

ALAN TIEFENBACH
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OBJECTIVE: Employment as a Planner

HIGHLIGHTS OF QUALIFICATIONS

- Four years of experience in planning, including technical writing, public presentations, plan checking, development review, and front counter assistance.
- Computer graphics and mapping expertise.
- Strong customer service skills.
- Working knowledge of ArcView GIS, CorelDraw, Adobe Photoshop, Microsoft Office, and HTML.

EXPERIENCE

04/03
to
present

City of Greenwood Village, Community Development, Greenwood Village, Colorado
Assistant Planner

- Handled and coordinated large-scale projects such as planned unit developments, redevelopments, and subdivisions.
- Drafted staff reports and municipal code, made oral presentations to the City Council, Planning Commission and Board of Adjustments, and presented the results of analysis identifying significant issues and recommendations of approval or denial.
- Created numerous maps and graphics for presentations and technical documents.
- Reviewed and analyzed development and architectural plans for compliance with City development standards.
- Explained planning concepts, zoning regulations, comprehensive plans and other projects to staff members, citizen groups and the general public.

03/02
to
04/03

City of Manitou Springs, Planning Department, Manitou Springs, Colorado
Planner/GIS

- Processed conditional use permits, variance requests, subdivisions, major developments, grant applications, and comparable development applications.
- Prepared staff reports and made presentations to the Planning Commission, City Council, Open Space Advisory Committee, Regional COGs, and other advisory boards.
- Researched planning-related issues and prepared findings and recommendations.
- Served as GIS expert and produced maps and graphics for various projects.

05/01
to
03/02

City of Atascadero, Community Development, Atascadero, California
Planning Technician

- Responded to public inquiries regarding planning and zoning issues.
- Served as Code Enforcement Officer.

Alan Tiefenbach
(Continued)

07/01
to
06/02

City of Grover Beach, Community Development, Grover Beach, California
Maps and Graphics Consultant

- Consultant to Community Development Director for production of capital improvement and redevelopment maps.
- Prepared presentation-quality graphics for public forums and planning documents.

04/00
to
05/01

Crawford, Multari, and Clark Associates, San Luis Obispo, California
Maps and Graphics/Planning Intern

- Produced custom planning maps and websites using a variety of graphics software.
- Utilized ArcView GIS to create, input, research, analyze, and query geographical data.
- Developed planning related graphics such as “before and after” photos using Photoshop.

03/92
to
06/98

Meris Laboratories, Berkeley, California
Assistant Supervisor/Senior Phlebotomist

- Provided support to area supervisor in managing and maintaining 13 clinical laboratories.
- Served as senior phlebotomist and employee trainer.
- Monitored guideline compliance and quality control.

07/85
to
09/90

United States Navy
Amphibious Operations Supervisor

- Supervised team of 16 men in amphibious beach assault and salvage crew.
- Drove and maintained amphibious vessels.
- Trained, evaluated, and disciplined subordinates.

EDUCATION

Bachelor of Science: City and Regional Planning, *Summa Cum Laude*
California Polytechnic State University, San Luis Obispo, CA.
GPA 3.83

Associate of Arts: Social Science
Laney Community College, Oakland, CA.

AWARDS

Senior Recognition Award
California Polytechnic State University, San Luis Obispo, 2002

Dean’s List (September 98 to March 2002)
California Polytechnic State University, San Luis Obispo

American Planning History Research Award
California Polytechnic State University, May 1999

Meritorious Service Award
Superb leadership and exemplary performance of duty, United States Navy, 1989