

# JENA SKINNER, AICP

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## LAND USE PLANNER

**Project Management | Land Use Planning Leadership | Service Excellence**

Accomplished land use planning professional with extensive experience providing wide ranging leadership and support to drive the achievement of key land use-related goals and objectives. Skilled at combining land use planning best practices with business intelligence and creative problem resolution ability to deliver results that exceed client expectations. Able to deliver highly effective technical reporting and presentations that explain complex ideas in an easy to understand manner. Proven strength building strong, long-term relationships with internal and external business partners based on the land use solutions presented. Recognized for the ability to deliver exceptional results leading in fast-paced, dynamic business environments.

### AREAS OF EXPERTISE

- Technical Writing & Reports
- Graphic Design
- Planning & Project Management
- Zoning Code Interpretation
- Land Use Planning Best Practices
- Economic & Community Development
- Regulatory Compliance & Permitting
- GIS & Mapping
- Environmental Planning
- Construction & Permitting
- Long-Range Planning
- Master Plan Development

### PROFESSIONAL EXPERIENCE

#### PROFESSIONAL PLANNER & DESIGNER

2013 – Present\*

*JS Designs Graphical Services, Vail, CO*

- Professional Planning Consultant, leading in terms of property or land use, entitlements, project design, management and coordination, providing expert planning opinions, providing professional land use options and mapping and graphics.
- Perform a wide range of tasks including technical writing, development marketing, site design, mediation, client representation, oral/electronic presentations, administrative functions, research and mediation.
- Serve as a Freelance Design and Marketing Consultant specializing in the creation of materials including web design, logos, advertisements, e-forms, social media, brochures, conference materials for a variety of clients, including APA Colorado.
- Work in collaboration with small business and non-profit organizations, leading a wide range of projects from concept through successful completion.
- Complete work under tight deadlines and within defined budget constrictions.
- \*While employed 2017-2018 JSD Graphic Design aspect was ongoing; however planning was suspended.

#### SOCIAL MEDIA ASSISTANT

2019 - Present

*American Planning Association, Colorado Chapter*

#### PLANNING COMMISSIONER (Appointed)

2019 - Present

*Town of Minturn, Minturn, CO*

#### PRINCIPAL/SENIOR PLANNER

2017 - 2018

*Phelps Engineering Services, Inc., Denver, CO*

- Serving as a professional Land Planner in an established engineering consulting firm, leading in terms of property or land use, entitlements, project design and coordination, providing expert code interpretation, writing and application, providing professional land use options through development analyses, mapping and graphics.

## Professional Experience Continued

**PROFESSIONAL LAND USE PLANNER**

2015 - 2017

*SAFEBuilt, Denver, CO*

- Held a key role as a Professional Planning Consultant, supporting a key client, the City of Denver, with the processing of Development Review applications.

**PLANNER & LAND USE COORDINATOR**

2010 - 2012

*Morningstar Mountain Properties, Eagle, CO*

- Held both a Land Planner and Assistant Property Manager role for both residential and commercial properties.
- Maintained full responsibility for leasing, tenant relations, enforcement of rules and regulations, planning and land use aspects including entitlements, office administration and serving as a liaison/company representative.
- Completed a wide range of activities including technical writing, graphic and site design, oral/electronic presentations, administrative functions, research, business representation, construction and permitting and project coordination.

**SENIOR LAND USE PLANNER**

2008 - 2010

*Knight Planning Services, Inc., Eagle, CO*

- Served as a professional Land Planner in a land planning consulting firm, leading in terms of property or land use, entitlements, project design, management and coordination, providing expert legal testimony, providing professional land use options and mapping and graphics.
- Performed a wide range of tasks including technical writing, development marketing, site design, mediation, client representation, oral/electronic presentations, administrative functions, research and mediation.

**PLANNER I, II & III/SENIOR PLANNER**

2000 - 2008

*Eagle County Government, Eagle, CO*

- Recognized as an expert in the use and understanding of Eagle County Land Use Regulations, Comprehensive and/or Master Plans, and/or other policies and regulatory and legal documents.
- Served as a liaison to public and other governmental and non-governmental agencies.
- Continually analyzed a myriad of land use applications with a predominant focus on complex applications.
- Provided findings and analyses needed to appoint and elect officials, as well as to the public through technical reports and presentations during a number of public hearings.
- Completed a number of activities including technical writing, code amendments, department communication materials, site design, informative presentations, administrative functions, research, construction and permitting and project coordination.

**PREVIOUS EMPLOYMENT:**

Freelance Designer – Self-Employed.

A variety of Customer Service-oriented jobs from 1992-2017

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**EDUCATION**

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**Bachelor's Degree, Honors, Environmental Planning** – Nova Scotia College of Art & Design, Halifax, Nova Scotia.

Emphasis: Environmental Planning/Community and Site-Specific Design

Minor: Photography, Visual Communications and Graphic Design

**Certification in Conflict Resolution and Mediation** – Colorado State University

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**TECHNICAL PROFICIENCY**

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Adobe Creative Suite (including Adobe Acrobat Pro, Photoshop, In-Design, Illustrator), Microsoft Office Suite, Search Engine Optimization (SEO), Website Design, Social Media Management, Marketing Programs, Experience with GIS and AutoCAD