relations and supply logistics
- Construction design and administration
- Strategic program administration
- Public relations and presentations
- Education program and curriculum
- Staff recruitment and supervision
- Volunteer training and coordination

PROJECTS AND ACCOMPLISHMENTS

- Raised over \$1.1M from writing proposals
- Reviewed designs, coordinated, and installed 12 structures in 6 years
- Created curriculum and educational materials for 60+ hands-on workshops
- Built 43 gardens across city, 87% success
- Coordinated 10,000 plus volunteer hours and over 300 public events
- Consulted on projects across USA

Administrative Assistant, July 2005 – January 2007

Growing Home Inc.

A Chicago-based non-profit organization with the mission, during my employment, to provide job-training through non-profit organic agriculture business.

RESPONSIBILITIES

- Proposal writing
- Database management & book-keeping
- Human resources coordination
- Public relations
- Board and staff meeting coordination

PROJECTS AND ACCOMPLISHMENTS

- Urban Farm & School Design and Development Team
- Job Developer Training
- 100 program graduates

Construction Administration/House Construction Leader, August 2001 – April 2005

Habitat for Humanity

A nonprofit housing organization building simple, decent, affordable housing in partnership with people in need.

RESPONSIBILITIES

- Residential construction, stick frame, steel, and concrete
- Permit applications and inspections
- Contractor oversight, billing, and payment approval
- Materials purchasing and logistics
- Project management
- Volunteer training and supervision
- Process development

PROJECTS AND ACCOMPLISHMENTS

- Created detailed instruction manual for house building with schedules and logistics for materials and subcontractors
- Framing, concrete, plumbing, roofing, drywall, fine carpentry, landscaping, finishing, and appliance installation
- Safety orientation, teaching and on-site training of volunteers
- 100s of houses, turn-key on 12

REGIS Data Manager/Specialist, April 1999 – September 2000

City of Grand Rapids and Kent County, Michigan

A GIS effort to build a shared database and suite of applications and interfaces to satisfy spatial data management needs for cities, townships, and quasi-governmental organizations in West Michigan.

RESPONSIBILITIES

- Meta-data entry and database creation
- Digitizing data
- Research and record-keeping
- Project management
- Team coordination

PROJECTS AND ACCOMPLISHMENTS

- Street Engineering Department – complete conversion of drawings from paper to digital format
- Federal Aviation Administration data collection and digital conversion
- Steam Plant and Service Area – developed strategy for data collection, recording, and digital transmission
- Project Symbology Committee

PROFESSIONAL CERTIFICATIONS

American Institute of Certified Planners, 2016: The American Planning Association

Nonprofit Management Certificate, 2020: The San Antonio Area Foundation in partnership with Our Lady of the Lake University's School of Business and Leadership

Neighborhood Builder Emerging Leaders Certificate, 2009: The Center for Leadership Innovation

Master Gardener, 2008, Bexar County AgriLife Extension Service

EDUCATION

PhD candidate in Architecture with Urban Studies focus, 2019 – Present

Eastern Mediterranean University, CGPA: 3.86

Current Research Focus: "Mending the Human-Nature Relationship: Using Iterative Multi-Disciplinary Strategies to Reintegrate Remnants into Urban Networks"

Master of Urban Design, 2017 – 2019

Eastern Mediterranean University, CGPA: 4.00

Design Research: "Generative Design at the Urban Fringe: Linking Famagusta, Cyprus to its Coastal Region"

Studio Projects: "Civic Center Park and Plaza for Lefkoşa, North Cyprus", "Famagusta Bay Intracoastal Corridor: Pattern Development for Multimodal Regional Integration"

Conference Papers: "Typomorphological Study of Beyarmudu/Pergamo, Cyprus" at CyNUM '18, Cyprus Network of Urban Morphology 2018 Regional Conference

"Balancing Development with the Need for Open Spaces: Spatial Planning in San Antonio and İstanbul" at CUI '18, International Contemporary Urban Issues 2018 Conference on Informality

M.S. in Urban and Regional Planning, 2010 – 2014

University of Texas-San Antonio, CGPA: 3.87

Urban and Regional Planning, focus in Environmental Planning

Thesis: "Balancing Development with the Need for Open Spaces: Spatial Planning in San Antonio and İstanbul"

Field Study: "Dori, Street, Caddesi, Drive: An International Street Study" (Kyoto, San Antonio, İstanbul, Vancouver), 2010-2014

Bachelor of Arts, 1995 – 1999

Calvin College, CGPA: 3.329

Major in Geography, Minor in Spanish

Thesis: "The Frontier Theories of Frederick Jackson Turner"

Field Research, 1997: The Cultures and Religions of the Pacific, Hawaii

Field Research, 1997: Multicultural Studies of the Southwest, New Mexico

Field Research, 1999: Environmental Geography, Jordan and Palestine

QUALIFICATIONS AND SKILLS

Document Creation and Interpretation – Proposal and report writing and coordination. Ability to create and analyze landscape and urban design plans, instruction manuals, and maps. Understand architectural plans. Strong aptitude in 3-dimensional comprehension and spatial awareness.

