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## Zoning Officer Resume

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### Job Objective

To maximize my skills and training as a Zoning Officer in well organized organization to help the organization reach its objectives.

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### Highlights of Qualifications:

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- Huge experience in field inspection of construction techniques and materials
  - Remarkable experience in municipal land planning and subdivision
  - Proficient in drafting techniques including the use of GIS software
  - Excellent verbal and written communication skills
  - Amazing ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations
  - Remarkable ability to solve practical problems
  - Ability to deal with a variety of concrete variables in situations
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### Professional Experience:

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#### Zoning Officer

Town of Estancia, Wilmington, NC

August 2005 – Present

- Reviewed all Zoning Use Permits issued by the Planning & Zoning Department.
- Handled zoning and nuisance complaints.
- Performed field inspections with occasional assistance from the Zoning Technician for issuance of Compliance Certificates.
- Supervised the design and maintenance of permit records and database, and other periodic reports and handouts.

#### Zoning Officer

CH2M HILL, Wilmington, NC

May 2000 – July 2005

- Reviewed site plans submitted by property owners.
  - Managed department employees and interviewed prospective employees.
  - Conducted employee performance reviews.
  - Advised elected municipal officials on proposed ordinances and amendments to existing ordinances.
  - Provided staff support to the zoning board of appeals.
  - Maintained complete, accurate, and well organized records of zoning orders.
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### Education:

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Bachelor's Degree in Public Administration

Lincoln Memorial University, Harrogate, TN

Master's Degree in Environmental Management

Morris Brown College, Atlanta, GA

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