Emily Tran

PLANNING INTERN

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Summary

Planning Intern and Master of Urban and Regional Planning student at Portland State University, graduating in 06/2027. Supports current and long-range planning with land use mapping in ArcGIS Pro, zoning code research and census data analysis, and drafts report sections in plain language. Brings 2 years of prior housing program work.

Skills

- ArcGIS Pro
- Land Use Mapping
- Zoning Code Research
- Site Plan Review
- Census Data Analysis
- Public Engagement
- Microsoft Excel
- Adobe InDesign
- Report Writing
- Written Communication

Experience

Planning Intern

06/2026 - Present

Cascade Hills Community Development

Beaverton, OR

Part-time internship, 20 hours a week, in a suburban planning division serving 98,000 residents.

- Produce land use mapping for 1,200 parcels in ArcGIS Pro for the 2027 comprehensive plan update.
- Complete zoning code research on ADU rules in 14 peer cities and summarize the findings in a 10-page memo.
- Run first-pass site plan review on 25 residential applications for setbacks, height and parking.
- Staff 3 public engagement open houses, recording 180 comments and sorting them by theme in Microsoft Excel.

Housing Program Assistant

07/2023 - 08/2025

Northeast Portland Housing Alliance

Portland, OR

Nonprofit offering rental assistance and affordable housing counseling.

- Ran census data analysis on rent burden in 12 neighborhoods to support 2 successful grant applications.
- Processed 300 rental assistance applications a year and tracked each case status in Microsoft Excel.
- Designed program flyers and the annual report in Adobe InDesign in English and Vietnamese.
- Organized 6 tenant workshops a year with legal aid partners, averaging 35 attendees.

Education

Master of Urban and Regional Planning

06/2027

Portland State University

Portland, OR

Urban and Regional Planning