



📞 (555) 234-5678

✉ michael.anderson@email.com

📍 San Francisco, CA

🌐 www.michaelanderson.com

SKILLS

- commercial zoning
- market analysis
- community engagement
- project management
- regulatory compliance
- relationship building

EDUCATION

**BACHELOR OF BUSINESS
ADMINISTRATION, COMMERCE
UNIVERSITY**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Successfully facilitated zoning changes that resulted in the establishment of 15 new businesses.
- Received recognition for outstanding service in supporting local business development.
- Increased community awareness of commercial zoning issues through targeted outreach initiatives.

Michael Anderson

COMMERCIAL ZONING COORDINATOR

Detail-oriented Zoning Planner with expertise in commercial zoning and land development. Demonstrates a strong analytical mindset and a commitment to fostering economic vitality through effective zoning policies. Proficient in managing complex zoning applications and ensuring compliance with local regulations. Skilled in conducting market analysis to inform zoning decisions and support business development initiatives.

EXPERIENCE

COMMERCIAL ZONING COORDINATOR

Business Development Agency

2016 - Present

- Coordinated the zoning application process for commercial development projects.
- Reviewed zoning proposals to ensure alignment with economic development strategies.
- Engaged with local businesses to understand their needs and zoning requirements.
- Conducted market research to identify zoning opportunities for new commercial ventures.
- Prepared presentations for city councils on the economic benefits of proposed zoning changes.
- Developed zoning guidelines that support small business growth and development.

ZONING INTERN

City Economic Development Office

2014 - 2016

- Assisted in the review of commercial zoning applications for compliance with city regulations.
- Conducted surveys to gather feedback from local businesses on zoning challenges.
- Maintained zoning records and databases to ensure accuracy and accessibility.
- Supported the preparation of reports for zoning board meetings.
- Participated in community outreach efforts to promote understanding of zoning issues.
- Collaborated with senior planners on commercial zoning initiatives.