

# M. Michele Montano

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Research

Analysis

Planning

Design

I want to make a real and lasting contribution to the American people, and the Environment. I am interested in creating policy which considers issues holistically...examining environmental, planning, development, and infrastructure through not only biophysical constraints, but takes into account socioeconomic and social justice issues. I aspire to catalyze a paradigm shift in our approach at not only solving the most complex planning and environmental issues, but also in our approach to development, reclamation, and pollution mitigation.

## Core Competencies:

- Ability to multi task, and follow through with projects from conception to completion.
- Strong communication skills, oral and written, ability to develop and maintain collaborative relationships with a variety of disciplines, elected officials and agency officials at all levels of government, non-profit organizations, developers, civic groups, and others involved in planning, community and economic development.
- Knowledge of MS Office (Word, Excel, PowerPoint), ADOBE CS (Illustrator, Photoshop, InDesign), AutoCAD, SketchUp, 3D Studio Max, Revit and Windows and Mac platforms.
- Expert analyst and researcher
- Working knowledge of environmental laws, regulations and Executive Orders (EOs) including NEPA, CEQA, ESA, CESA, CBRA, 44CFR parts 9 and 10, EO 11988 (Floodplain Management), EO 11990 (Protection of Wetlands), and EO 12898 (Environmental Justice)
- Prepare Environmental Impact Statements (EIS), Environmental Assessments (EAS), Categorical exclusions in compliance with the National Environmental Policy Act (NEPA) and the Council on Environmental Quality Act (NEPA), and the Council on Environmental Quality (CEQ) Regulations
- Prepare documents to include (but not limited to) Memorandum of Agreements and Endangered Species Act documents, Biological Assessments and related compliance documents
- Prepare a variety of reports and correspondences in order to fulfill policy, legal requirements, and other similar documents
- Ability to complete informal and formal consultation with minimal technical supervision

- Develop and update database records, manage programs, and archive files
- Extremely organized, responsible, and detail focused
- Ability to adapt, and remain "level-headed" under pressure
- Effective presentation skills, with the ability to engage large groups
- Ability to motivate and organize staff and volunteers, resulting in increased productivity
- Over 10 years management experience emphasizing a collaborative yet decisive style
- Supervised a staff of two to thirty employees, involving training, workflow, quality control, human resource, conflict resolution, and review process
- Natural systems based approach with an integrated design perspective: Integrating function and research based analysis.
- Familiar with integrative design approaches, green infrastructure, plan preparation, specifications, cost estimates, multi-modal non-motorized transportation planning,
- Knowledge of Low Impact Development (LID) & Best Management Practice (BMP) planning solutions. Familiar with the design and rehabilitation of parks, playgrounds, and recreational areas.

## **Employment:**

### **Institute of Urban Ecology**

Project Consultant

May 2013 - July 2013

Duties:

- Establishing general landscape requirements with IUE
- Conducting preliminary studies of the site (including contours, soil, ecology, buildings, roads).
- Assessing a site's potential to meet the client's specifications.
- Carry out environmental impact assessments
- Develop program and design the institute's permaculture farm, which was to include a community garden, outdoor classrooms, outdoor kitchen, learning garden, composting areas, event spaces, bee keeping area, and moveable chicken pens.
- Preparing and presenting detailed plans and working drawings, including applications, construction details and specifications for the project using computer-aided design (CAD).

### **Youth Science Center**

Urban Ecology Program Consultant

December 2012 - June 2013

Duties:

- Develop educational programs for high school students focusing on watershed, natural process, urban gardening, and native flora and fauna
- Lecture high school students on how to create an urban garden, waste, non point source pollution, sustainability, composting, garden design, plant selection, and stewardship.
- Coordinate with other educators on programming and scheduling
- Provide oversight and leadership in executing projects from planning to completion.
- Daily tasks include managing resources and relationships to achieve organizational objectives.

- o Planning, developing and executing schedules to ensure timely completion of projects are additional job duties for these professionals.
- o Establish community partnerships and opportunities for students to utilize their stewardship skills.

### **DT Construction**

Landscape Designer

June 2010-March 2012

Duties:

- o Overseeing the design of a variety of projects.
- o Establishing general landscape requirements with clients
- o Conducting preliminary studies of the site (including contours, soil, ecology, buildings, roads).
- o Assessing a site's potential to meet the client's specifications.
- o Carrying out environmental impact assessments; seeking and taking into account the views of local residents, potential users, and parties with a vested interest in the project.
- o Accurately preparing and presenting detailed plans and working drawings, including applications, construction details and specifications for the project using computer-aided design (CAD).
- o Presenting proposals to clients, dealing with enquiries and negotiating any amendments to the final design.
- o Matching the client's wishes with knowledge of "what will work best"
- o Contacting and coordinating manufacturers and suppliers.
- o Leading cross functional teams.
- o Making site visits; ensuring deadlines are met; liaising with other professionals on the project; monitoring and checking work on-site.

### **Burpee**

Sales Rep./ Visual Merchandising

Nov 2009- May 2012

Duties:

- o Servicing existing accounts, obtaining orders, and establishing new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- o Adjusting content of sales presentations by studying the type of sales.
- o Focusing sales efforts by studying existing and potential volume of dealers.
- o Submitting orders by referring to price lists and product literature.
- o Keeping management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- o Monitoring competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- o Recommending changes in products, service, and policy by evaluating results and competitive developments. Resolving customer complaints by investigating problems; developing solutions
- o Preparing reports; making recommendations to management.
- o Maintaining records on area and customer sales.
- o Contributing to team effort by accomplishing related results as needed.

## **Los Angeles County Parks and Recreation**

Planning & Special Projects Dept.

Student Worker

March 2003-May 2004

Duties:

- o Preparing specifications, designs and construction details and documents for review and approval by the Landscape Architect in the department; Assisting with the planning and design of Parks and Recreation Department facilities.
- o Researching and preparing supporting documents for projects related to facilities planning, development and management for County projects.
- o Creating drawings, presentations and other visual aids using a wide array of digital and analog media for project support and public education.
- o Completing designs related to landscape architecture for other County departments.
- o Assisting with analyses, management and monitoring of capital improvement plans, cost analyses, project budgets and prepares reports as needed.
- o Working on in-house capital projects as a team member with other County departments and works with representatives from those.
- o Performing field review and inspection of assigned projects.

## **Singh Imports**

Marketing/Sales Manager

August 2001-February 2003

Duties:

- o Determining the annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results.
- o Establishing sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
- o Implementing sales programs by developing field sales action plans.
- o Maintaining sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- o Establishing and adjusting selling prices by monitoring costs, competition, and supply and demand. Completing sales operational requirements by scheduling and assigning employees; following up on work results.
- o Maintaining sales staff by recruiting, selecting, orienting, and training employees.
- o Maintaining sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- o Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- o Contributing to the team effort by accomplishing related results as needed.

## **Honors & Awards:**

EDR Design Charette Competition 2012:  
1st. Runner up (group) Trash for Teaching  
Los Angeles County Parks & Recreation:  
Certificate of Recognition 2004  
LATTC: Golden Thimble 1994  
LATTC: Fashion Design Scholarship 1991

## **Education:**

### **Cal Poly Pomona**

Master in Landscape Architecture, 2013

### **UCLA**

Landscape Architecture Extension, 2004

### **Los Angeles Trade Technical College**

Certificate in Fashion Design, 1992  
Gold Thimble Recipient, 1992

## **References:**

Lee-Anne Milburn  
Landscape Architecture Department Chair  
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Susan Mulley  
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