

MATTHEW IAN NOWLIN

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Website & Portfolio

www.matthewiannowlin.com

Education

Ball State University

Muncie, Indiana
May, 2015
Master of Urban Planning
Real Estate Development
Certificate

Indiana University

Bloomington, Indiana
May, 2009
Bachelor of Music

Awards

- Eric and Sandra Kelly Excellence in Writing Award, 2015
- Best Portfolio, 2014

Skills

Real Estate

- Project Proforma
- Market Analysis
- Tax Credit Financing
- Tax Increment Financing

Technology

- Geographic Information Systems
- Adobe Creative Suite
- Web Development (HTML, CSS, PHP, Javascript, JQuery)
- Microsoft Office
- Database Management (Access, Advance, SAP Business Objects)

Experience

Metropolitan Planning Organization Indianapolis, Indiana

Planner, June 2015—Present

- Help to allocate \$44 million in federal transportation funding to local governments.
- Developed Environmental Justice methodology in compliance with Federal Highway Authority requirements and regional planning best practices.
- Project manager on \$270,000 engineering study, from consultant selection and fee negotiation to financial management through the life of the project.

Intern, April 2015—May 2015

- Developed whitepaper on best practices and funding opportunities for regional water planning.

Indiana Housing and Community Development Authority Indianapolis, Indiana

Planner/Mentor, My Community My Vision, Aug. 2014—May 2015

- Through collaboration with Rushville Consolidated High School students, developed youth objectives to contribute to comprehensive plan.
- Authored Rushville Downtown Strategic Plan, currently in the process of stakeholder meetings with the goal of adoption in April as an amendment to the comprehensive plan.

Community Programs Intern, June 2014—Aug. 2014

- Coauthored grant proposal to U.S. Treasury's Financial Empowerment Innovation Fund, seeking \$750,000 to equip low-income families with the power to use online financial tools, build savings, and grow assets and income.
- Evaluated \$350,000 pilot program, researching the effects of energy conservation on utility costs and debt for 200 low-income families across four Community Action Agencies.

Alumni Relations and Development, University of Chicago Chicago, Illinois

Research Analyst, Prospect Dev. and Information Strategy, Feb. 2012—Dec. 2013

- Composed reports for university leadership that outline donor's assets and philanthropic interests.
- Managed relationships with university departments, providing strategies and information to find new donors and increase gifts.
- Developed automated reports to provide more accurate research more quickly, freeing up time for high-impact strategic projects.

Project Assistant III, Nov. 2010—Feb. 2012

- Created dashboard that tracked the team's goals, metrics, and next steps.
- Improved our team's data accuracy through training and increased automation.