

**Ivan (Ian) A. Nance**  
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## **Skills Summary**

- Outgoing, creative, and independent individual with excellent communication, time management, networking, budgeting, and writing skills.
- Strong computer skills including familiarity with Microsoft Office, Outlook, PowerPoint, Adobe Reader, SPSS, Excel, and social media programs.
- Ability to use a variety of sources to conduct qualitative and quantitative research and present findings in a clear, concise format.

## **Employment History & Accomplishments**

### **Polk County Board of County Commissioners (BoCC)**

**December 2017 – Present**

#### *Senior Planner – Land Development*

- Planning Commission Coordinator
  - Assign Planning Commission and BoCC cases to Land Development planners and track progress.
  - Conduct analysis of development applications and write staff reports to support the findings.
  - Create slideshows and present cases before BoCC, Planning Commission, and Land Use Hearing Officer.
- Site Plan Review
  - Review engineered site plans for compliance with the Polk County Comprehensive Plan and Land Development Code (LDC).
  - Conduct research for non-conforming use determinations and land use verification letters
- Represent Planning on the Development Review Committee (DRC).
  - Review Pre-Application Requests and provide written response.
  - Serve as liaison for Planning during face-to-face DRC meetings and follow-up with citizens as necessary.

### **Freelance Writer**

**February 2012 – Present**

- Published in the *Lakeland Ledger*, *Orlando Sentinel*, *Florida Game & Fish*, *Lakeland*, *Florida Sportsman*, and *Petersen's Hunting*.

### **ADEPT Community Services**

**February 2010 – December 2017**

#### *Support Coordinator/Team Leader*

- Coordinated service providers for developmentally disabled Medicaid Waiver Consumers. Created service budgets, request, and justify services through written Support Plans, and maintain consumer files. Serve as advocate for consumers.

- Supervised 4-5 other coordinators. Worked closely with Supervisor on Quality Assurance, Billing, and Human Resources objectives. Visited with consumers and their families to discuss goals and issues with service.

**Polk County School Board**

**October 2008 – February 2010**

*Substitute Teacher*

**Supplemental Instructional Services, Inc**

**July 2007 - July 2008**

*District Coordinator*

- Launched company's program in Polk County. Recruited, interviewed, trained, and managed a team of 12 tutors over 8 elementary schools.
- Marketed company and enrolled families at provider fairs.
- Wrote Service-Learning Plans as a contract between parents, company, and School Board for establishing academic goals and benchmarks for achievement.
- Created and delivered monthly invoices to Polk County School Board for company's service and maintained legal documents including leasing information, progress reports, and attendance information.

**Polk County School Board**

**January 2004 - April 2006**

*Substitute Teacher*

**Mulberry Corporation**

**May - August 1999, 1998**

*Administrative Assistant*

**Education**

Master's Degree in Public Administration, 2006  
University of Central Florida  
Orlando, FL

B.A. Degree in Political Science, 2003  
University of Florida  
Gainesville, FL