

JORDAN C. MCKENZIE

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WORK EXPERIENCE

City Planner; August 2021-Present

City of Lakeland, Lakeland, TN

Advises and makes recommendations to City Boards, Commissions, and departments on issues related to planning and land development, including implementation and enforcement of regulations and ordinances. Consults with developers and other citizens to ensure that projects are planned and/or implemented in accordance with City requirements. Provides input on strategic direction in short and long-range planning and growth management.

- ✓ Approving Plans for a \$400 Million Dollar Mixed-Use Development
- ✓ Approving Plans for a \$90 Million Dollar Mixed-Use Town Center.
- ✓ Working with the contracted consulting firm to provide guidance for a revamp of the City's Comprehensive Plan

City Planner; April 2019-July 2021

City of Roswell, Roswell, GA

First point of contact for more complex planning and zoning inquiries. Provided information and answers from the public concerning planning, zoning, and development issues or regulations. Provided guidance to builders, developers, and property owners regarding interpretation of zoning laws and ordinances. Reviewed and approved the surveys and variance requests within. Researched and analysed historical information involving the zoning and conditions on commercial and residential properties. Processed requests for building permits. Reviewed building permit plans for compliance with all zoning codes and additional conditions as set forth by the Mayor and City Council. Facilitated a variety of meetings and sessions for future development such as the Comprehensive Plan and Strategic Plan.

- ✓ Staff liaison for Board of Zoning Appeals and Planning and Zoning Division to approve and deny zoning variance request.
- ✓ Host neighborhood meetings with over 200 residents to develop root cause analysis concerning community development.
- ✓ Development representative on Mayor's advisory team for racial equity initiative.

Unit Train Services Supervisor; October 2018-April 2019

Norfolk Southern, Atlanta, GA

Managed transportation arenas of operations and discusses movements and priorities directly with customers and NS operations. Developed and analysed system metrics for quality control. Created visually impactful reports to identify key metrics and analysed data. Ensured compliance with all The American Railroad Association, policies, and procedures as well as all Federal, State, and Local regulations.

Production Supervisor; April 2016-September 2018

Pictsweet, Bells, TN

Oversee production lines (>14 lines) of various manufacturing products and supervise over 150 staff. Regulate governmental regulations and standards, such as, OSHA, FDA, USDA, Safety regulations and more. Provide staff training, evaluates staff performance, and implement and enforce all policies and procedures. Collaborate with Quality Assurance team to ensure productive and effective products. Essential in hiring qualified production staff.

EDUCATION

Grant Writing Certificate; 2022

Southwest Community College, Memphis, TN

Master of Public Administration; 2021

Concentration: Planning & Economic Development
Georgia State University, Atlanta, GA

Bachelor of Arts; 2015

Major: Political Science

University of Tennessee, Knoxville, TN

Bachelor of Arts; 2015

Major: History

University of Tennessee, Knoxville, TN

SKILLS

- ✓ Governmental Relations: Legal Affairs, Policy Proposal, Lobbying
- ✓ Research and Critical Thinking
- ✓ Supervisory Experience
- ✓ Comprehensive Plan Analysis/Implementation
- ✓ Compliance Monitoring
- ✓ Process Improvement
- ✓ Facilities Management
- ✓ Project Management (SmartSheet, Asana)
- ✓ Community development
- ✓ ArcGIS/ArcMap
- ✓ Munis
- ✓ Kronos
- ✓ Minutetraq
- ✓ QGIS
- ✓ Bluebeam
- ✓ Cityworks
- ✓ Accela