

Thomas J. Perry
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569 Simbury Street
Columbus, OH 43228
(513) 484-2792

OBJECTIVE:

To continue to help my Westland Columbus neighborhood grow more sustainably with public and private infrastructure investments from the city and developers as new housing and density becomes too burdensome on the existing failing infrastructure. To make sure all stakeholders, whether it be a resident, city employee, developer, or business owner, have a seat at the table when it comes to making important decisions that will define our neighborhood for years to come. To learn more about planning and zoning for my professional career.

EDUCATION:

Northern Kentucky University: Highland Heights, KY August 2019-May 2021
Master's in Public Administration
Overall GPA: 3.92

Bowling Green State University: Bowling Green, OH August 2014-December 2017
College of Arts & Sciences, Political Science Department (NASPAA accredited)
Bachelor of Arts
Major: Political Science
Minor: Business Pre-Law
Overall GPA: 3.86
Dean's List: 7 semesters

Roger Bacon High School: Cincinnati, OH August 2010-June 2014
Catholic High School

WORK EXPERIENCE:

CDC of Ohio, Inc: Columbus, OH November 2023-Present
Associate Planner

- Provide end to end CDBG federal grant writing and administrative services for 3 rural counties in Ohio
- Prepare and Complete Environmental Review Records
- Ensure Federal Davis-Bacon Prevailing Wage, Section 3 Equal Opportunity, and Build America Buy America Compliance
- Provide Fair Housing Outreach and Economic Development Planning Analysis

Ohio Department of Development: Columbus, OH April 2021-October 2023
Community Development Analyst

- Became the State of Ohio CDBG Economic Development program lead, which involves a \$2 million yearly budget for various loan and infrastructure grants for companies looking to expand and add jobs in rural Ohio communities.
- Directly oversaw \$27 million in CDBG-CV to help communities around Ohio prevent, prepare for, or respond to the spread of the Coronavirus.
- Monitored community agencies (i.e., local public & private organizations) for compliance with federal & state requirements in implementing one or more Office of Community Development (i.e., OCD) administered programs (i.e., Ohio State Administered Community Development Block Grant [i.e., CDBG] Program, Appalachian Regional Commission (i.e., ARC) Program, Community Development Corporation Program, State Appalachian Development Program):
- Served as primary office contact for assigned geographic region &/or programmatic area (e.g., Community Development Program, Economic Development, Residential Public Infrastructure Grant, Discretionary, Appalachian Regional Commission, State Appalachian Development Program);

- Traveled to communities to review files & completed grant activities; assesses compliance with applicable state & federal laws (e.g., Ohio Revised Code, Housing & Urban Development rules & regulations, Appalachian Regional Commission rules & regulations, OCD policies, Code of Federal Regulations, Housing & Community Development Act of 1974, Americans with Disabilities Act, Section 504 of Rehabilitation Act of 1973, National Environmental Policy Act of 1969);
- Wrote technical reports regarding compliance/non-compliance with detailed outline of corrective action steps for implementation by grantee;
- Reviewed grantee response to OCD monitoring report;
- Provided guidance to grantee to ensure corrective compliance steps are adhered to; completed follow up on outstanding monitoring issues through resolution & OCD approval;
- Reviewed program prior to close out to resolve all issues of compliance/non-compliance.

Norwood City Government: Norwood, OH
Executive Assistant to the Mayor

May 2020-April 2021

- helped departments create budgets
- designed the city's new website (first new website in 15 years)
- applied for grants, such as CDBG funding and OKI funding
- started the first employee wellness program
- started a food truck Friday initiative where we would have a different food truck come to city hall each Friday for employees and citizens to utilize; wanted to encourage patronage of local small business especially during COVID-19
- obtained CDBG-CV funding for outdoor seating at Heritage Park
- helped with troubleshooting new pay online software in the water department
- helped with communication between departments and tried to emphasize the importance of data sharing between departments
- posted special announcements on the city Facebook page

Reisenfeld and Associates: Cincinnati, OH
Ohio Sales Paralegal

June 2019-March 2020

- Learned about the foreclosure process in Ohio
- Processed sheriff and private-selling officer sales
- Drafted and filed pleadings with court
- Ran bankruptcy and military searches on borrowers
- Answered requests from clients and courts

Bowling Green Economic Development: Bowling Green, OH
Intern

January 2018-May 2018

- Created questionnaires and surveys to send out to local businesses
- Created spreadsheets with data on local companies
- Managed analytics for recruitment of new companies
- Worked on other tasks as necessary

Office of Congressman Robert Latta: Washington, D.C.
Summer Intern

May-June 2016

- Answered constituent phone calls and mail
- Provided Capitol Tours
- Attended briefings/hearings and wrote memos
- Performed research for staffers

HONORS/AWARDS:

- St. Francis Award (Roger Bacon High School)
- Social Studies Award (Roger Bacon High School)
- Honors Experience Scholarship (Bowling Green State University)
- St. Thomas More Parish Scholarship (Bowling Green State University)
- Publication of Honors Project (Bowling Green State University)
- Induction into Phi Beta Kappa (Bowling Green State University)
- Ohio Community Development Professional Certification (Ohio Conference of Community Development)
- Ohio Certified Economic Developer (Ohio Economic Development Institute)

PROFESSIONAL ORGANIZATIONS/CLUBS/VOLUNTEER EXPERIENCES

- Ohio Conference of Community Development-Member
- Ohio Economic Development Association-Member
- Roger Bacon St. Vincent de Paul-President (Two years)
- Roger Bacon National Honors Society (Three years)
- Catholic Falcon Community-Treasurer
- Catholic Falcon Community-Service Chair

SKILLS:

- Strong organizational skills
- Enjoy collaborative projects
- Proficient in Microsoft Word, Excel, and PowerPoint
- Excellent time management and communication skill
- Certified Economic Developer in the State of Ohio
- Certified Community Development Professional through the Ohio Conference of Community Development

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References:

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