

Leo Pellegrini  
333 River St.  
Hoboken, New Jersey 07030  
201 - 306 - 8285

### Summary of Qualifications

Experienced professional with a successful career in banking, business development, and administration. Possesses excellent interpersonal, analytical, and organizational skills. Excels within highly competitive environments where leadership skills are the keys to success. Effective supervisor with the skills necessary to direct, train, and motivate staff to its fullest potential.

### Business Experience

Major Financial Institution (name rescinded)  
Officer  
Client Account Services

May 2005 – Present

- Develop and manage quality control function for Client Account Services, incorporating best practices for all the group's processing functions, across Account Opening & Maintenance.
- Functional areas for quality measurement and control include document indexing, document approval, STAR case management & appeals.
- Maintenance of the group's control standards, as well as developing the group's reporting for business review.
- Manage a team of 30 representatives.
- Monitor service center benchmarks, review client complaints and ensure accurate and timely execution of escalations.
- Ensure communication is provided to clients on any service changes or delays to the existing process.
- Manage daily USD disbursement of 3<sup>rd</sup> party activity averaging 100 million daily. Ensure transactions are processed efficiently and executed within established SLA's.
- Review and manage departmental budget as well as daily operations.
- Create performance measurement & management objectives for staff development and evaluations.

Alphabytes, Inc  
Director

Oct 2004 – May 2005

- Implementing customized computer software for the purpose of teaching young learners computer related skills to enhance literacy skills by using modern technology.
- Received Imagine Tomorrow certificate and was granted software rights.

The Tuttle Agency  
Consultant

Jul 2004 – Oct 2004

- Employed by various companies on special projects. Specialized in Funds Transfer, Back Office and Investigation Divisions.

- Provide leadership, management, and technical direction to staff of seven.
- Develop tactics to increase efficiency and productivity and decrease operational cost.
- Upgraded the funds transfer operations and systems, establishing the New York Branch as the clearing center for all US Dollar payments.
- Administrator and Security Officer of all ACH, CHIPS, SWIFT, and FEDWIRE functions.
- As administrator developed and documented funds transfer procedures.
- Coordinate projects for quality control of electronic payments straight through processing.
- Manage position in time sensitive environment and reconcile all clearing customer accounts.
- Accountable for efficient screening and processing of all transactions in compliance with the Office of Foreign Assets Control regulations.
- Perform staff performance appraisals.
- Input of Chips – Fedwire – Swift transactions. Reconcile and input journal entries.

Education

Montclair University

Montclair, N.J.

Business Administration

Currently taking continuing education courses.

Skills

Microsoft 2000, Chips, Swift, Ach, Fedwire and AS400 networks.

Recently acquired Mortgage and Insurance Producer Agent license.

**BRANDY A. FORBES, AICP, PP**  
**202 West Shearwater Court #24**  
**Jersey City, New Jersey 07305**  
**(908) 489-1816**  
**brandyforbes@hotmail.com**

---

---

**EDUCATION**

**Master of Arts**, Urban and Regional Planning, Transportation Studies Program  
**Bachelor of Arts**, Economics, Minor in Business Administration

University of Iowa, 1994  
University of Iowa, 1992

**WORK EXPERIENCE**

**Township of Edison**, Edison, New Jersey  
Township Planner

December 2006 to Present

*City Planning and Development Responsibilities:*

- Facilitate, manage and prepare redevelopment and revitalization plans for the Township.
- Supervise all consultant projects, including major corridor study, form-based code implementation, and master plan re-examination.
- Manage property conveyance process for the US Department of the Army Base Realignment and Closure for Camp Kilmer site, including preparation of the recreation application to the National Park Service and the redevelopment plan submitted to the federal government.
- Prepare ordinances and ordinance revisions, including Riparian Ordinance and Steep Slope Ordinance.
- Serve as a liaison to developers, providing guidance on policy and procedure while discussing possibilities for ratables and improvements.
- Coordinate with Open Space Advisory Committee on park and open space priorities and acquisition opportunities.
- Prepare comprehensive update of the Recreation and Open Space Inventory, a feat highly commended by NJ Green Acres Division.
- Prepare Stewardship Reports to National Park Service regarding Federal Lands to Parks properties, bringing properties into compliance.
- Prepare Vacant Land Analysis and assist with the Housing Element and Fair Share Plan submittal to NJ Council on Affordable Housing.
- Obtain grants, receiving over \$220,000 in grant awards for redevelopment, engineering, economic development and recreation projects.
- Supervise the design, construction and outfitting of the new \$5 million Public Safety Center, housing a fire station and police substation.

*Budgeting and Public Purchasing Responsibilities:*

- Prepare and manage Division of Planning and Zoning budget.
- Coordinate bids, quotes and requests for proposals for the Department of Planning and Engineering.

