

# Lauren Hotaling



211 Shaw Boulevard  
Monroeton, PA 18832  
T: (607)237-8769  
Email:lauren.hotaling@gmail.com

## **OBJECTIVE**

Community Planner possessing strong research and communicative skills in a professional environment working with public officials, staff and residents with professional practice in local governments. Ability to work as a government liaison with the Natural Gas Industry, having a strong background on the industry's policies, procedures, and the State of Pennsylvania's regulation on the drilling process.

## **SUMMARY OF TRAINING/EXPERIENCE**

Exceptional ability to work amongst professionals, local elected officials, commissions, residents, and developers. Comprehensive knowledge of urban planning principles. Excellent analytical skills, technical writing skills, and communication. Possesses strong computer skills with ArcGIS, Adobe Suite software, Microsoft Office, QuickBooks, Google SketchUp, and AutoCAD.

## **EMPLOYMENT AND PROFESSIONAL EXPERIENCE**

### **Community Planning Intern**

Bradord County, PA

Summers of 2008 and 2009

Gained experience in County Government Planning serving as an intern for two summers while attending graduate school. Created a Data Resource Book for the County compiling County and Municipal Data providing demographic, historic, and geographic data as well as information regarding local elected officials, local services, taxation, local employment and tourism opportunities. The completed document has proved to be extremely successful for the Office of Planning and Grants as it has enabled residents and visitors alike to easily attain the necessary information regarding municipal and county government services. The book was published through funds from several local businesses that believed the Data Resource Book would greatly benefit the County by making the information public. Additionally, the Bradford County website used the information published in the Bradford County Data Resource Book to give background information for the "Our Towns" section. Attended and prepared for professional planning commission meetings, local municipal planning and zoning meetings. Prepared for and participated in a local municipal visioning session. Analyzed and reviewed construction plans under local planning regulations. Researched natural gas drilling policies, procedures, and economic impact for rural communities. Created GIS maps for County of Natural Gas Wells, Natural Gas Pipelines, Housing Assistance Needs, and Parcel Maps. Reviewed local zoning codes and made recommendations for updates.



### **Historic Preservation Planning Intern**

City of Buffalo, NY

January 2009 through May 2010

Gained experience working with state and local officials, preservation planning commission members, and local residents. Created a photo documentation of buildings located within an up and coming historic district that enabled the district to be recognized by the State of New York Historic Preservation Office as an Historic District status. Attended Preservation Planning Board Meetings. Participated at special committee meetings to help make recommendations for a local historic district sign ordinances. Participated at local historic district meetings to encourage the use of tax credits in their continued efforts in preserving the historic character of residences. Researched a local historic district regarding its designation and economic impacts of the neighborhood, by documenting 1,500+ properties in the district and determining if the structures were contributing or non-contributing to the local historic district. Created maps that documented where the contributing properties were located throughout the neighborhood and how their assessed values compared with non-contributing properties. A presentation of the final research paper was given to the Buffalo Niagara Preservation Board and members of the community to show how the district is failing to meet several guidelines as a local historic district. Gave the audience members several mechanisms and tools to help revitalize the local neighborhood in a preserving manner. The final report is now published in the University at Buffalo School of Architecture and Planning Library. Overall, this enabled me to have a comprehensive understanding of the process of designation, background, and research required for Historic Landmarks, Districts, and individual properties at the local, state, and National level.

### **Public Relations Intern**

City of Buffalo, NY

January through May 2008

Gained experience working for United States Senator Charles Schumer in the City of Buffalo. Prepared for events attended by the Senator by raising awareness of the issue, informing the public on the Senators stance, and inviting important constituents and local leaders to attend. Overall, brought important constituents to the table to take actions on unemployment in the African American Male community. Followed up with concerned residents promptly regarding issues occurring locally and how the Senator is helping to stay involved regarding their concerns. Prepared congratulatory letters for locally deserving persons receiving awards for outstanding service to the public.

### **Administrative Assistant, Brian K. Adams & Association**

Elmira, NY

May 2006 through May 2007

Gained professional office experience working as an administrative assistant to effectively manage daily needs for a life insurance company. Processed weekly payroll, NYS & Federal Taxes, monthly bank reconciliations. Accomplished several



tasks and quickly caught up the company that was falling behind with clerical and financial duties. Accomplished a new filing system that enabled the process for documenting life insurance applicants. Filed and organized bills, company checks, personnel records, and company life insurance policies.

**Server, IHOP Restaurant**

Amherst, NY

October 2005 through May 2010

**EDUCATION**

2008-2010 University at Buffalo (SUNY) Buffalo, NY 14212.

**Masters in Urban and Regional Planning, specializing in  
Community Development and Urban Management**

2004-2008 University at Buffalo, (SUNY), Buffalo, NY 14212

**Major in Environmental Design, and Minor in Architecture.**

Alpha Rho Chi member (Professional National Fraternity for the  
Students of Architecture and its Allied Arts)

Phi Eta Sigma National Honor Society Inductee

2000-2004 Towanda Area High School Towanda, PA 18848

Class of 2004 Co-President, Student Council Treasurer, Dance Team Captain,  
National Honor Society member, Ski Club, and Swim Team

**PROFESSIONAL AFFILIATIONS:**

**Member of American Planning Association**

**Member of the National Trust for Historic Preservation**