

# ***Candace Alexandria Hartwick***

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## ***Skills and Research Interests***

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### **Skills**

MS Office, GIS, Survey Design and Development, Administrative Assistance, Data Management, Project Management, Peer Leadership, and Community Organizing

### **Research Interests**

- Social Ecology
- Community Cultural Development
- Self-Identity and Place
- Sustainable City Development
- Green Planning and Community Health
- Equitable Resource Planning

## ***Academic Experience***

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### **Graduate Research Assistant**

*Institute for Policy and Governance*

*Virginia Polytechnic and State University, Blacksburg, VA*

*12/2021 – Current*

- Providing periodic summaries of data collection activity
- Assisting with development of process evaluation data collection instruments
- Support the analysis of process evaluation for community-based projects
- Assisting with a Community Needs Assessment for community partners including data analysis

### **Undergraduate TA**

*LDRS 1424 Citizen Leadership Praxis*

*Virginia Polytechnic and State University, Blacksburg, VA*

*01/2020 – 05/2020*

- Created lesson materials, visuals, and digital presentations to supplement lesson plans.
- Liaised between faculty and students to answer questions and optimize faculty time.
- Oversaw groups of students and assisted with academic projects.

## ***Additional Experience***

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### **Coastal Resiliency Intern**

*Moffatt and Nichol, Norfolk, VA*

*05/2019 – 08/2020*

- Worked on various engineering design projects focused on innovative, pre-disaster, and resiliency design strategies.
- Able to participate in many partnering organizations planning and engineering projects that aimed to making our nation's coastal cities more resilient.
- Contributed to company GIS operations, including surveying and planning, imaging, and data collection.

### **Senior Resident Advisor**

*Virginia Tech Housing and Residence Life, Blacksburg, VA*

*08/2019 – 05/2020*

- **Senior RA of the Year 2019-2020**
- Developed and implemented inter-staff initiatives, in addition to coordinating itinerary and scheduling appointments.

- Promoted positive relations between residents and staff.
- Planned events for 150+ Residential Community.

### **Resident Advisor**

*Virginia Tech Housing and Residence Life, Blacksburg, VA*

08/2018 – 05/2019

- Provided swift and knowledgeable emergency support in line with campus crisis protocols. Enforced policies and safety standards through building and room rounds.
- Supported personal needs of residents dealing with diverse conditions.
- Assisted a diverse group of residents with transitioning into new living environment and maintained strong relationships with residents.
- Solved grievances and complaints by collaborating with residents while providing a high level of confidentiality.
- Facilitated floor meetings to discuss concerns, review complaints and convey information about policy changes.
- Fostered productive and inclusive environment for academic and social success.
- Mediated conflict to provide safe and secure environment through policy enforcement.

### **Interim Volunteer Coordinator**

*Meals on Wheels of Chesapeake, Chesapeake, VA*

04/2018 – 07/2018

- Managed the organization's social media presence
- Developed volunteer policies and procedures, codes of conduct and volunteer standards.
- Managed volunteer calendar and verified coverage of key roles during volunteer unavailability.
- Uncovered opportunities for volunteer program improvement by soliciting staff feedback and evaluating volunteer performance.

## **Education**

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### **Master of Urban and Regional Planning**

*Virginia Polytechnic And State University, Blacksburg, VA*

08/2021- Expected Graduation Spring 2023

- Graduate Certificate of Natural Resources

### **Bachelor of Science: Water: Resource, Policy, And Management**

*Virginia Polytechnic And State University, Blacksburg, VA*

08/2017 – 05/2021

- Cum Laude
- Minor in Leadership and Social Change

### **Bachelor of Arts: Geography**

*Virginia Polytechnic And State University, Blacksburg, VA*

08/2017 – 05/2021

- Cum Laude

## **Volunteer Experience**

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- **Sailing Instructor at Sail Nauticus** (2014-2019)

Worked with children in my local area by teaching sailing and educating about clean waterways, local aquatic ecosystems, and water safety.

- **Volunteer at Chesapeake Human Society** (2016-Present)

Worked with animals and helped to keep the shelter clean and running efficiently.

## **Affiliations**

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- American Planning Association (APA) Student Member (2021- Present)
  - Member of Residential Leadership and Social Change College (2017-2021)