

Amna Khan

Summary

A skilled and dedicated Planning professional with a versatile background in land development, stormwater engineering, transportation engineering and capital works. Committed to using my skills in conducting due diligence, analyzing data, and collaborating with stakeholders to advance projects with attention to sustainability, social equity, and economic vitality. Seeking a challenging role in which I can apply my expertise to create vibrant communities that meet the evolving needs of the built environment.

Work Experience

LAND DEVELOPMENT INTERN

Brookfield Properties Toronto, Ontario - May 2022 to December 2022

- Conducted due diligence on potential acquisition opportunities, including reviewing property records, environmental reports, market analyses, and other materials
- Assisted in the preparation of development proposals including creating maps, diagrams, conceptual plans, and reports to support presentations to stakeholders and complete submission requirements
- Assisted in the management of the entitlement process, including coordinating with government agencies, consultants, and internal departments to obtain necessary permits and approvals
- Delivered presentations to Land Development department, communicating policy updates and council decisions, their potential impacts on ongoing projects, and providing recommendations on how to navigate regulatory changes

STORMWATER ENGINEERING STUDENT

Town of Caledon, Ontario - September 2021 to December 2021

- Identified problems, proposed and implemented solutions related to Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) directed by MECP
- Assisted in the analysis, coordination and framework of the Town of Caledon Stormwater Master Plan 2022
- Edited and processed data using GIS software, completing mapping requests with cartographic skill
- Coordinated with upper-tier municipalities, consultants, and agencies for various technical and public engagement projects
- Created timelines and managed projects with external agencies and consultants by weekly project tracking, quality control, and coordination of data deliverables
- Engaged with residents through in-person engagements, online events, and email regarding stormwater and environmental concerns within the community

TRANSPORTATION ENGINEERING ASSISTANT

Region of Peel, Ontario - January 2021 to April 2021

- Analyzed complex roadway networks using Synchro to determine ideal locations for sustainable transportation enhancements
- Reviewed engineering drawings to provide transportation related comments on Committee of Adjustment applications
- Researched traffic safety efforts in other regions to assist in decision making of school bus safety in Peel
- Conducted and revised various traffic studies (turning movement, vehicle classification, AADT, speed, volumes, pedestrian) for use by colleagues and external consultants
- Referenced various Ontario Traffic Manuals to verify traffic control plans
- Compiled speed data for Vision Zero's GIS project on speed violations in Peel

CAPITAL WORKS ENGINEERING STUDENT

City of Brampton, Ontario - April 2019 to August 2019

- Regulated contractors and vendors to meet project specs regarding material, engineering, execution, testing, commissioning and maintenance
- Coordinated meetings and records with Project Managers, Contract Administrators and other field staff, verifying excerpts from bid documents on site, updating change orders and schedules using AutoCAD and Excel
- Independently resolved over 30 homeowner construction related complaints through the completion of service requests

Profile

EMAIL

amnakplan@gmail.com

PHONE

(647) 515 5470

LINKEDIN

<https://www.linkedin.com/in/amna-khan-040652182/>

Education

University of Waterloo, Ontario - April 2023

Bachelor of Environmental Studies in Planning (Honours)

- Specialization in Land Development
 - Environmental Assessment Diploma
 - Dean's Honour List
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Skills

- Proficient in industry software including Synchro, AutoCAD, ArcGIS, Adobe Suite, SketchUp and Microsoft Office
 - Critical thinking skills to identify alternative solutions to complex problems
 - Strong verbal and written communication skills through effective correspondence and report writing
 - Skilled in coordinating projects and working with multiple stakeholders
 - Experience with analytical software and effective presentation of findings through figures
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Interests

- Volunteer for Peel's Mass Community COVID-19 Vaccination Program and Habitat for Humanity
 - Member of Urban Land Institute and Ontario Professional Planners Institute
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Portfolio

View my portfolio [here](#).

https://drive.google.com/drive/folders/1xbGMDRk06yCJQy_BhWlI3FS-TuTwB3Be?usp=sharing