

ERIC LEE, BURPI

PROFESSIONAL SUMMARY

Enthusiastic individual with experience in the delivery of Secondary Plans, physical infrastructure projects and cost sharing administration. Comfortable acting as a primary point of contact for consultants, municipal agents and other stakeholders. Firm foundation in land use planning. Pursuing RPP and PMP designations.

EDUCATION

Ryerson University (2018 - 2022)

BURPI | Bachelor of Urban and Regional Planning

Graduated from Ryerson University June 2022. Educated in the relevant legislation, policies, regulations and principles of Urban and Regional planning.

CONTACT

Phone: (416) 844 - 3815

Email: eric3742.lee@gmail.com

RELEVANT SKILLS

- Interpersonal skills (written & verbal)
- Working knowledge of Cost Sharing Agreements and administration
- Working knowledge of the Secondary & Tertiary Plan process
- Computer literate with knowledge of Microsoft Office Applications (Excel, Powerpoint, Project, Outlook, etc.)
- Working knowledge of Adobe Suite Applications (Photoshop, Illustrator, InDesign)
- Working knowledge of GeoWarehouse
- Working knowledge of the real estate development process
- Experience working independently
- Experience handling large workloads
- Experience managing large dollar amounts
- Working knowledge of SketchUp
- Working knowledge of ArcGIS
- Basic knowledge of AutoCAD

PROFESSIONAL EXPERIENCE

Delta Urban Inc. (May 2023 - Present)

Project Coordinator I

Managed the day-to-day operations of 9 - 22 \$100,000,000+ projects to facilitate the development of greenfield areas, ensure proper cost sharing administration and the delivery of Secondary/Tertiary Plan approvals.

- Coordinated the delivery of physical infrastructure projects to facilitate the development of

greenfield areas

- Coordinated the delivery of Secondary and Tertiary Plan approvals
- Assisted in the preparation of monthly/quarterly financial reports to ensure fiscal responsibility
- Reviewed consultant proposals, change orders and invoices to ensure satisfactory scope of work
- Prepared project schedules in Microsoft Project to identify and prioritize tasks
- Maintained communication with consultant rosters to ensure fulfillment of project deliverables
- Coordinated payment of group costs (e.x. consultant costs, school block taxes)
- Scheduled, attended and minuted various meetings (landowner group meetings, consultant meetings, meetings with municipal agents, etc.)
- Liaised with various municipalities and municipal agencies to build working relationships
- Proactively monitored municipal council to track relevant items of interest
- Liaised with Landowners to maintain professional relationships

Lifetime Developments (August 2022 - November 2022)

Development Coordinator

Assisted the Director of Planning and Development with the day-to-day demands of project administration for \$100,000,000+ projects.

- Supported the Director of Planning and Development in securing zoning approvals for high-rise buildings
- Reviewed development drawings to ensure accuracy (landscape drawings, architectural sets, etc.)
- Supported senior staff in evaluating opportunities for land acquisitions to ensure steady pipeline of projects
- Tracked project milestones in Excel to determine project priority
- Pursued relevant agencies (Toronto Urban Forestry, ECS, etc.) to ensure timely issuance of development approvals
- Prepared progress reports for distribution to investors and stakeholders to keep them informed of project progression

Mount Dennis ecoNeighbourhood Initiative (MDeNI) (September 2021 - December 2021)

Land Use Planning Consultant, Internship

Co-op course reporting to Andrea Oppedisano as well as client contact. Worked collaboratively with 13 team members for the Mount Dennis ecoNeighbourhood Initiative to advance the efforts of bringing an ecoCampus to the Mount Dennis community.

- Summarized due diligence research in the form of a Planning Justification Report
- Determined highest value campus location by researching relevant developments
- Conducted site visit with client representative
- Produced strategy to track project success by researching best practices and recommending performance measures
- Leveraged Adobe InDesign, Illustrator, Photoshop and ArcGIS to ensure successful project delivery

Downtown Yonge Business Improvement Area (January 2021 - April 2021)

Land Use Planning Consultant, Internship

Co-op course reporting to Claire Nelischer as well as client contact. Worked collaboratively with 12 team members for the Downtown Yonge Business Improvement Area to strategize the transition of Yonge

Street to a pedestrian priority area.

- Summarized due diligence research in the form of a Planning Justification Report outlining best practices for creating pedestrian priority spaces
- Created strategy for a phased approach to pedestrian priority transition
- Conducted site visit
- Produced strategy to evaluate project success by researching best practices and recommending performance measures
- Researched international and domestic case studies to identify and address potential challenges associated with a pedestrian priority Yonge Street
- Leveraged Adobe InDesign, Illustrator, Photoshop and ArcGIS to ensure successful project delivery

City of Markham (May 2018 - August 2019)

Camp Counselor Museum Branch (Summer & Winter Camp)

Reported to Andrea Carpenter, Camp Director. Worked as a member of a 10-20 person team to create and lead STEM activities for children aged 5-13.

- Lead STEM related activities for 100's of children aged 5 - 13
- Taught children STEM related concepts (sustainability, simple machines, basic chemistry, etc.)
- Maintained a safe environment for 100's of children through daily inspections

REFERENCES

Michael Reisman | Director of Planning and Development
Lifetime Developments
Mobile: (647) 622-5189
Work: (416) 987-3344 ext. 227
Email: mreisman@lifetimedevolutions.com

Andrew Lam | Senior Project Coordinator
Delta Urban Inc.
Mobile: (647) 887-0282
Work: (905) 660-7667
Email: andrewl@deltaurban.com