

Mira Sullivan

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Master of Urban Planning with a background in project management, data analysis, and transportation-focused planning. Experienced in logistics, grant management, and cross-sector collaboration, with recent hands-on experience in transportation and planning projects through an internship with Michael Baker International. Seeking opportunities to apply planning and transportation skills.

SKILLS

- Planning & Transportation: Comprehensive plan development, urban design, and trail planning.
- Project Coordination & Data Analysis: Scheduling, project tracking, and operational analysis using Excel and Microsoft Office Suite.
- Technical Proficiency: Microsoft Office, CRM systems, data analysis, SketchUp, financial reporting; exposure to transportation planning and design processes.
- Communication & Collaboration: Experienced in facilitating meetings, stakeholder engagement, and preparing professional presentation materials.

EXPERIENCE

Development and Administrative Manager- Educational Justice | Louisville, KY | May 2022 – Present

- Designed and maintained a comprehensive grants calendar, improving grant application efficiency by 30%.
- Managed successful grant applications totaling over \$800,000, with 100% on-time reporting, ensuring funding continuity.
- Created and led an AmeriCorps VISTA program, enhancing organizational capacity by 25%.
- Oversaw financial reconciliation for the organization using QuickBooks.

Planning Intern- Michael Baker International | Louisville, KY | Summer 2024

- Contributed to the redesign of Glasgow Square in Kentucky, incorporating multimodal transportation considerations and urban design principles.
- Assisted in developing elements of comprehensive plans, coordinating with senior planners and engineers.
- Conducted research and analysis for trail planning projects, supporting the development of active transportation networks.
- Supported various transportation and planning initiatives, preparing maps, graphics, and reports for internal and client use.

Agency Advocate- Ghost Writer LLC | Remote | May 2020 – Apr 2022

- Authored and managed grants for multiple nonprofits, supporting diverse funding needs.
- Managed CRM databases, prepared tailored communications, and facilitated client meetings to align goals and objectives.

Operations Coordinator- Tire Disposal & Recycling, Inc. | Portland, OR | Feb 2019 – Jan 2020

- Coordinated daily and weekly route planning for teams, optimizing schedules to improve resource allocation and efficiency.
- Utilized Excel for data entry, creating pivot tables to track operational metrics, analyze data, and support business decisions.
- Coordinated freight and outsourced logistics, providing training on new digital platforms to streamline team operations.

EDUCATION

Masters of Urban Planning – University of Louisville, Louisville, KY | 2026

Certificate in Transportation Engineering – University of Louisville, Louisville, KY | Current Student

Bachelor of Arts, Economics – Evergreen State College, Olympia, WA | 2016