

Accomplished Building Official/Town Manager with a proven record in municipal government, working with private and public sector partners, and leveraging strong analytical skills to benefit the organization. Seeking to continue in the role of Board of Director with the International Code Council that will allow me to utilize my skills and background to support the development of short and long-term strategic goals for the organization.

- 3 Strategic planning
 - 3 Analysis & reporting
 - 3 Stakeholder collaboration
 - 3 Project prioritization
 - 3 State regulations
 - 3 Zamboni Operation
 - 3 Collaborative problem solving
 - 3 Development of diverse tax base
 - 3 Oral & written communication
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Holden, Maine

November 2014 – Present

- 3 Prepare and manage a yearly budget of approximately \$8 Million and oversee 50 employees.
- 3 Brought over three-dozen new and expanded businesses to the Town of Holden in the last than five years, increasing the taxable municipal value by over \$165 Million over 9 years.
- 3 Proposed and implemented Zoning Ordinance changes focused on reducing barriers and increasing opportunities for commercial development. Resulted in more development over 4 years than had been seen in the previous 8 years combined.
- 3 Responsible for development projects from inception to completion. Work closely and collaboratively with residents, developers, businesses, Planning Boards, and Town Council.
- 3 Became certified as a Municipal/County Manager by the Maine Town, City and County Management Association within first 9 months of becoming a Town Manager.
- 3 Maintains all 15 required licenses as a Code Enforcement Officer, Local Plumbing Inspector, Local Health Officer, and 80K Certification.

Brewer, Maine

August 2010 – October 2014

- 3 Worked with citizens and business owners on new projects, proposals, and complaints on a daily basis.
 - 3 Managed ordinances, codes, and statutes as well as drafted and implemented many new ordinances that were adopted by the city.
 - 3 Assisted with new developments and redevelopment of existing buildings through collaboration with both Economic Development and Planning.
 - 3 Issued NOV letters to individuals who violated locally adopted ordinances and followed through both the Board of Appeals process and by testifying in Superior Court.
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Bachelor of Public Management, minors in Public Policy and Education, University of Maine

Acquired all 15 certification/licenses offered by the State of Maine in the administration of Building Codes

2017 Catherine Lebowitz for Public Service Award Winner, Bangor Region Chamber of Commerce

Freemason member of Ralph J. Pollard Lodge of Orrington, Maine.

