

# Brandy J. Dunlap

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## Education

**The Ohio State University-Columbus, OH- *Knowlton School of Architecture***  
Masters Candidate, City and Regional Planning; June 2007

**Xavier University, Cincinnati, OH -*Williams College of Business***  
Bachelors of Science and Business Administration; May 2005

## Technical Skills

Operating Systems: Microsoft Windows and Macintosh Systems  
Applications: Auto CAD, Microsoft Word, Excel, Access, PowerPoint, PageMaker, PhotoShop, World Wide Web and email.

## Work Experience

**Campus Partners for Community Urban Redevelopment**  
**1824 N. High Street, Columbus, OH 43201**

**Neighborhood and Community Improvement Intern: January 2006- present**

- Assess the University District's litter prevention program and generate recommendations to decrease the amount of litter present within the area
- Conduct a safety study on the usage of on and off campus blue light emergency phones
- Assist in the creation of a capital improvement proposal with the Columbus Division of Electricity for the University District street lighting system
- Serve on the Campus Partner Student Advisory committee by facilitating public meetings to address OSU student needs and encourage student participation in the planning and improvement process for the University District

**Ohio Community Development Corporation**

**33 N. Third Street. Suite 200 Columbus, OH 43215**

**Individual Development Accounts Intern: May 2005- September 2005**

- Assisted with the management of member agencies Federal "Assets for Independence Grant"
- Conducted technical assistance and training for over 15 member agencies
- Designed and developed user manuals for the Assets for Independence web reporting tool

**The Kroger Company**

**1014 Vine Street. Cincinnati, OH 45202**

**Procurement Analyst Intern: November 2004- May 2005**

- Conducted research on product/service market trends and analyzed purchasing trends
- Assisted in conducting supplier evaluations and administrative tasks for the procurement management team

**Cardinal Health**

**7000 Cardinal Place, Dublin, OH 43017**

**IT Business Analyst Intern: May 2003-August 2004**

- Served as a liaison between business users and software developers
- Analyzed business processes, documented business needs and Identified opportunities to improve business processes

## Activities

Commissioner, University Area Commission  
Committee Chair, City & Regional Planning Student Association  
Member, Delta Sigma Theta Sorority Incorporated