*General Management Responsibilities:*

- Serve as Head of the Division of Planning and Zoning, supervising all planning and zoning personnel.
- Supervise Planning Board and Zoning Board of Adjustment review processes and administration.
- Oversee the Neighborhood Preservation Program in Edison.
- Assist Business Administrator with technology improvements, including website, service request program, and financial system.

**Township of Maplewood**, Maplewood, New Jersey  
Assistant Township Administrator

August 2003 to December 2006

*Budgeting and Public Purchasing Responsibilities:*

- Serve as purchasing coordinator, possessing Registered Public Purchasing Officer certification.
- Prepare and manage bids and quotes.
- Review all purchase requisitions, blanket purchase orders and payments off contracts.
- Train staff on quote and bid thresholds, use of the purchasing software system, and other purchasing issues and procedures.

*Human Resources Responsibilities:*

- Develop first Employee Handbook for the Township.
  - Create orientation packets for new employees to inform them of rules and procedures and to provide pertinent employment forms.
  - Devise new job application form that complies with labor laws, for use by all departments.
  - Coordinate the implementation of an ID badge system to provide badges for all employees for security and public identification purposes.
  - Implement attendance-tracking system for all non-uniform employees to monitor use of and diminish the misuse of leave time.
  - Arrange customer service training for employees working directly with the public, for consistent and improved customer service.
  - Create and prepare quarterly newsletter for employees to keep them informed of services and programs that may be useful.
  - Initiate and hold annually an Employee Benefits Fair for employees to get answers regarding their employee benefits from the providers.
  - Initiate and prepare annually for celebration of Public Service Recognition Week to acknowledge employees.
  - Launch and organize annually an employee appreciation picnic, expanding the event to include employee appreciation awards.
  - Serve as Human Resources Director for over 400 employees, addressing hiring, firing, discipline, promotion, training and HR law issues.
  - Assist the Administrator in negotiating labor contracts, drafting language, and providing cost comparisons of proposed contract changes.
- 
-

- Coordinate compliance with state and federal labor laws, including I-9 forms.
- Determine eligibility and process all FMLA and NJFLA cases.
- Process unemployment claims and monitor payments.

*General Management Responsibilities:*

- Prepare grant applications and administer and monitor grants.
- Serve as the Affordable Housing Coordinator for the Township regarding housing and neighborhood grants and projects.
- Oversee the Neighborhood Preservation Program in Maplewood.
- Manage information technology projects, including new website, recreation enrollment program, and service request program.

**City of Solon, Solon, Iowa**  
City Administrator

March 2000 to August 2003

*City Planning and Development Responsibilities:*

- Manage all planning projects, including updates of comprehensive master plan, zoning code and site plan regulations.
- Supervise all capital projects, including construction of a 57-acre park, wetland restoration, and water treatment facility development.
- Establish the Solon Economic Development Group, responsible for implementing economic development tools in the community.

*Budgeting and Public Purchasing Responsibilities:*

- Prepare multi-million dollar budget, providing leadership and guidance to the City Council on budget decisions.
- Develop and annually update six-year capital improvements program with input of City Council to guide and plan for capital projects.
- Create Tax Increment Financing (TIF) district and program for financing capital projects.
- Prepare and manage bids and quotes.

*Human Resources Responsibilities:*

- Manage all recruitment, hiring, firing, discipline, promotion and training for employees.
- Coordinate the reorganization of the Public Works Department.
- Update Employee Handbook for the City.

*General Management Responsibilities:*

- Serve as first City Administrator in Solon, distinguishing the duties of City Administrator and setting up policies and procedures for the City.
- Serve as liaison and coordinator for such committees as Planning & Zoning, Board of Adjustments, and Parks & Recreation.

**David Nemens Associates, Inc., Seattle, Washington**  
Vice President and Senior Planner

June 1997 to March 2000

*Responsibilities:*

- Serve as Vice President—duties include financial analysis and planning, workload management, analysis and implementation of business tools for more effective company management, oversight of operations of the firm and supervision of all staff.
- Manage the NE 85<sup>th</sup> Street Corridor Study in the City of Kirkland, a study addressing land use, urban design, and transportation issues.
- Facilitate infrastructure development applications for Puget Sound Energy, the power company for all of the Puget Sound area.
- Serve as project manager on such projects as subdivision and site plan permit application review for Seattle suburb cities.
- Prepare application documents for annexation of a developed industrial area into the City of Woodinville.

**Area 15 Regional Planning Commission, Ottumwa, Iowa**  
Senior Planner

November 1994 to May 1997

*Responsibilities:*

- Responsible for economic development projects and programs for 10-county region, including urban revitalization plans, a 10-county regional tourism plan, a 10-county infrastructure improvements plan, and the development of business and housing revolving loan funds.
- Acquire grants and assist in grant administration.
- Conduct land use and housing inventories and prepare housing needs assessments for several Iowa cities and counties.
- Assist many cities with the development of community builder strategic plans, comprehensive master plans, and zoning ordinances.

