

Catherine Ponte

Ponteca@gmail.com | 732-710-0187 | [Linked In](#)

Objective

Support thriving sustainable communities through thoughtful equity focused planning, program management, and innovative collaborations.

Relevant Skills

Microsoft Office Suite – Public Speaking – Teamwork – Report Writing – Project Management – Public Engagement – Mentorship – Conflict Resolution – Coalition Building – Leadership – Creative Strategy – Coaching – Program Development

Basic familiarity with: ArcGIS, Adobe Creative Suite, AutoCAD, INRIX/Streetlight
NY State Driver's License – Portuguese and Spanish (Basic)

Professional Experience

5/2022 – Present **Freight Planner** (Admin. City Planner), NYC Dept. of Transportation, New York, NY

- Provide guidance on goals and oversees work of contract support staff and interns
- Co-manage Truck's Eye View safety program, coordinating program logistics, staffing, task assignments, inventory supplies, scope expansion and reporting
- Under administrative direction, with latitude for independent judgement, prepare and edit planning, outreach and grant related documents
- Coordinate with stakeholders and authorities to advance planning initiatives such as the Microhubs Pilot Program
- Represent Freight Mobility through intra/interagency task forces and by providing unit feedback for projects undergoing City Environmental Quality Review (CEQR)

3/2018 – 5/2022 **Planning Support Specialist** (City Planner), NYC Dept. of Transportation, New York, NY

- Coordinate Regional and Strategic Planning (R&SP) staff retreats, meetings, lunch & learn series, and other teambuilding opportunities
- Liaison with administrators on R&SP reporting and record keeping tasks, including managing transition logistics for remote working and the return to office
- Provide executive support to R&SP Assistant Commissioner, including task management oversight of R&SP units, support with new hires, and supervision of interns

1/2018 – 1/2022 **Adjunct Instructor**, Dept. of Technology Culture and Society, NYU, Brooklyn, NY

- Create curriculum for an undergraduate elective about community gardens
- Instruct and mentor cohorts of 20 undergraduate students of diverse cultural and academic backgrounds
- Maintain relationships with community partners in order to coordinate service learning and networking opportunities for students

10/2015 – 8/2017 **Borough Certification Manager** (City Planner), NYC Dept. City Planning, Staten Island, NY

- Efficiently manage the technical review for a variety of Land Use Review applications
- Guide borough planner project prioritization, time management, and skill development
- Facilitate meetings with DCP staff and applicants
- Represent and advocate for borough needs at inter-divisional meetings
- Oversee metrics reporting and electronic record keeping system for borough

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Professional Experience Continued

6/2013 – 5/2015 **Research Assistant**, Center for Cultural Landscape Preservation, SUNY ESF, Syracuse, NY

- Research, writing, and visual documentation of historic preservation needs of Chancellorsville Battlefield in Fredericksburg and Spotsylvania National Military Park for the National Park Service
- Copy editing Cultural Landscape Report for Forts Baker, Barry, and Cronkite at Golden Gate National Recreation Area using National Park Service graphic design standards in InDesign

3/2007 – 8/2011 **Outreach Coordinator**, Partnerships for Parks, New York, NY

- Advising over 40 park stewards and groups on membership development, coordination with the NYC Parks Department, funding opportunities, conflict mediation, and project management
- Cultivating and maintaining relationships between city agency and community leaders
- Planning and managing logistics for large volunteer events, such as It's My Park Day
- Offering training presentations to park stewards and managing volunteers during projects

Education

2011-2015 **Master of Landscape Architecture**, *concentration in Cultural Landscape Studies and Conservation*, State University of NY College of Environmental Science and Forestry (SUNY ESF), Syracuse, NY

2002-2004 **Master of Museum Studies**, University of Toronto, Toronto, ON

1997-2002 **B.A. w/ Honors**, Art History, Cornell University, Ithaca, NY

B.F.A., Painting, Cornell University, Ithaca, NY

2017 **Certified Professional Coach**, Leadership That Works,
Coaching for Transformation training, New York, NY

Activities & Awards

Urban Design Forum, 2021 Forefront Fellow

- Contributing author to Neighborhood Fare brief
- Founder of Share Shed NYC volunteer project for community garden mutual aid

Conferences

- Co-presented workshop on sustainable tea farming and tea meditation for 2020 APA DivComm Hindsight Conference
- Presented poster based on independent research on Syracuse park trails at 2013 EDRA Conference
- Sustainable food systems round table participant at 2011 Imagining America Conference

Memberships:

- NU Chapter, Sigma Lambda Alpha (Honor Society)
- APA

NYC DOT Employee Resource Groups

- Founder of DiverseAbilities (Secretary 2019-2021) and Indigenous Peoples Collective (Co-chair 2022-Present)
- Active member of Women Empowering Women in Non-traditional work (WE WIN) and Organización Latinoamericana (OLA)
 - Coordination of Agency-wide events and initiatives
 - Meeting facilitation and communications support
 - Represent group at senior executive meetings

NYC DOT Mentorship Programs

- Mentor for Transit Tech high school students 2019 - 2023
- Mentor for TPM Mentoring Leaders 2020/2021 & 2021/2022

NYC DOT Above and Beyond Award (2022)