

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