## **PROFESSIONAL CERTIFICATIONS**

### **Urban Planning Certificates and Associations**

PP - New Jersey Professional Planner License, 2006 to Present  
AICP - American Institute of Certified Planners, 1998 to Present  
APA - American Planning Association, 1992 to Present

### **Public Purchasing Certificates**

QPA - Qualified Purchasing Agent, 2007 to Present  
RPPO - Registered Public Purchasing Officer, 2006 to Present

# Ian Sacs, P.E.

222 Grand Street #4K, Hoboken, New Jersey 07030 | 865.207.3633 | iansacs@hotmail.com

---

**BRIEF:** *As a demonstrated industry leader, experienced municipal advocate, and progressive solution-finder with over ten years of engineering experience, I hope to apply my broad technical skill set and dynamic understanding of innovative multi-modal transportation systems to develop sustainable urban mobility programs and parking policy.*

**CAREER:** In the Fall of 2008, I returned to Langan Engineering and Environmental Services as a Project Manager to facilitate a group of existing client relationships, expand the company's innovative transport services including performance-based parking, pedestrian safety, and bicycle planning, and assist with the growth of international transportation projects, primarily in the Middle East, China, and Africa. My prior experience is as follows:

*Project Manager, Sam Schwartz Engineering, Summer 2005 to Fall 2008:*

- Expert in the development and implementation of transportation demand management programs
- Representative for client projects with review agencies, city officials, community and zoning boards
- Manager of over twenty concurrently active transportation engineering and planning projects
- Leader for technical design teams of up to ten staff engineers and planners
- Responsible for estimating and budgeting an extensive project spectrum of over \$20 Million in billings
- Balanced mix of billable work, research, and dissemination of industry-leading knowledge and services
- Responsive to a host of world-class architects, developers, and cities on various transportation issues
- Dynamic solution-oriented focus for conceptual site access, circulation, and transportation master plans
- Thorough execution of large-scale, technical studies using state of the practice transportation analysis software

Repertoire: Springdale/Glenbrook Comprehensive Parking Strategy (Stamford, CT), Hoboken Terminal Redevelopment Plan (Hoboken, New Jersey), Downtown Elizabeth Redevelopment Plan (Elizabeth, NJ), Fordham Plaza Redevelopment Plan (Bronx, NYC), Aga Khan University Hospital Campus Expansion (Karachi, Pakistan), Battery Park Pedestrian Plan (Manhattan, NYC), Select Bus Service (SBS) Pilot Implementation (New York City), Columbia University Manhattanville Master Plan (Harlem, NYC), Madison Square Park Bus Utilization Study (Manhattan, NYC), Gansevoort Plaza Redesign (Manhattan, NYC), Javits Convention Center Redevelopment Study (Manhattan, NYC), Shops at Santa Anita Transportation Study (Arcadia, California).

*Senior Staff Engineer, Langan Engineering & Environmental Services, Fall 2002 to Summer 2005:*

- Supervised and instructed several younger support staff in the execution of traffic impact studies
- Studied urban/suburban state highways, county roads, and city streets throughout New York City area
- Analyzed institutional, commercial, residential, redeveloped industrial, and mixed use developments
- Developed roadway construction, signing and striping, traffic control, and traffic signal plans
- Secured relationships with authority reviewers to streamline approval processes
- Pursued new business opportunities via traditional venues and professional networking events
- Prepared proposals for a wide selection of traffic engineering and planning projects
- Represented the firm in multiple professional organizations (ITE, USGBC, AIA, and APA)

## **ACCOLADES:**

- Guest contributor to National Journal "Transportation Leaders" discussion on federal transport policy (2009)
- Regular contributor to Planetizen.com Interchange "Leaders in the Field" blog on transportation (2009)
- Volunteer with the City of Hoboken to improve pedestrian safety and develop a bicycle master plan (2008)
- Editor and contributor to "AFTERCars", Sam Schwartz Engineering's progressive newsletter (2007)
- Volunteer participant in the ACE Mentoring program as an engineering mentor (2005)
- Volunteer participant with the Vision42, 42<sup>nd</sup> Street Light Rail working group (2004)
- Founding partner of "HoBiken" bicycle sharing and recycling program (2003)
- Competitively selected participant in the Helsinki University Urban Planning Program (2002)
- Graduate research published in TRB's annual review publication, TRR (2001)
- Research Fellow at Oak Ridge National Laboratory Building Technologies Center (2000)
- Winner of ASCE Southeast Regional collegiate environmental competition (2000)
- Undergraduate research grant recipient for USEPA industrial sustainability evaluation program (1999)
- Undergraduate research grant recipient (with AIA) for "Sustainability in South Florida Architecture" (1998)

## **EDUCATION:**

- University of Tennessee, Master of Science in Civil Engineering (December 2001)
- Florida International University, Bachelor of Science in Civil & Environmental Engineering (May 2000)