

# 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.

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## 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

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## 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

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

## PROFESSIONAL AWARDS

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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