

JENNA REILLY

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Education

University of Arizona

Bachelor of Science Regional Development, Minor: Business

Position Related Courses

- Practices of Zoning and Urban Development
- Introduction to Planning
- Remote Sensing
- Economic Geography
- Economic Development
- Planning Law

Computer Applications

Proficient in the latest versions of software: Microsoft Word, Excel, PowerPoint, Access, Outlook, ARC GIS, ARC View, CRW

Experience

Town of Marana

Planner 1, 2007-2015

- Analyzed, corrected and managed project submittals ranging from Development Plans, Preliminary Plats, Final Plats, and Specific Plans.
- Successfully presented development related projects to various types of committees, stakeholders, members of the community, elected and appointed government officials
- Led teams of various disciplines through development projects and made sure the project met the highest standards while maintaining a strict timeline.
- Created Planned Sign Programs.
- Maintained and implemented addressing system for the Town of Marana.
- Navigated various politically charged projects taking them from concept to finished project.
- Ensure client satisfaction by fostering professional relationships, continual monitoring of project for adherence to scope, schedule, and budget.

- Assistant leader the award winning 2010 Town Of Marana General Plan. Held stakeholder meetings, public outreach, content creation, layout, editing and design.
- Assisted the town with zoning code enforcement and presented Conditional Use Permits.
- Interfaced with the public to address planning related customer service needs.
- Assisted in updating portions of the Town of Marana Land Development Code.

Lennar Corporation

Construction Management Intern, Madera Highlands, 2006-2007

- Performed inspection and administrative work to support residential construction duties.
- Managed permitting, paperwork and data input for residential projects.
- Walked town inspectors through houses for inspections and corrected defects.
- Called for Town inspections during the various phases of the construction process.
- Assisted site coordinator with documents and correspondence between contractors and trades.
- Supervised subcontractors and exercised effective management, tracking and quality assurance control .
- Followed and enforced OSHA regulations with all contractors on site and maintained a safe and clean environment.
- Conducted on-site safety orientations and inspected job sites.

Country Financial (formerly Country Companies Insurance)

Human Resources Intern, 1999

- Updated internal databases with new employee information and benefits forms.
- Prepared Benefits related reports.
- Addressed employee questions regarding benefits.
- Presented Benefits options to new employees.
- Invoiced and paid medical bills that met company reimbursement guidelines.
- Audited employee files to ensure 401k information was correct and current.
- Entered benefits data into databases and created new standard operating procedure manuals for department.
- Assisted in the creation of employee appreciation events.

Volunteer Opportunities/Continued Training

- Town of Sahuarita Planning Commissioner 2012-2018
 - Vice Chair 2014-2018

- Arizona Planning Association, Tucson Sector, Secretary 2013
- Sahuarita Unified School District 2010 to current
- Attended Arizona Planning Association Conferences in Yuma and Flagstaff