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| **SKILLS** |

* **Operations Management** – Proficient in strategic business planning, governance, team development, risk management, brand development, communications, finance/fundraising, and change management in public, private and non-profit sectors.
* **Project Management** – Proficient in designing and implementing systems and processes to enable efficient and effective delivery of all project life cycle stages: business development, scoping, delivery project assurance, and evaluation.
* **Urban & Community Design** – Proficient in delivering complex, large-scale community development/regeneration projects and community-based environmental/social sustainability projects involving user-led design methods.
* **Multidisciplinary Leadership** – Strong leadership, negotiation, and delegation skills among diverse, multidisciplinary internal and external stakeholder teams.
* **Stakeholder Communications** – Excellent written and oral communication skills, including: facilitation, lecturing, training, public speaking, documentation and creative presentations.
* **Information Technology** – Competent in Mac/Microsoft Office applications, social media, and web/digital management.
* **Languages** – Fluent in English (native language) and conversational fluency in oral and written Turkish and French.

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| **EDUCATION** |

MA - Master of Urban and Regional Planning (MURP)

University of California, Irvine (Irvine, California, USA) | 2001-2004

Master’s Thesis: Sustainable Development - Safety in Southeastern Turkey/GAP Region

BA Hons - Bachelor of Arts, Environmental Analysis and Design

University of California, Irvine (Irvine, California, USA) | 1997-2001

Honours Thesis: Religion, Identity and Space - Muslim Youth

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| **PROFESSIONAL EXPERIENCE** |

**Programme Office Manager**

Design Council CABE (London, UK) | April 2011 – present

* Designed, developed, implemented and currently manage the Programme Management Office (PMO) to oversee the complete portfolio of 35 projects valued at £10 Million.
* Provide expert consulting on project life cycle management and risk/quality assurance on all projects in business units: Design Challenges, Strategy Unit, Design Innovation Services and Networks, Commission for Architecture & Built Environment (CABE) and Corporate Services demonstrating the transformative power of design.
* Developed the corporate strategic plan, business plan, risk management policy, performance management process, and in currently embedding cultural change management during the merger of two organisations.

**Programme Manager – Sustainability**

Design Council (London, UK) | October 2009 – April 2012

* Successfully managed and delivered a portfolio of user-led designed community sustainability programmes including ‘Low Water Living’ and ‘Design Out Crime’ tackling environmental, social and security issues around sustainable water consumption in Southern England and reducing crime in the UK.
* Supervised the Sustainability Team, coordinated input from Design Council’s design strategy/skills, communications, research, and policy specialist teams, and suppliers.
* Engaged effectively with external stakeholders including multidisciplinary project advisors and funders/clients.
* Secured and managed combined programme budgets valued at £1.0 Million, involving authorising expenditure, managed actual expenditure/variance, provided forecasts, managed risks, controlled change, and reported on performance.

**Principal - Vice President/Partner**

SKA Consulting (USA & UK) | Feb 2009 – Oct 2009

* Developed and expanded professional and technical consulting services within the sustainable development context from California to the United Kingdom, including business development and digital marketing.

**Associate Planner**

City of Irvine/Civic Solutions (Irvine, USA) | June 2006 – Feb 2009

* Managed highly political regeneration, redevelopment and master plan projects for the Orange County Great Park and Great Park Neighborhoods valued at £1.3 Billion. This award-winning 4,700-acre redevelopment of a contaminated, former military base includes 3,400 acres of associated mixed-use commercial/residential/industrial/open space land uses and dedicates 1,300 acres to the largest city-owned metropolitan park under planning and development in the USA.
* Ensured seamless communication among internal/external stakeholders including City of Irvine staff, Great Park Corporation, Lennar Corporation, local/regional jurisdictions, and community groups.
* Managed the Environmental Impact Analysis process including mitigation compliance and monitoring.
* Prepared policy reports and presented project findings to decision-making bodies at public hearings.
* Incorporated climate change/sustainability measures in Great Park/Neighborhoods developments.
* Supervised staff and consultants on a project basis.

**Planning Project Manager**

**FORMA Design (Irvine, USA) | April 2005 – June 2006**

* Served as a project manager for large-scale master-planned residential, commercial, mixed-use, and open space development projects in California, USA – Brightwater/Bolsa Chica (Orange County), Sutter Pointe (Sutter County), and Fanita (San Diego County), Heritage Fields/Great Park (Orange County).
* Managed scopes of work/budgets and prepared entitlement documents (specific plans, environmental impact report project descriptions, community design plans, and habitat management plans) and managed clients and stakeholders.

