

VIRGINIA MACDONALD



Urban Planner,
Policy Analysis & Community Engagement

2323 Queen St, Bellingham, WA 98229
virginiarosemacdonald@gmail.com
(360) 296-0635

CAREER HIGHLIGHTS

Recipient Anchor QEA 2022 Graduate Research Scholarship.
Fourteen+ years of experience in project management for construction of the built environment
Eight+ years focused on energy auditing, energy conservation and building performance, low-income home repair.

RELEVANT EXPERIENCE

Urban Planner & Subject Matter Expert

Provided statewide technical assistance to cities and counties on planning and implementation for middle housing under the Growth Management Act.

Dec 2023 – May 2024 | Commerce, Local Government Division

Graduate Research Internship

Conducted policy research for Whatcom Housing Alliance, working on scope of work contracts with City of Bellingham and Whatcom County planning departments.

July 2023 – October 2023 | Whatcom Housing Alliance

Graduate Researcher & Teaching Assistant

Self-directed research on policy and regulatory structures for the production of affordable housing and infill development.

September 2021- June 2023 Western Washington University

Project Coordinator & Building Performance Analyst

Independently managed Weatherization and Home Repair projects, from design of works scope to final project closeout.

December 2018-October 2021
Opportunity Council - Home Improvement Department

April 2011-February 2014
Snohomish County - Low-Income Weatherization

EDUCATION

Master of Arts | Urban & Environmental Planning & Policy
Western Washington University 2021-2023

Bachelor of Arts | Sociology
Seattle University 2001-2004,
Minor in Graphic Design & Visual Communication

SUMMARY

Results-oriented and detail-focused urban planning professional with subject matter expertise in middle housing and infill development, and a background in construction management and building performance analysis. Seeking a challenging and dynamic opportunity to apply my expertise within the field of urban planning.

SKILLS & PROFICIENCIES

- **Writing & Communication:** I excel at technical writing, as well as the translation of technical content to be understood by a general audience.
- **Community Engagement, Meeting Facilitation:** I have experience conducting professional presentations, facilitation of public meetings and focus groups, conflict resolution and compassionate listening, motivational and research interviewing, content development for community engagement and education campaigns, and dedication to best practices furthering equity, diversity, and inclusion. I have experience conducting community surveys and stakeholder interviews.
- **Data Visualization, Visual Communication:** I am proficient with ESRI Desktop & ESRI Online data processing, Microsoft Office 360, Adobe Photoshop and Illustrator, Canva, website design, social media engagement, and collateral materials.
- **Project Management:** I have extensive experience in project management and am adept at project scope development, proactive timeline management, coordination of subcontractors, workflow process design, budget fiscal payment processing, and experience with government contracts.

CERTIFICATIONS:

- Construction Management**
(University of Washington Extension)
- Commercial Building Performance Analyst**
(South Seattle Technical College)
- Residential Building Performance Analyst**
(Building Performance Institute)

PROFESSIONAL HISTORY

Urban Planner, Middle Housing Subject Matter Expert – 1 year

WA Department of Commerce – Olympia, WA

December 2023 - May 2024

- As a Commerce Specialist 3, I provided statewide technical assistance to cities and counties on planning and implementation for middle housing under the Growth Management Act. The role included review of local municipal code and comprehensive plan update drafts from cities and counties across Washington State, and administration for Middle Housing Grant funding and accounting.

Graduate Internship, Whatcom Housing Alliance – Bellingham, WA

July 2023 - October 2023

- Conducted policy research for Whatcom Housing Alliance, working on scope of work contracts with City of Bellingham and Whatcom County planning departments.
 - Developed public engagement content for residential parking policies.
 - Developed a case study report of affordable housing policy implementation and funding from across the US.
 - Updated the ADU Handbook, published by WHA in 2018, with changes to policy from the recently passed HB 1337, which expanded zoning allowance for Accessory Dwelling Units across Washington State.

Western Washington University – Bellingham, WA

September 2021 - June 2023

- Conducted self-directed research on affordable housing development, literature and policy review, and GIS analysis for long-range community development planning. Specific focus on comprehensive planning under Washington State's Growth Management Act.
- Assisted in teaching classes, grading essays, and facilitation for discussions.

Graphic Design & Visual Communication – 4 years

Owner/Operator, Friendship Bee Fine Arts – Bellingham, WA

March 2014 – November 2018

- Produced custom illustrations, graphics, event promotion, and short-run publishing.

Project Coordinator and Building Performance Analyst – 8 years

Opportunity Council Home Repair & Weatherization – Bellingham, WA

December 2018 – October 2021

- Managed and coordinated multiple home remodeling projects, weatherization grants, and low-income home repair loans.

Snohomish County Weatherization – Everett, WA

April 2011 – 2014 February

- Utilized commercial & multifamily certification to conduct energy auditing and weatherization for low-income multi-family buildings, homeless shelters, halfway houses, group homes, and foster care homes.
- Conducted energy audits, prepared audit reports and project scope, prepared subcontracts and coordinated execution of weatherization work with subcontractors.

Pathway Design & Construction – Seattle, WA

June 2010 – March 2011

- Project management and oversight for several home remodel projects, including scheduling with field crew, ordering materials, documentation and application of city permits, being primary point of communication with homeowner, checking completed work for contract compliance and customer satisfaction, and working closely with field superintendents.

Seattle Community Power Works Freelance Energy Auditor – Seattle, WA

June 2010 – March 2011

- Perform subsidized home energy audits with the Seattle Community Power Works program for clients at all income levels. Conduct home inspections and data collection, data entry and performance modeling, writing audit reports to be technically accurate as well accessible to layperson reader & homeowners. Coordinate with design & consulting firms to receive client referrals, scheduling for inspection appointments.

EOS Alliance – Washington Service Corps (AmeriCorps) – Seattle, WA

September 2009 – May 2010

- Work as part of the Sustainability Team to serve the Seattle community, conducting building performance analysis of residential homes. Developed curriculum for Community Energy Efficiency workshop series. Organize, manage, and teach community workshops on "Understanding Your Energy Audit" and "DIY Weatherization".

Commercial Construction Management – 6 years

Kenco Construction – Seattle, WA

September 2002 – May 2009

- Worked as part of project management team on large-scale commercial construction projects. Submitted all necessary documentation as required by contract and specifications. Maintained a working knowledge of project scope of work, materials, and continuing jobsite conditions.
 - Estimate costs for changes in work scope and negotiate change order costs with the customer.
 - Coordinate scheduling with Project Superintendent.
 - Manage project budgets, cost reporting, and profit analysis.