



Matilda Sosa

Urban Planning and Zoning Manager

☎ (217) 555-6842 ✉ matilda.sosa@example.com

🌐 linkedin.com/example/matildasosa 📍 Springfield, IL 62704

SUMMARY

Urban planning and **zoning** leader with 9 years of progressively responsible municipal and regional planning experience across **comprehensive planning**, land use regulation, development review, **transportation planning**, housing, sustainability, accessibility, economic development, and community design. Leads multidisciplinary teams, supervises planners, resolves development issues, coordinates public processes, and advises decision makers on policy and regulatory choices. Experience includes zoning ordinance updates, site plan analysis, MPO programs, federal transportation documentation, public engagement, budget administration, records management, and intergovernmental coordination with state and regional partners. Uses ArcGIS, research, land use law, and clear technical communication to turn complex data and community priorities into defensible recommendations. AICP certified with a valid **Illinois driver's license**, continuous United States work authorization, and a practical record of balancing compliance, development objectives, and long range community outcomes.

EXPERIENCE

Planning and Zoning Manager

Capital Region Planning Collaborative 📅 March 2023 - Present 📍 Springfield, IL

Leads a multidisciplinary planning team serving multiple local government clients through comprehensive planning, zoning administration, development review, transportation coordination, and public engagement. Oversees staff performance, work programs, budgets, records, board materials, and MPO deliverables while advising elected and appointed officials.

- Directed a comprehensive plan update linking housing, transportation, **sustainability**, and **economic development** priorities.
- Supervised planners through workload planning, coaching, **conflict resolution**, and quality review for consistent recommendations.
- Reviewed complex **site plans** against zoning standards and design guidance before formal public hearings.
- Coordinated MPO documentation with **state DOT** representatives and regional partners, maintaining federal compliance schedules.
- Managed work program budgets, **expenditure tracking**, records, board reports, and presentations for decision makers.
- Advised applicants, attorneys, engineers, and officials on land use interpretation and development requirements.

Senior Urban Planner

Sangamon Regional Development Council

📅 January 2020 - February 2023 📍 Springfield, IL

Managed long range and specialized planning assignments covering corridor development, housing, active transportation, accessibility, sustainability, neighborhood reinvestment, and community design. Guided junior planners, prepared policy materials, facilitated public processes, and converted demographic and land use research into practical recommendations.

- Used **ArcGIS** and parcel data to map development patterns and inform concise **policy reports**.
- Led **zoning ordinance** research and amendments aligned with legal requirements and community objectives.
- Facilitated workshops with residents, businesses, advocates, property owners, and public agencies.
- Prepared staff reports and **presentations** explaining land use implications, alternatives, and regulatory choices.
- Mentored junior planners on **development review**, GIS analysis, hearing preparation, and public communication.
- Coordinated schedules across concurrent planning initiatives involving **housing**, transportation, and neighborhood reinvestment.

STRENGTHS

- 👥 **Municipal Leadership**
Supervised planners through difficult reviews and competing deadlines. Staff gained clearer priorities, steadier feedback, and confidence.
- ♥ **Policy Translation**
Turned complex research into practical plan language and board reports. Decision makers received clear choices, not clutter.
- 💬 **Public Engagement**
Facilitated tense workshops with patience and structure. Residents saw their concerns reflected in defensible recommendations.
- ➡ **Regulatory Review**
Resolved site plan and zoning questions before hearings. Applicants and staff reached clearer interpretations with fewer surprises.
- 📖 **Regional Coordination**
Connected MPO partners, state agencies, and local priorities. Shared schedules and records kept transportation work moving.
- 🌐 **GIS Analysis**
Used ArcGIS to reveal land use and demographic patterns. Maps gave teams a common starting point for action.

