

Anna Vickers

Missoula, MT

225-603-1371

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Objective:

Ambitious Land Use Planner with a reputation for being reliable, hardworking, quick-witted, calm under pressure and eager to learn. Skilled at multi-tasking and working in high stress environments to achieve well rounded, quality designs. Equally comfortable working with team members or individually while maintaining a diplomatic and positive attitude.

Education:

Louisiana State University

BA History, BA Political Science

Baton Rouge, LA

Graduated 2013

Work Experience:

IMEG Corp.

November 2020 - Current

Land Use Planner

- Feasibility studies for property future development (Missoula County, City of Missoula, Ravalli County, Lake County, Musselshell County, Mineral County, Flathead County, Yellowstone County)
- Family Transfer Applications (Missoula County, City of Missoula, Ravalli County, Lake County, Mineral County)
- Subdivision planning, coordination, development, documentation (Missoula County, City of Missoula, Ravalli County, Lake County, Musselshell County, Mineral County, Flathead County, Yellowstone County)
- Rezoning applications (Missoula County, City of Missoula, Flathead County, Yellowstone County)
- Petitions for Annexation (Missoula County, City of Missoula, Flathead County, Yellowstone County)
- Subdivision Exemption Affidavits (Missoula County, City of Missoula, Flathead County, Yellowstone County, Ravalli County, Lake County)
- Project management regarding planning of property, client coordination, attorney coordination and correspondence
- Easement vacations: Public Utility Easements, Right-of- Way Easements, Irrigation Ditch Easements
- Water Right research (severance and DNRC coordination)
- Deeds and Realty Transfer Certificates

WGM Group

June 2016 – November 2020

Planning Technician

- Organization, coordination, completion of major and minor Subdivision Applications (City of Missoula, County of Missoula, Ravalli County) Rezoning Applications (City of Missoula), Subdivision Final Plat documents (City of Missoula, County of Missoula), Conditional Use Applications (City of Missoula), Subdivision Exemption Application (City of Missoula, County of Missoula), Land Use Intake Forms (City of Missoula), Zoning Compliance Permit Application (County of Missoula)
 - Public meeting planning for subdivisions, corridor planning (Highway 200), and Urban Renewal Districts (Helena)
 - Co-writing reports for Urban Renewal Districts and planning corridors
 - Assist with finalization of letters, contracts, and various engineering project documents
 - Quality Control and Quality Assurance for Certificate of Survey recordation
 - Working on various documents require proficiency in Microsoft products as well as, Indesign
 - End of month client billing
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Volunteer Work:

Canimeals

March 2019 - Current

Collecting aluminum cans around WGM Group office to bring to Canimeals drop sites.

Imagine Missoula

December 2017 - Current

Assist various senior citizens with grocery shopping and drop off, gardening, various errands, and grass cutting

Missoula Food Bank

March 2016 – March 2020

Assists with various needs such as restocking shelves, boxing items for visitors, repacking mass-produced items