**Sarah Fitzgerald**

*Urban Planner*

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**Education & Professional Affiliations**

**Arizona State University,** Tempe, AZ 01/2016 -10/2021

Bachelor of Science in Urban Planning

Minor in Sustainability

**American Planning Association**

Active member 08/2019 - Present

**Urban Land Institute**

Active member 04/2020 - Present

**Professional Experience**

**Project Manager, Arizona Specialty Landscapes,** Mesa, AZ01/2016 - Present

* Directed landscape installation projects from bidding process to completion
* Responsible for ordering, selecting plants and coordinating logistics in order to meet deadlines
* Collaborated with several trades, clients, and staff to ensure seamless communication
* Handled billings, accounts receivable, and inventory for clear financial organization
* Prepared city permit applications and processes to stay within compliance during build

**Owner/Operator, Massagery PLLC,** Scottsdale, AZ07/2008 - 08/2021

* Designed marketing, website, graphics and logos for successful brand recognition
* Regulated policy and procedures to ensure superior client experience
* Arranged continuing education and training for staff in order to provide high end services
* Partnered with local fitness and health professionals to develop community wellness events
* Maintained a busy practice with over 400 clients, an average of 20 clients weekly

**Volunteer**

**Vice President, Freshman Team, Mountain View Toro Football,** Mesa, AZ 06/2021 - Present

* Planned end of season formal banquet for 65 players, coaches & their families
* Helped fundraising through networking & marketing, increase of $50,000 from previous year
* Organized seating arrangements, ticket sales, and special events for 160 season ticket holders

**Pueblo Elementary Rebuild Vision Committee,** Scottsdale, AZ 08/2021- Present

* Attended monthly meetings held by city officials to communicate the needs of the school
* Shared ideas with faculty, parents, and community members to implement change
* Communicated with the architecture and design team to create a function and creative campus

**Skills**

* Microsoft Office (Word, Powerpoint, Excel, Outlook)
* Social media: Instagram, FaceBook, LinkedIn
* Graphic design: basic understanding of SketchUp, Photoshop, ACAD
* Website design and maintenance, GoDaddy, Weebly, SquareSpace
* Google applications, including google EarthPro