

# Michael Nicholas Zornes

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480-280-2118

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## Skills Summary:

- Certificate in (GIS) Geographic Information System, Specifically ArcGIS
  - 40 Hour (HAZWOPER) Training- Hazardous Waste Operations and Emergency Response Standard
  - Training with Microsoft Suite: Excel, Access, PowerPoint, Word, Outlook
  - Experience reading, preparing, and printing blueprints
  - Experience working with BlueBeam plan review, Eden permitting software, (WOAS) work order software, (LGTS) loan and grant tracking system and QuickBooks
  - Outstanding analytical skills with exceptional communication and writing abilities
  - Comprehensive knowledge of Urban Planning and Sustainability principles
  - Effective time management skills with the ability to multitask with any given project and exceptional punctuality
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## Education:

**Arizona State University**

Class of 2014

Tempe, Arizona

BSP Major: Urban Planning

Minor: Sustainability Certificate: (GIS) Geographic Information Systems

**University of Nebraska**

Class of 2017

Lincoln, Nebraska

Masters of Applied Science Specialization: Community Development

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## Work History:

### Town of Gilbert

90 East Civic Center Drive Gilbert, Arizona 85296

480-503-6700

Planner II

March 2016-Current

Duties: as a current Town Planner II my role includes reviewing, researching and processing planning and development applications, plans, amendments, variances, and related documents; conferring with other divisions, applicants and external agencies to resolve project issues; interpreting and communicating codes, law and regulations, ensuring compliance with applicable standards; preparing code amendments; preparing drawings, plans, studies, reports, and other related documents; and participating in long-range planning activities. Knowledge of: Engineering principles, Planning and zoning principles, Construction terminology, Research methods, and Spatial concepts.

### Nebraska Department of Environmental Quality

1200 N Street #400 Lincoln, Nebraska 68508

402-471-2186

Environmental Program Specialist I Water Quality Division

April 2015-March 2016

Duties: as an Environmental Specialist I in the Water Quality Division my role had many diverse roles such as; AWIN- Assessing Wastewater Infrastructure Needs, which is a sustainability model that is used to assess the sustainability risk of a community and the affordability of a project, running the AWIN program, outreach, and future uses/development of the program were among the general tasks of this program. Linked Deposit Program which partners up with financial institutions in a pass-through to be able to provide low-interest loans to private entities all around Nebraska for nonpoint source projects, development of the program, development of title and regulation changes, implementation of the program, outreach were among the general tasks of this program. Interim and Final Inspections of Drinking Water State Revolving Fund and Clean Water State Revolving Fund

projects. Project Management of development projects from the Pre-application, Manage Loan Applications, Grants, and Execution of Loan Contracts, Bid Package Review, Inspections, Maintaining Documentation in (LGTS) Loan and Grant Tracking System, Review of HUD requirements, Davis Bacon Requirements, Women and Minority owned business compliance, AIS Requirements, and CDBG.

**Maricopa County Flood Control**

2801 West Durango Street Phoenix, Arizona 85009

602-506-1501

GIS O&M Intern

October 2014-January 2015

Duties: as an GIS O&M Intern my main objectives were to utilize my knowledge and background in (GIS) Geographic Information Systems to complete various tasks for the O&M Division. Successfully at the end of my internship I had measured and mapped all of the structures that are maintained or owned by Maricopa County Flood Control; this was later used to then determine the correct operating and maintenance costs for the following fiscal year. Onsite visits were completed with supervisors, and field staff to better understand the structures during routine inspections. Field visits with the special projects unit to assist in GPS locating/pinning/plotting a variety of items within the structures, and later to create mapping for the department. Work on Intergovernmental agreements for a variety of projects that required follow up and potential modifications to the agreements.

**T&C Painting Inc.**

5175 West Phelps Road Suite #5&6 Glendale, Arizona 85306

602-504-0100

Executive Assistant

January 2011-January 2014

Duties: as an Executive Assistant/Project Manager at T&C Painting Inc. my position was a go to for many tasks the company would need. Bid Package Preparations, assisting during project estimations and bid submittals. Plan printing, preparing and review. Payroll with Quick Books. Bank deposits and maintaining of accounts. Project and crew scheduling. Ordering and shipping/receiving of materials to and from the office/warehouse. Jobsite visits/project walks with General Contractors. Client relations. Permitting for special projects and reporting in many jurisdictions. General errands for company to maintain operations.

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**References:**

Linda Edwards, AICP

Planning Manager, Town of Gilbert

480-503-6750

Catherine Lorbeer, AICP

Principal Planner, Town of Gilbert

480-503-6016

Tamara Garringer, ASPE

Owner/Estimator, T&C Painting Inc.

602-504-0100

Dawn Martin

Environmental Assistance Coordinator, Nebraska Department of Environmental Quality

402-440-6474