Communication and Presentation Skills – Writing, proofreading, copy editing, document formatting, public speaking, creating multi-media presentations, and teaching concepts and process. English fluency, intermediate Spanish, and beginner Turkish.

Technical Skills – Software: Word, Excel, PowerPoint, Publisher, Photoshop, Acrobat, InDesign, ArcMap, SketchUp, basic AutoCAD, QuickBooks, GiftWorks, Asana online project/team management, internet-based applications for communication and coordination, and other graphic and data processing software. Hardware: office, field, and construction equipment.

Organized and Attentive to Detail – Manage information, coordinate projects and logistics, and lead personnel to produce accurate results and meet deadlines. Published detailed training and operation manuals.

Interpersonal Skills – Project implementation and evaluation, strategic planning, multi-voting group facilitation, and conflict resolution. Quality professional personal and group communication with officials, peers, and the general public. Engage, train, and empower others to work as a team through leadership designation and delegation.

Interdisciplinary Education – Urban planning, ecosystem management, geo-spatial, demographics, architecture, construction, urban design, and cultural geography.

Design Skills – Urban Design: site analysis, community assessments, designs and presentations. Small Structures: water collection frames, shade structures, outdoor furniture, and storage sheds. Landscape: perennial gardens, edible landscapes, naturescapes, permaculture, and green infrastructure, drainage, and irrigation.

COMMUNITY SERVICE

Native English Language Support, February 2017 – Present

Eastern Mediterranean University: Pro bono conversational language practice, research and writing guidance, time and data management tips, international career advice, and editing services for both students and faculty whose first languages are Turkish, Farsi, and Arabic.

Texas Master Gardener, September 2008 – March 2016

Bexar County Master Gardener Association: Volunteered to providing horticultural and environmental education and participating in community projects.

Presenter and Discussion Facilitator, July 2014

TEDx Salon – Good Food for All: Presented on issues preventing San Antonians from ready access to healthy, fresh foods. Convened participants to brainstorm and create action plans.

Panelist, November 2013

UTSA Dialogues in Planning – Urban Connectivity: A series of presentations and discussions focused on urban planning issues and hosted by University of Texas at San Antonio's Center for Urban and Regional Planning Research and Center for Cultural Sustainability.

Cat and Kitten Foster, September – December 2012

San Antonio Pets Alive: An innovative nonprofit organization with a goal to create a no-kill community—a community that saves at least 90% of the animals that enter its shelter system by building effective programs to overcome issues that lead to euthanasia. A foster home is temporary for pets while they are awaiting placement in a permanent home.

Installation Project Lead, January – March 2012

Team Better Block: A nonprofit group that empowers volunteers and community leaders to reshape and reactivate built environments via temporary installations to inspire long-term changes for the growth of healthy and vibrant neighborhoods.

Volunteer Coordinator, February – November 2010

TEDx San Antonio: A convening of innovative minds and idea spreaders with a goal to help creative people discover one another and cross-pollinate ideas across disciplines. Part of the TEDx program created by the nonprofit conference and event organization, TED.

Program Staff and Committee Member, May 2007 – September 2009

Shambhala Meditation Center: Part of an international community of urban meditation and rural retreat centers offering public meditation, a core curriculum of Shambhala Buddhist teachings, and training in advanced contemplative practices.

Invaders of Texas Citizen Scientist, November 2008

Texas Invasives: An innovative campaign whereby volunteer "citizen scientists" are trained to detect the arrival and dispersal of invasive species in their local areas. Information is delivered into a statewide mapping database and to those who can do something about it.

GIS Assistant, July 2005 – May 2006

The Wetlands Initiative: A nonprofit corporation dedicated to restoring the wetland resources of the Midwest to improve water quality, increase wildlife habitat and biodiversity, and reduce flooding.

Service Member, August 2001 – July 2003

AmeriCorps National Service: A nation-wide network of local and national organizations and agencies committed to using intensive community service to address critical community needs in education, public safety, health, and the environment.