

CONTACT INFORMATION

Mrs Audrey Griffin
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WORKING EXPERIENCE

Bapunt

Seattle, Washington
July 2016 - January 2020

Planning Aide

- Participated in and supported team planning efforts.
- Responded to public inquiries and complaints.
- Prepared, maintained and updated files and records, including land use data and statistics.
- Prepared, developed and maintained maps and databases.
- Performed code enforcement tasks.

Corobi

Seattle, Washington
January 2014 - July 2016

Planning Aide

- Participated in and supported team planning efforts.
- Provided and processed zoning and project permits and applications.
- Responded to public inquiries and complaints.
- Conducted interviews, surveys and site inspections concerning factors that affected land usage, such as zoning, traffic flow and housing.
- Prepared, developed and maintained maps and databases.

Tendo Company

Seattle, Washington
January 2012 - January 2014

Planning Aide

- Participated in and supported team planning efforts.
- Provided and processed zoning and project permits and applications.
- Responded to public inquiries and complaints.
- Prepared, maintained and updated files and records, including land use data and statistics.
- Prepared, developed and maintained maps and databases.

EDUCATIONAL QUALIFICATION

Bachelor of Engineering

Engineering
Williams University
Seattle, Washington
July 2008 - July 2011

SKILLS

- Talking to others to convey information effectively.
- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Managing one's own time and the time of others.

QUALIFICATIONS

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to read and understand information and ideas presented in writing.

- The ability to see details at close range (within a few feet of the observer).
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.