

ROBERT SARMIENTO

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2631 35th Avenue, San Francisco, CA 94116

KEY SKILLS

- Proficient in urban planning skills, including land-use planning, economic and community development, environmental planning, and transportation planning
 - Knowledgeable about CEQA, planning law, policy analysis, and statistical analysis
 - Excellent oral and written communication skills
 - Effective working both independently and as a team player
 - Knowledge of computers and software, including Microsoft Word, Excel, Outlook, Powerpoint, and Frontpage, Adobe Acrobat, ArcGIS, and SPSS
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PROFESSIONAL EXPERIENCE

STATE OF CALIFORNIA – DEPARTMENT OF JUSTICE, *Student Assistant*

San Francisco, CA

Feb 2008 – Present

- Update and close legal cases
- Input court data into an online database
- Assist legal secretaries in administrative matters
- File folders and documents

CITY OF PACIFICA – PLANNING DEPARTMENT, *Planning Intern*

Pacifica, CA

Sept 2007 – Dec 2007

Sept 2006 – June 2007

- Answer public inquiries regarding land use, zoning, and other planning-related issues
- Analyze submitted plans for compliance with the Zoning Code, General Plan, and other applicable laws
- Prepare staff reports and present them and make recommendations at Planning Commission hearings
- Assist in the update of Pacifica's Housing Element
- Assist the Code Enforcement Division

STATE OF CALIFORNIA - ELEVATOR, RIDE, AND TRAMWAY UNIT, *Student Assistant*

Oakland, CA

Jun 2004 – Aug 2006

Anaheim, CA

Oct 2001 – Jun 2004

- Communicate with elevator owners and managers about the status of their elevator permit
- Input elevator permit data into an online database
- File folders and documents
- Troubleshoot computer problems for ERT Unit employees

STATE OF CALIFORNIA - INFORMATION SYSTEMS UNIT, *Student Assistant*

San Francisco, CA

Jul 2000 – Sept 2001

- Assist employees by troubleshooting computer problems over the phone and through e-mail
 - Travel throughout the State and troubleshoot computer problems
 - Set up new computers to be ready for use
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EDUCATIONAL BACKGROUND

SAN FRANCISCO STATE UNIVERSITY, *San Francisco, CA*

Aug 2005 – Present

- Major: Public Administration
- Expected Graduation Date – May 2008

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA, *Pomona, CA*

Sept 2001 – June 2004

- Bachelor of Science in Urban and Regional Planning
 - Dean's List – Spring 2004
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VOLUNTEER EXPERIENCE

TAX-AID, *Volunteer*

San Francisco Bay Area

2005 – Present

- Assist in free tax preparation services for low-income families