

AMBER LYNCH, AICP

937 43RD STREET * DES MOINES, IA 50312
PHONE: (612) 801-1257 * E-MAIL: AMK.LYNCH@GMAIL.COM

PROFESSIONAL EXPERIENCE

Senior Planner (2014-Present)

City of Des Moines, IA; Neighborhood Development Division

- Manage implementation of three neighborhood revitalization plans; build relationships with public and private partners; coordinate coalition of nearly 30 partner organizations to achieve common goals; ensure accountability; measure and report on progress; direct project management team made up of staff from several partner organizations; oversee and write grant applications to support projects; engage residents and other community members.
- Provide staff support on behalf of the City to several regional planning efforts.
- Continue duties described under Assistant Planner position.

Assistant Planner (2009-2014)

City of Des Moines, IA; Neighborhood Development Division

- Facilitate planning processes with diverse stakeholder groups: present complex subjects to groups with varying levels of knowledge; lead small and large group meetings; build consensus; problem-solve; identify and develop relationships with partners; research best practices; find resources for implementation; create innovative solutions to leverage resources and maximize outcomes.
- Data analysis and GIS mapping; develop layouts for plan documents and other communication pieces; technical report writing; evaluation and progress reporting; public presentations.
- Manage projects; manage interns; work with consultants and non-profit organizations; assist with grant applications.

Intern (2008 & 2009)

City of Des Moines, IA; Neighborhood Development Division

- Assisted with various neighborhood plans: GIS mapping and analysis, communication with neighborhood subcommittees, public meetings, wrote sections of the plan.
- Investigated and assessed foreclosed properties for the Neighborhood Stabilization Program.
- Researched and wrote Analysis of Impediments to Fair Housing Report including data collection and analysis, interviews with area housing agencies and other City officials, GIS mapping, assessment of current policies and programs, formulation of recommendations.

Sales Administrator (2003-2007)

Voice & Data Networks, Inc. - Edina, MN

- Provided sales support to 8-10 Account Executives; Processed 1,000+ equipment orders and invoices annually. Administered 100+ phone system equipment and implementation contracts annually, each ranging from \$8,000 - \$650,000 in revenue. Acquired internal approvals, requested project manager assignment, gathered internal quote & design information to coordinate handoff from sales to services.
- Created budget vs. actual reports for management to evaluate each implementation over \$25,000.
- Wrote and updated internal process documents, new Account Executive training presentation and sales forms. Provided training for new Account Executives and Sales Administrators.

TECHNICAL SKILLS

- Strong written and verbal communication skills; effective presenter. Highly organized and task-oriented.
- Intermediate - Advanced skills in Microsoft Office Suite & ArcGIS. Quick to learn new programs.

EDUCATION

M.CRP (2009)

Iowa State University – Ames, IA

- Emphasis: Revitalization, Citizen Participation, Community & Economic Development.

B.A. Spanish | Anthropology (2003)

Luther College - Decorah IA

HONORS RECEIVED

- Alice Rodine Public Employee Recognition Award for outstanding leadership and dedicated service to improve the quality of life for neighborhoods in the City of Des Moines (Des Moines Neighbors, 2015)
- AICP Graduate Student of the Year Award for outstanding academic achievement and potential contribution to the profession (Iowa State University, Dept. of Community & Regional Planning 2009)
- Burgess Graduate Scholarship for thesis research and writing support; Dean's Award for Extraordinary Performance as a Graduate Assistant (Iowa State University, Dept. of Community & Regional Planning 2009)
- Murray B. Weir Award and Scholarship for outstanding academic achievement, good citizenship, and professional potential (Iowa State University, Dept. of Community & Regional Planning 2008)

RECENT LEADERSHIP & PROFESSIONAL DEVELOPMENT

- The Tomorrow Plan Implementation Steering Committee (2015-present)
- Leadership Team for United Way of Central Iowa's Opportunity Initiative (2015-present)
- Steering Committee Member for ISU Community Design Lab Agricultural Urbanism Project (2014-present)
- Marketing Committee for Polk County Housing Trust Fund (2012-present)
- Certified by the American Institute of Certified Planners (2011)
- Board Member of the American Planning Association, Iowa Chapter (2011-present)
- Dale Carnegie Skills for Success Course (2011)
- Board Member of the Ames Main Street Cultural District (2008-2009):
 - Co-Chair of Business Improvement Committee; Parking Task Force; Main Street Iowa Application Committee; Event Volunteer
- Member of Young Professionals of Ames (2008-2009)

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