**Assistant Planner/Planning Technician**

City of Irvine/Civic Solutions (Irvine, USA) | Sept 2003 – April 2005

* Served as a project manager in Planning and Development Services for the City of Irvine’s Project Entitlement section and managed environmental/zoning compliance for ministerial/discretionary cases.

**President, Associated Graduate Students**

University of California, Irvine (Irvine, USA) | July 2002 – July 2003

* Served as CEO and represented over 3,300 UCI graduate and professional students advocating for increasing youth voting, affordable housing, and fair lecturer wages among local, California state and USA federal legislators.

**Council Executive Assistant, Mayor Pro Tempore**

City of Irvine (Irvine, USA) | Sept 2001 – Sept 2003

* Represented Mayor Pro-Tem Mears at a variety of community events and provided planning support.
* Engaged with the community to support grass-roots political activities including support of Measure W to develop the non-aviation use of the Orange County Great Park and the Centerline light rail referendum.
* Assisted Mayor Pro-Tem Mears in reviewing council meeting agendas and correspondence packets.

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| **VOLUNTEER/START-UP EXPERIENCE** |

**Founder/Artistic Director/Instructor/Performer**

**Dunya Dance (London, UK) | Sept 2009 – present**

* Produce, instruct and perform in charitable community events, dance courses, and special events dedicated to the artistic and diverse representation of Middle Eastern dance.

**Operations Director/Performer**

**Arabian Dance Theatre (London, UK) | Dec 2010 – present**

* Manage business operations and perform in theatre productions raising the profile of Arabic dance as art.

**Risk Management Specialist/Advisor/Alumnae Chairman**

**Pi Beta Phi Women’s Fraternity (CA, USA) | Sept 2004 – present**

* Served as an international and local officer for a women’s leadership development and service organisation consisting of university members and alumnae in the USA, Canada, UK, France, and Japan, and currently manage the London, UK alumnae group delivering personal development, expatriate mentoring and literacy/empowerment service opportunities.

**Lead Coordinator/Great Park Liaison**

**OC Multicultural Coalition (CA, USA) | Feb 2007 – Feb 2009**

* Led a coalition of individuals and cultural groups advocating for the development of a Multicultural Center celebrating community diversity at the Orange County Great Park.

**President/Board of Directors**

**Assoc. of Environ. Professionals (CA, USA) | Jan 2006 – Dec 2008**

* Served as Orange County chapter CEO, Secretary and Programs Chair supporting the mission to enhance, maintain and protect the natural and human environment through member professional development activities, fundraising events for student scholarships, and edited digital communications.

**Founder/Chairman of the Board/Public Relations Chairman**

**OC Turkish American Assoc. (CA, USA) | Aug 2004 – Dec 2008**

* Founded, developed and chaired the organisation dedicated to enriching Turkish-American community members’ lives through countywide recreational, social, educational, cultural, professional development, and outreach activities.

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| **AWARDS & AVOCATIONS** |

* **Project Award Winner** – Design Council (2012)
* **RTPI Member** – Royal Town Planning Institute Environmental Planning & Protection Network (2009-present)
* **Blogger** – www.MichelleDrouse.com (2009-present)
* **Management Development Certification** - Institute of Leadership and Management (2010)
* **Employee Team of the Year** – City of Irvine (2008)
* **Outstanding Leadership** – Association of Environmental Professionals, OC Chapter (2008)
* **Outstanding Leader** – Orange County Turkish American Association (2008)
* **Diversity Article Publication Award** – American Planning Association, OC Chapter (2008)
* **Outstanding Leadership Award** at City of Irvine – Civic Solutions, Inc. (2007)
* **Outstanding Advisor** – Greek Awards (2007-‘08), UCI Dean of Students (2007), & UCI Housing (2006, 2008)
* **Woman of Distinction Award** – Daughters of Ataturk (2005)
* **Turkish National Security Council Fellow** (2002)
* **Undergraduate Research Fellow** – UC Irvine (2001)
* **Scholar & Woman of the Year** – UC Irvine (2001)
* **International travel/cultural experiences** N. America & Europe

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| **REFERENCES** |

Strong former supervisor, professional and personal references available upon request.