

## WORK EXPERIENCE

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### **Planner/Designer, *Jaclyn Gault Design***

2014-Present

Consultant for planning and design projects including website, document, and graphic design; land use planning; strategic planning; community outreach; Geographical Information Systems (GIS); technical writing; research, and data analysis. Working with a variety of clients including local governments, state departments, local businesses, and non-profit organizations. Selected projects include:

- [Be Ready, Be Hydrated campaign website](#). *Client: The Vida Agency/City of Seattle*. Website design with translation.
- [Target Zero, Washington State's Highway Safety Plan](#). *Client: Halcyon Northwest/Washington Traffic Safety Commission*. Research, event planning, project management, meeting facilitation, writing, analysis, document and graphic design.
- [Sexual Violence Prevention Plan, Rape Prevention and Education \(RPE\) Toolkit, RPE Factsheet, Intimate Partner Violence Factsheet, and Sexual Violence Factsheet](#). *Client: Halcyon Northwest/Washington Dept. of Health*. Document and graphic design, template creation.
- [Bellevue Affordable Housing Strategy](#). *Client: Broadview Planning/City of Bellevue*. Website and logo design, data collection tools.
- [Seattle Newsstands](#). *Client: Seattle Department of Transportation*. Website and logo design, meeting facilitation, data collection, training.

### **Operations Manager, *Transportation Choices Coalition***

2017-Present

Run daily operations for a transportation-focused non-profit. Manage the organizational budget, invoice processing, payroll, website development, annual audit, file digitization, and hiring process. Assist with grant tracking and management, event planning, financial reporting requirements, staff development, board management, and staff trainings. Lead the work on our Racial Equity Action Plan committee, hiring consultants, and planning facilitated internal conversations.

### **Planner, *CH2M Hill***

2010-2015

Prepared NEPA and SEPA documents for large-scale transportation projects. Participated in public outreach, collected data in the field for analyses, wrote technical reports, responded to public and agency comments, and provided other project assistance (research, document production, graphics, quality control, etc.). Managed teams for project delivery and worked closely with clients, other departments, and sub-consultants. Projects included:

- [Gateway Pacific Terminal Scoping and Environmental Impact Statement \(EIS\)](#). *Client: Washington Department of Ecology, US Army Corps of Engineers, Whatcom County*.
- [SR 520 Bridge, I-5 to Medina EIS](#). *Client: Washington Department of Transportation*.
- [Federal Way Light Rail Extension EIS](#). *Client: Sound Transit*.
- [CA High Speed Rail, Merced to Fresno EIR/EIS](#). *Client: California Department of Transportation*.
- [Western Federal Lands Sustainability Manual](#). *Client: Federal Highway Administration*.

### **Planning Intern, *City of Seattle DPD***

2008

Created an industrial lands database and collected data in the field; analyzed data using Excel, Access, and GIS; and presented findings to public and staff.

## WORK EXPERIENCE (CONT.)

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### **Project Coordinator, Heery Int.**

2007

Drafted and edited monthly project reports; facilitated public outreach and internal group communication; and performed general administration including filing, invoicing, prepping change orders, drafting contracts, taking meeting minutes, etc. Projects included:

- [Building Excellence \(BEX\) Capital Levies II and III](#). Client: Seattle Public Schools.
- [Winslow Way Streetscape](#). Client: City of Bainbridge Island.

### **Legal Secretary, Morozumi & Simmons, LLP**

2003-2007

Drafted correspondence and legal documents, filed paperwork, processed invoices, answered phones, scheduled travel and meetings, performed legal research, and summarized case information for firm partners.

## VOLUNTEER WORK AND TRAINING

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- People's Institute for Survival and Beyond, Undoing Racism (Training 2021)
- Race Forward: The Center for Racial Justice Innovation, Race and the Gender Binary (Training 2020)
- Center for Dialog and Resolution, Tough Conversations (Training 2019)
- Cultures Connecting, Hiring and Retaining a Diverse Workforce (Training 2019)
- Seattle Human Society (Volunteer 2015-2017)
- Seattle Center Advisory Commission (Board Member 2008-2009)
- UW UDP Planning Student Association (Representative 2008-2009)

## SKILLS

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- Research and Data Analysis
- Financial Management and Budgeting
- Project Management
- Event Planning and Outreach
- Document Editing and Formatting
- Critical Thinking and Problem Solving
- Web Design (Html, CSS, and Wordpress)
- Microsoft Office Suite
- Graphic Design (Adobe InDesign, Photoshop, and Illustrator)
- Human Resources and Hiring

## EDUCATION

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2010, Master of Urban Planning, Certificate in Urban Design, *University of Washington*  
2005, B.A. Urban Studies, *San Francisco State University*