SKILLS

Comprehensive planning

Zoning administration

Land use regulation

[Development review](#) [Land use law](#)

[MPO operations](#)

[Transportation planning](#)

[Housing policy](#) [Sustainability](#)

[Accessibility](#) [Urban design](#)

[Economic development](#) [ArcGIS](#)

[Public engagement](#) [Policy writing](#)

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Planning and Zoning Manager at Capital Region Planning Collaborative (3.6 Years)
- Senior Urban Planner at Sangamon Regional Development Council (3.1 Years)
- Urban Planner at Heartland Municipal Planning Group (2.4 Years)
- Assistant Planner at Illinois Community Design Institute (2 Years)

Urban Planner

Heartland Municipal Planning Group 📅 July 2017 - December 2019 📍 Peoria, IL

Conducted municipal development review and supported comprehensive, area, transportation, and community design planning for public sector clients. Prepared findings, regulatory research, maps, technical materials, meeting content, and project records for applicants, staff, consultants, and appointed boards.

- Reviewed subdivisions, **site plans**, rezonings, and **land use applications** against adopted standards.
- Built ArcGIS maps from parcel, zoning, roadway, and community asset data.
- Prepared **zoning** text recommendations and case materials clarifying regulatory issues for boards.
- Compiled transportation project data for federally required planning products with regional agencies.
- Delivered accessible **presentations** for neighborhood meetings and planning hearings with varied audiences.
- Maintained schedules, project records, technical files, and consultant deliverables across assignments.

Assistant Planner

Illinois Community Design Institute 📅 June 2015 - June 2017 📍 Champaign, IL

Supported local planning projects for small and midsize municipalities, including land use, downtown redevelopment, housing conditions, transportation access, and community design. Produced GIS analysis, research, policy content, public meeting materials, and organized project documentation under senior planner supervision.

- Built ArcGIS maps and spatial inventories supporting land use and community asset analysis.
- Researched ordinances, comprehensive plans, demographics, and development patterns for policy recommendations.
- Drafted planning document sections, meeting summaries, presentations, and technical memoranda.
- Supported workshops by preparing exhibits, recording public input, and organizing comment themes.
- Tracked project files and data sources across concurrent **municipal planning** assignments.
- Supported downtown, housing, transportation, and community design work for local government clients.

PROJECTS

Regional Housing and Accessibility Plan 📅 2023

Translated housing supply, transportation access, accessibility, and community design findings into an implementation focused regional planning framework. Public input shaped practical policy options and clear recommendations for decision makers.

MPO Transportation Documentation Program 📅 2022

Coordinated transportation data, partner comments, federal documentation, and reporting schedules for MPO planning products. The work connected regional priorities with compliant, usable materials for transportation partners.

LEADERSHIP & AWARDS

- AICP Certification, American Planning Association, 2021
- Planning Leadership Recognition, Sangamon Regional Development Council, 2022
- Community Design Service Recognition, Illinois Community Design Institute, 2017

EDUCATION

Master of Urban Planning

University of Illinois Chicago 🎓 GPA: 4.0 📅 2017 📍 Chicago, IL

Coursework: *Comprehensive planning, land use law, GIS analysis, housing policy*

Bachelor of Arts in Geography

University of Illinois Urbana Champaign 🎓 GPA: 4.0 📅 2015 📍 Champaign, IL
Coursework: *Urban geography, regional planning, cartography, demographic analysis*

CERTIFICATIONS

- AICP Certification 📅 2021
- Valid Illinois Driver's License 📅 2015

TECHNICAL SKILLS

- **GIS Platforms:** ArcGIS, ArcGIS Online, spatial analysis
- **Planning Methods:** Comprehensive planning, area planning, land use inventories
- **Zoning Administration:** Zoning ordinances, zoning amendments, design standards
- **Development Review:** Site plans, subdivisions, rezonings
- **MPO Operations:** MPO plans, federal reports, transportation documentation
- **Transportation Planning:** Active transportation, roadway analysis, state DOT coordination
- **Policy Research:** Demographic analysis, parcel analysis, regulatory research
- **Community Planning:** Public meetings, stakeholder workshops, community engagement
- **Housing and Sustainability:** Housing policy, sustainability planning, accessibility
- **Urban Design:** Community design, downtown planning, neighborhood planning
- **Public Administration:** Budget preparation, expenditure tracking, records management
- **Communication Materials:** Staff reports, policy reports, presentations

PROFESSIONAL AFFILIATIONS

- Mentor, Illinois Planning Professionals Peer Network, 2022 - Present
- Volunteer Facilitator, Community Design Workshop Series, 2020 - Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST