

Keely N. Brown

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OBJECTIVE

As a Commissioner on the Seattle Planning Commission I would serve as a steward for growth management, development of inclusive and livable communities, and protection of our city's greatest environmental resources.

EDUCATION

Florida State University, Tallahassee, Florida

Masters of Science in Planning, May 2004

Specialization: Growth Management and Comprehensive Planning

Masters of Public Administration, May 2004

Specialization: State and Local Government Management

Florida A&M University, Tallahassee, Florida

Bachelor of Science, Business Administration, April 2001

PROFESSIONAL EXPERIENCE

United States Army Corps of Engineers (USACE)

Seattle District - Seattle, Washington

Plan Formulator (GS-12)

September 2010 - Present

- Manage and execute multiple civil works projects for Flood Risk Management as the project technical lead
- Solve complex and adverse planning, environmental, cost estimating, engineering, and design challenges that will impact project formulation, design and approval
- Coordinate all project efforts with the Project Delivery Team (PDT), non-Federal sponsor, stakeholders, resource agencies, and tribal governments
- Draft all Corps decision documents including Issue Papers, Review Plans, Risk Registers, Project Management Plans, and Feasibility Study Reports, consistent with Corps and Federal Regulations
- Serve as Project Manager in the Military Construction (MILCON) Branch during Fiscal Year (FY) 2012 and managed two design projects - FY 13 Chemical Battalion One-Company Company Operations Facility and a FY 13 Stryker Brigade Complex Dining Facility with programmed amounts of \$8 million and \$12 million, respectively
- Develop Architect-Engineer design-build and design-bid-build contracts for engineering, architecture and construction works
- Serve as the Seattle District Technical Lead for Section 408 Modification to Completed Corps Projects

United States Army Corps of Engineers

Charleston District - Charleston, South Carolina

Plan Formulator (GS-9)

September 2008 - September 2010

- Lead PDTs through the six-step planning process and routinely coordinated with our South Atlantic Division (SAD) technical leads to draft and develop Feasibility Studies
- Coordinated PDT study efforts such as technical modeling and economic and environmental analyses to ensure consistency with formulation strategy and planning guidance
- Organized and coordinated the Edisto Beach General Investigation (GI) Public Scoping Meeting by developing presentation materials, local newspaper advertisement and educational materials

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- Updated Operations and Maintenance Manuals for the Charleston Harbor Dredged Material Management Plan and Operations and Management Manuals for the Myrtle Beach, Beach Nourishment Projects
 - Inspected Base Realignment And Closure (BRAC) facilities for the Corps International Interagency Support program and reported known prior and/or potential areas of chemical contamination to BRAC military facilities
 - Served as the South Carolina Hurricane Evacuation Plan Study Manager and as a FEMA/USACE HURREVAC Trainer to local and state emergency managers in the South Atlantic area
 - Served as Charleston District's Quality Management Systems (QMS) Implementation Lead streamlining Corps business processes within the District and Division

Florida Department of Community Affairs

Division of Community Planning – Tallahassee, Florida

Planner IV, Team 1

November 2006 – September 2008

- Lead local communities of Escambia, Okaloosa, Walton, and Washington Counties in long range comprehensive planning and served as a State land use policy expert
- Reviewed local government Comprehensive Plan amendments for compliance determination with State of Florida Growth Management laws
- Determined adverse environmental impacts, land use compatibility, increase in impervious surface runoff, and public infrastructure level of service capacity for proposed development actions
- Recommended Comprehensive Plan amendments which included short- and long-term planning strategies to guide and manage community growth
- Reviewed local government school concurrency implementation documents and presented school concurrency implementation practices to school boards and local governments
- Reviewed USACE Regulatory permits requiring unavoidable fill of jurisdictional wetlands to ensure consistency with state growth management and environmental policies and laws

Florida Department of Community Affairs

Division of Community Planning – Tallahassee, Florida

Planning Analyst (OPS position)

April 2006 – November 2006

- Drafted and managed grants for services such as rural community visioning, 5-year capital improvement planning, economic development, and community redevelopment planning
- Researched data gaps and assisted in the development of the Model School Concurrency and Best Practices Guide documents
- Facilitated school concurrency workshops throughout the State of Florida presenting school concurrency requirements and implementation practices
- Briefed Department administrators on status of grant deliverables and budget schedule and identified local governments with planning needs

Countrywide Financial Corporation

July 2004 – October 2005

Full Spectrum Lending Division – Fort Lauderdale, Florida

Account Executive

- Sold prime and sub-prime fixed, adjustable, and refinance mortgage loans
- Utilized relationship management and direct selling skills to build loan volume
- Consulted first-time homebuyers on how mortgages work and its equitable benefits

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- Negotiated mortgage loan pricing and closing costs
 - Assessed loan payments based on principle, interest, and mortgage insurance over the loan term
 - Underwrote loans based on appraisals, title reports, financial documents, credit reports, and closed loans according to Real Estate Settlement Procedures Act (RESPA) policies and guidelines
 - Trained new employees in product knowledge, software applications, underwriting procedures, and sales techniques

TECHNICAL SKILLS

Proficient in Microsoft Office 2000 – Microsoft Word, Excel, Access, and PowerPoint; Geographic Information Systems – Arc GIS

PROFESSIONAL AWARDS

Recipient of the *Department of the Army Achievement Medal for Civilian Service* for QMS Implementation, Charleston District, *February 2010*

USACE TRAINING

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- PROSPECT A-E Contracting
 - PROSPECT Real Property Master Planning
 - USACE Communication Course for Risk Communication and Public Participation Workshop
 - Civil Works Planning Core Curriculum 1 -7
 - PROSPECT Planning for Ecosystem Restoration
 - PROSPECT Coastal Project Planning
 - FEMA Introduction to Hurricane Preparedness Course L324
 - USACE Deep Draft Navigation Economics Workshop
 - PROSPECT Risk Analysis for Water Resources Planning and Management